



**MEETING MINUTES  
3<sup>rd</sup> ORDINARY MEETING OF THE  
49<sup>th</sup> JAMES COOK UNIVERSITY STUDENT ASSOCIATION COUNCIL**

Meeting opened by **Sebastian Romhany** (President, Chair) at 8:33am on Tuesday 30<sup>th</sup> April 2019

**Present:**

Sebastian Romhany (President), Phillip Kirk (Vice President), Harrison Hughes (Cairns Campus Officer), Kyran Mellor (Townsville Campus Officer), Klara Lindstrom (International Student Officer), Haley Harding (Equity and Diversity Officer), Rei Asai (Acting Postgraduate Officer), Tichava Batiya (Staff Representative), Stephen Naylor (outgoing VC Nominee), Alison Edwards (General Manager), Catherine Fraser (Secretary), Laura-Anne Bull (incoming VC Nominee)

**1. APOLOGIES AND PROXIES**

Tom O'Grady (Sport and Recreation Officer)

**2. DECLARATION OF CONFLICTS OF INTEREST**

Nil

**3. APPROVAL OF UNSTARRED ITEMS**

All items in 6. Reports and 7. General Business starred for discussion

**4. CONFIRMATION OF MINUTES & FLYING MINUTES**

- 4.1 Minutes of the 2<sup>nd</sup> Ordinary Council Meeting – 26<sup>th</sup> March 2019
- 4.2 Flying Minute: *"That the following club(s) application for affiliation be approved - GPSN (General Practice Student Network) and JCUPSA (Pharmacy Student Association)"* – 18 March 2019
- 4.3 Flying Minute: *"That the following club(s) application for affiliation be approved.*
  - 1. Australian South Asian Healthcare Association (ASHA)
  - 2. Biomed Society
  - 3. Christian Union JCU
  - 4. Club RHINO
  - 5. FOCUS
  - 6. General Practise Students Network
  - 7. INSAKA
  - 8. JCU Business Society
  - 9. JCU Doctors of the Environment (JCUEDA)
  - 10. JCU Education Student Society
  - 11. JCU Engineering Undergraduate Society
  - 12. JCU K-Crew
  - 13. JCU Medical Students Association (JCUMSA)
  - 14. JCU Nursing and Midwifery Society
  - 15. JCU Pharmacy Students Association
  - 16. JCU Psychology Society
  - 17. JCU Squash
  - 18. JCU Water Polo
  - 19. Latin American Student Association
  - 20. Molecular and Cell Biology Student Association (MCBSA)
  - 21. Muslim Student Association
  - 22. Occupational Therapy Student Society
  - 23. Ross River (JCU Kelso) Senior FC Inc.
  - 24. Saints Cricket Club
  - 25. SANTE
  - 26. Science Communication Advocacy, Promotion and Engagement Society (SCAPES)
  - 27. SoMAG
  - 28. Surgical Interest Group
  - 29. Sustainability Club
  - 30. Townsville Tiger Sharks Underwater Hockey
  - 31. Townsville Ultimate Disc Inc.
  - 32. VET Student Association
  - 33. SASA"

- 2 April 2019

- 4.4 Minutes of the Management Committee: 1. That JCUSA is satisfied that Leave Loading has been paid as a compensation for loss of overtime and therefore not part of Ordinary Time Earnings for past superannuation periods.  
2. That JCUSA will consider Leave Loading part of ordinary time earnings (and therefore subject to Superannuation) for all future payments – 16 April 2019

**RESOLVED:**

That items 4.1 – 4.3 are confirmed and approved.

Moved: SR  
Seconded: PK  
All in Favour

**5. LEGAL MATTERS**

Nil

**6. REPORTS**

**6.1 President's report**

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
2 <sup>nd</sup> Edition of the Bullsheel	16/04/2019	Our new editor and our designer have been working a great deal into the Bullsheel publication and have done a great job at given it new life.
CaSC: Grants	March-April	The process is still slow and inefficient. Even though many new documents have been made, there still many steps in the process that are undocumented.
Equipment Hire Procedure	April	Single document explain the steps to hiring equipment, what equipment is available, and costs. This should allow us to communicate to clubs what they can borrow as well as offer our equipment to JCU Departments running events.
Council Role Descriptions	April	Worked alongside GM to develop more specific and formal role descriptions for Councilors. With this, current and future Councilors will have a clearer idea of what their role entails.

**MEETINGS/FUNCTIONS ATTENDED:**

- **Finance and Audit Committee meetings-** 2/4/2019: Discussed budget.
- **Meeting with International Clubs (K-Crew, FSA, LASA, ISA, MSA)** – Discussed international cocktail, possible food festival and more.
- **Clubs and Society Committee Meeting** – Processing grants, reviewing them, approval and affiliations.
- **Management Meeting** – 16/04/2019: Officers Due Diligence, WHS safety trainings.
- **Meet with New Club** – A JCU staff member wants to start a Tae kwon Do club since many students have shown interest to practice on campus.
- **O week Planning Meeting** – 3/04/2019: Started planning for next O week.

**PLANNING**

- UniBar will soon open for the first time in Cairns.
- Planning for Stress-less Care Package – Organize snacks, fruit, stationary, and other little goods in the most popular study spaces on campus during SWOTVAC week.

6.2 *Vice President report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
BBQ Training	Wednesdays (27/03, 03/04, 10/04)	A few clubs came in and did the BBQ induction training, however any club that has not done the training will need to arrange the training with a councilor before use

**MEETINGS ATTENDED:**

- 26/03/2019 – 2<sup>nd</sup> ordinary meeting
- 01/04/2019 – Clubs and societies committee
- 02/04/2019 – Finance and Audit Committee
- 03/04/2019 – O week planning
- 08/04/2019 – Clubs and societies committee
- 09/04/2019 – Timetables
- 09/04/2019 – Governance Training
- 16/04/2019 – Management Committee Meeting

**PLANNING**

- Need to refine the grant process
- Increase in events etc., including free breakfasts

TB entered at 8:38am

6.3 *Cairns Campus Officer report*

**\*\*Not submitted prior to the meeting\*\***

- Clubs and Societies have been taking up a lot of time
- Meeting with Cairns Campus Estates regarding opening the Uni Bar

SN entered at 8:40am

6.4 *Townsville Campus Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Induction	Wednesday s (27/03, 03/04, 10/04)	Got a few clubs processed, however many will need to be inducted on the day they hire the BBQ

**MEETINGS ATTENDED:**

- 26/03/2019 – 2<sup>nd</sup> ordinary meeting
- 01/04/2019 – Clubs and societies committee
- 02/04/2019 – Finance and Audit Committee
- 03/04/2019 – O week Planning
- 08/04/2019 – Clubs and Societies Committee
- 09/04/2019 – Timetables
- 09/04/2019 – Governance Training
- 16/04/2019 – Management Committee Meeting

**PLANNING**

General Feedback from clubs - SOMAG

1. Is it possible to acquire a kettle and/or microwave over at building 25 in the outside area?
2. We're still having building access qualms every now and then where security say they don't have any sign of the booking number for a particular event.
3. Could an update of the grant approval process be sent out to the club's so we all know where it is at? Having the fund sooner would save putting club members out of pocket for the supplies (in some cases to the tune of several hundred dollars).

4. Is it possible that a message be sent out to clubs and uni about out of date flyers? even the uni seem to be leaving out of date event flyers up instead of popping them in the recycling. We try to be pretty good on this front as any dated flyer gets taken down soon after the event (usually when one of the members walks to their respective faculties).

#### 6.5 *International Student Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Harmony Day	21/3	Fun event. Numbers were lower than expected. It also started raining when we were supposed to set up the games so we had to move under the roof and compromise with the games we could set up.

#### MEETINGS ATTENDED:

- 29/3 - Meeting with all the cultural and international clubs – Planning for International Cocktail night as well as an International Food Festival
- 3/4 - Meeting about O-week sp2. Planning next semester's events.
- 16/4 - Management meeting

#### PLANNING

- International Cocktail – Has unfortunately been cancelled due to low ticket sales. Student considered the price too expensive. The Heritage is holding on to the deposit paid with a view to host a future event.
- Looking into planning an International Food Festival with clubs and societies for sp2 on both campuses.
- Planning free breakfast with Yoga in week 10.

#### 6.6 *Equity & Diversity Officer report*

**\*\*Not submitted prior to the meeting\*\***

- Was involved in planning and running Harmony Day
- International Cocktail event – cancelled
- Uni Hall Clothing Drive – need to arrange collection and distribution

#### 6.7 *Acting Postgraduate Student Officer report*

**\*\*Not submitted prior to the meeting\*\***

- Had meetings with the Deputy Dean, GRS to discuss possible future events and engaging Postgraduate students.

#### 6.8 *Sport and Recreation Officer report*

**\*\*Not submitted prior to the meeting\*\***

SR commented that Council Meetings are extremely important and ALL Councillors have a responsibility to submit written reports prior to the meeting. He reiterated that all Councillors are aware well in advance when meetings are scheduled and are given ample notice and warning for report submissions prior to the meeting.

#### 6.9 *Finance officer report*

Reports for January to March emailed separately to all Councillors. Questions are to be directed to KG (Finance Officer)

#### 6.10 *Advocacy report*

Report was presented. SN advised that at the Academic Board meeting yesterday some minor amendments were made to the Student Appeals Policy and Procedure around using the specified form and some amendments to delegations as these were previously an administrative burden. SN will provide the cover sheet summarizing the changes to the Advocates. He will also arrange a meeting with himself, LB and JM (Director, Student Services) with the Advocates to discuss the changes and help to streamline the processes.



**7. GENERAL BUSINESS**

**7.1 EBA Log of Claims**

**RESOLVED:**

That the discussion on the EBA be moved into camera

Moved: SR  
Seconded: TB  
All in favour

Meeting Moved into camera at 8:50am

Meeting moved out of camera at: 8:54am

**RESOLVED:**

That the EBA Log of Claims are approved with the exception of Item 56 (Paid Parking for Employees)

Moved: SR  
Seconded: PK  
All in favour – abstain TB

**7.2 Clubs and Societies Project Update**

**7.2.1 Identified Changes**

**7.2.2 Engagement and Communication Plan**

**7.3.3 Project Roles and Responsibilities**

The above corporate documents sent through by AE for consideration so council is aware of the progress. AE is now working on timelines and milestones.

**7.3 WHS Update**

**7.3.1 Thank You Letter**

Letter received from WHSQ – JCUSA has been cleared with the ISMS being implemented. AE advised that not all Councillor have submitted due diligence reports, this was also discussed at Management committee. It is vital that these reports are submitted due to legislation requirements. AE reiterated that the Councillors are the Responsible Officers for WHS management and incidents.

**7.3.2 RiskWare Report**

Report was noted three unpreventable incidents – no major incidents

**7.4 Appointment of Auditor for 2019 Financials**

Crowe and Howarth have finished last year audit. SN noted auditors should change every 4-5 years to ensure diligence.

**RESOLVED:**

That Crowe and Howarth be appointed as the Auditors for the 2019 financials

Moved: SR  
Seconded: PK  
All in favour

**7.5 Financial Delegations Amendments**

SG noted that currently managers have to ask permission to spend certain amounts of money such as GM over \$500, which can be tedious for operational purposes when amounts are already included in budget. Worked with KG and AE to

streamline processes to increase approval delegations, add to purchasing policy that any item already in budget does not require further approval.

**RESOLVED:**

That the Financial Delegations Amendments are approved and are effective immediately.

Moved: SR  
Seconded: KM  
All in favour

**7.6 Council and Staff Responsibilities**

**7.6.1 Expectations of Councillors and Staff**

AE advised these are follow on from council meeting last year and were approved at management committee on 16/4 to clearly state expectations and responsibilities. Staff expectations are as per job descriptions, AE noted councillors do not have as much job role clarity and this document details further expectation.

**RESOLVED:**

That the Expectations of Councillors and Staff as approved at the Management Committee meeting (16/04/2019) are noted and ratified.

Moved: SR  
Seconded: PK  
All in Favour

**7.6.2 President's Roles and Responsibilities**

**7.6.3 Vice President's Roles and Responsibilities**

**7.6.4 Townsville Campus Officer's Roles and Responsibilities**

**7.6.5 Cairns Campus Officer's Roles and Responsibilities**

**7.6.6 International Student Officer's Roles and Responsibilities**

**7.6.7 Equity & Diversity Officer's Roles and Responsibilities**

**7.6.8 Postgraduate Officer's Roles and Responsibilities**

**TB left rom at 9:08am**

SR advised all councillors to provide any amendments to their own role if items have been missed out. SN advised these could be taken into consideration when doing your own CV to show you have capacity for these roles/tasks. Further discussion will take place at management meeting.

SR advised Medicine Student Association emailed him directly a month ago, as they are unhappy with parking arrangements near their buildings. All day parking is limited in the area and most students are there all day. Provided some constructive feedback and solutions LB requested it to be forwarded to her and she will follow up with estates.

**Meeting closed at 9:11am on Tuesday 30<sup>th</sup> April 2019**



Minutes confirmed by Sebastian Romhany  
President, Chair

Minutes Prepared by Catherine Fraser  
Secretary to JCUSA Council