



MINUTES OF THE 3rd ORDINARY MEETING
56th STUDENT ASSOCIATION COUNCIL

Meeting: 56th Student Council – 3rd Ordinary Meeting (56/3)

Date: Friday, 12 June 2026

Time: 12:03 – 13:29

Location: Online via. Microsoft Teams

Chair: Harrison O’Kane, JCUSA President

Secretary: Lu Zhang, JCUSA Secretary

Quorum: Confirmed at commencement (11 Voting Members Present with 2 proxies noted)

Attendance

Voting Members Present:

- Harrison O’Kane (President)
- Lu Zhang (Secretary)
- Muhammad Islam (Vice-President)
- Yanlong Yang (Cairns Campus Officer)
- Shiqi Zhu (Postgraduate Officer)
- Yandong Jiang (International Students Officer)
- Grace Stewart (Equity and Diversity Officer)
- Xi Zhuo (Women’s Officer)
- Yana Carpen (Environmental & Sustainability Officer)
- Nola Kuilboer (Director, Student Services and Support)
- Jeff Jimmieson (JCU UniLife Representative)

Changes in Attendance During Meeting:

- Muhammad Islam advised at approximately 12:36 pm that he may need to leave due to another commitment. The Teams meeting log records a departure, a later re-invitation to the meeting, and a subsequent departure. Exact return timing was not confirmed from the available record.

- Xi Zhou advised at approximately 12:59 pm that she needed to leave for another meeting and departed the meeting shortly thereafter.

- Nola Kuilboer advised at approximately 1:13 pm that she needed to leave for another meeting and departed the meeting shortly thereafter.

- Grace Stewart advised at approximately 12:51 pm that she needed to leave the meeting within the next 10 minutes and departed shortly after

Apologies:

No formal apologies were received.



Proxies:

Two proxies were noted:

1.1 Tsz Fei Zicilia Lo appointed Lu Zhang as her proxy in accordance with Regulation 4.3. The proxy was noted and accepted by the Chair.

1.2 Wudarabin Snider appointed Yana Carpen as her proxy in accordance with Regulation 4.3. The proxy was noted and accepted by the Chair.

Newly Appointed Voting Members During Meeting:

- Liam Neuhaus (Elected Townsville Campus Officer – See Motion 5.1.2)

Acknowledgement of Country

JCUSA acknowledges the Bindal and Wulgurukaba people of the Townsville region and Yirrganydji people of the Cairns region, the Traditional Custodians of the land on which we meet, study, and work today. We pay our respect to their Elders, past, present, and emerging, and extend that respect to all Aboriginal and Torres Strait Islander peoples here today.

1. Apologies and Proxies

- Apologies: Nil
- Proxies: Tsz Fei Zicilia Lo, Wudarabin Snider

2. Declaration of Conflicts of Interest

- Prompt: The Chair invited members to declare any conflicts of interest in accordance with Regulation 4.8.
- Declared Conflicts: One conflict of interest was declared. Grace Stewart noted that they sit on the committee for the Townsville Tabletop Guild (TTG) and stated that they would recuse themselves from any TTG-related matters.
- Notes: The Chair noted that no TTG-related matters were on the agenda and reminded members that conflicts may be declared at any time during the meeting.

3. Confirmation of Previous Minutes

3.1 Minutes of the 2nd Ordinary Meeting

Motion: That the Minutes of the 2nd Ordinary Meeting of the 56th Student Council be confirmed as a true and correct record.

- Moved: Harrison O’Kane
- Seconded: Grace Stewart
- Outcome: **Carried** – 10 In Favour, 3 Abstention (Muhammad Islam, Tsz Fei Zicilia, Wudarabin Snider)

3.2 Confirmation of Flying Minutes

Motion: That the Flying Minutes listed under Item 3.2 be confirmed.

- Moved: Harrison O’Kane
- Seconded: Yanlong Yang
- Outcome: **Carried** - 10 In Favour, 3 Abstentions (Muhammad Islam, Tsz Fei Zicilia, Wudarabin Snider)

4. Reports – For Noting

- Prompt: Monthly Office Bearer reports for the relevant reporting period were circulated to Council for review.
- Outcome: Reports Included: February, March, and April reports, including reports from the President, Vice President, Treasurer, Secretary, Campus Officer, and relevant Portfolio Officers.
- Notes: The May reports were not included as they were still being processed due to a backlog arising from banking-related issues.
- Questions / Notes: Nil

5. Matters for Decision

5.1 Appointment of Townsville Campus Officer

5.1.1 Nominee Address

Prompt: The nominee for Townsville Campus Officer was invited to address Council for up to two minutes.

- Nominee: Liam Neuhaus
- Notes: Liam Neuhaus introduced himself to Council and spoke in support of his nomination. He noted his interest in improving student life on the Townsville campus, his experience as Treasurer of the Physical Sciences Society, and his broader experience in managing people, projects, money, and safety-focused activities.

5.1.2 Motion: Appointment of Townsville Campus Officer

Motion: That the Association Council appoints the valid nominee to the position of Townsville Campus Officer, in accordance with Regulation 4.6 of the JCUSA Regulations.

- Moved: Harrison O’Kane
- Seconded: Yanlong Yang
- Discussion Notes: Council welcomed Liam’s nomination. Jeff Jimmieson thanked Liam for stepping up and encouraged him to visit the Student Association office to meet the team.
- Voting Outcome: Carried
- Vote: Passed unanimously.

5.2 Motion: Update to JCUSA Banking Authorities and Internet Banking Access

Motion to Pass

That the Association Council:

1. Confirms and clarifies internet banking access for authorised users of JCUSA bank accounts, specifically:
 - a. Harrison O’Kane (President)
 - b. Tsz Fei Zicilia Lo (Treasurer)
 - c. Jeff Jimmieson (JCU UniLife Business Manager)
2. Authorises the addition of Jeff Jimmieson as an active internet banking user, to support operational continuity and governance flexibility where existing signatories may be unavailable.
3. Amends the daily transaction limits applied to internet banking users, moving from:
 - a. Level 6 (Current): \$10,000,000 Pay Anyone / BPAY with Token Transaction Signing
to
 - b. Level 5: \$25,000 Pay Anyone / \$200,000 BPAY with Token One-Time Password authentication

4. Authorises the President to liaise with the bank to:
 - a. Confirm whether transaction limits may be individually customised per user
 - b. Implement the most appropriate configuration consistent with risk management and operational needs
5. Confirms that the account operating method remains “two to sign” for all transactions, consistent with prior Council resolution.
 - Moved: Harrison O’Kane
 - Seconded: Grace Stewart
 - Discussion Notes: The Chair explained that the motion was intended to clarify banking authority wording following advice from the Bank of Queensland, including the inclusion of Jeff Jimmieson as Business Manager to provide continuity where one of the other authorised signatories is unavailable. Jeff Jimmieson clarified that his role would be a fallback signer, with preference remaining for the two JCUSA appointees to complete signing and payments where available. The Chair also noted that the proposed transaction limit reduction would improve practicality while maintaining appropriate security.
 - Amendments: Nil
 - Voting Outcome: **Carried**
 - Vote: All in favour except Muhammad Islam and Liam Neuhaus, who were noted as abstaining.

5.3 Motion: Authorisation to Progress Officer Uniform (Shirt) Design and Procurement

Motion to Pass

That the Association Council:

1. Select one (1) officer uniform design from the options presented
 2. Authorises the President to finalise the design and proceed with procurement, including:
 - a. Confirming artwork and sizing requirements
 - b. Engaging EV2 Sportswear (or an equivalent supplier if required)
 - c. Managing ordering and delivery logistics
 3. Approves expenditure of up to \$2,000 (SSAF-funded) for the production and supply of officer uniforms;
 4. Confirms that:
 - a. The President will ensure value for money and appropriate quantity control
 - b. Any expenditure exceeding this approved amount must be returned to Council for further approval
- Selected Design: Option 4
 - Moved: Harrison O’Kane
 - Seconded: Lu Zhang
 - Discussion Notes: The Chair presented the proposed officer uniform designs and explained that the purpose of the shirts was to assist with identification, image, and representation of JCUSA councillors during campus activities and events. Council discussed the design options, including colour consistency with previous designs and the benefit of some visual difference from prior years. Option 4 was identified as the preferred design.
 - Voting Outcome: **Carried**
 - Vote: Passed Unanimously

5.4 Motion: Affiliation of JCUMAC for the 2026 Calendar Year

Motion to Pass

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1. notes that JCUMAC (JCU Muslim Association Cairns) was previously approved for affiliation for the 2026 calendar year through Flying Minute
 2. notes that the club's affiliation status was subsequently treated as suspended / on hold pending resolution of an outstanding compliance matter
 3. notes that the outstanding compliance matter has now been resolved through repayment of the relevant funds
 4. confirms that JCUMAC is an affiliated JCUSA club for the 2026 calendar year from the date of this resolution, and may participate in relevant Clubs and Societies processes in accordance with applicable JCUSA policies and procedures
- Moved: Harrison O'Kane
 - Seconded: Yanlong Yang
 - Discussion Notes: The Chair noted that JCUMAC had originally been approved for 2026 affiliation through a Flying Minute circulated in February 2026. Following that approval, a compliance issue relating to SSAF expenditure was identified and the club's status was treated as on hold pending resolution. The Chair confirmed that the outstanding matter had been resolved through repayment of the relevant funds and explained that the motion was intended to provide a clear and definitive record of the club's affiliation status moving forward.
 - Voting Outcome: **Carried**
 - Vote: 8 in favour, with Liam Neuhaus abstaining.
 - Note: Not all voting members were present for this vote due to other commitments. Quorum remained satisfied, with 9 voting members present at the time of the vote.

6. Matters for Noting / Information

6.1 Cultural Protocol Reminder and Culturally Safe Governance Practice

Prompt: The Chair spoke to respectful cultural protocol practice within JCUSA, including clarification that an Acknowledgement of Country may be delivered by any individual, that Aboriginal and Torres Strait Islander students should not be expected to perform cultural protocols by default, and that JCUSA remains committed to culturally safe and inclusive governance.

- Discussion / Comments: The Chair noted that the matter had been raised by Wudarabin Snider as an opportunity to clarify expectations and strengthen culturally safe participation within JCUSA. Grace Stewart spoke in support of the reminder and noted that Acknowledgements of Country should be approached respectfully and meaningfully, rather than treated as a tokenistic practice. She also noted the importance of recognising cultural load and not expecting Aboriginal and Torres Strait Islander students to perform cultural protocols by default. Members were encouraged to seek guidance where needed and to continue improving culturally safe practice in Council work.
- Outcome: Item noted.

6.2 Council Reflection and Strategic Reset

Prompt: The Chair invited reflection on structural, procedural, and operational barriers affecting councillors' ability to function effectively in their roles and noted that this would remain an ongoing discussion for future policy and organisational development work.

- Comments Raised: The Chair noted that the purpose of this discussion was not to criticise councillors' commitment, but to recognise that current structures and foundations of the Association may be making it harder for councillors to operate effectively. The Chair observed that significant effort was being spent on maintenance, interpretation, and stabilisation, rather than strategic representation and portfolio leadership. Council members were invited to reflect on barriers affecting their roles and to provide feedback over the coming weeks. Liam Neuhaus noted, from an external perspective, that while significant work was clearly

being done by the Association, this work may not always be visible or clear to students outside the Council. This raised the potential need for stronger communication, marketing, or public-facing explanation of JCUSA's work and role.

- Outcome: Item noted. The matter will remain an active discussion point for future policy work, structural clarification, and organisational development.

6.3 Committee Formation Updates

Prompt: Relevant Office Bearers provided updates on committee formation progress, barriers affecting progress, and next steps.

- Updates Provided By: Relevant Office Bearers.
- Key Issues Raised: The Chair noted that committee in terms of reference were either completed or in development and acknowledged this as positive progress. The committees were described as important for informing the broader work of Council, improving role clarity, strengthening portfolio expectations, and supporting continuity within JCUSA. Members were encouraged to continue progressing committee formation and to provide further updates at the next ordinary meeting.
- Outcome: Item noted.

6.4 Social Media Officer Vacancy

Prompt: The Chair noted that the nomination period for the Social Media Officer position closed on Wednesday, 10 June 2026, and no valid nominations were received. The vacancy will remain open for future consideration.

- Discussion: The Chair noted that one person had expressed interest in the role but was unable to complete the required signatories in time. The vacancy will therefore remain open for future consideration. The Chair also noted that he would follow up with people who had previously expressed interest in seeing whether they may wish to be considered again. Shiqi Zhu also mentioned a potential interested student and was advised that they could relate to the Chair for follow-up.
- Outcome: Item noted.

7. General Business

Items Raised:

- JCUSA external audit and potential budget impact
- UniSport conference update and potential Indigenous Nationals bid
- Future JCUSA freebies ideas

Notes:

Jeff Jimmieson advised Council that the JCUSA financial accounts are currently undergoing an external audit. He noted that the audit process has been detailed and time-consuming, and that the final audit costs may exceed the \$5,000 amount included in the relevant SSAF bid. He also noted the significant workload placed on the JCUSA UniLife Finance Officer and indicated that further discussion would occur with the Chair once more information is available.

Jeff also provided an update following his attendance at a UniSport conference in Melbourne. He noted JCU's active participation in university sporting activities and discussed the possibility of JCU hosting the Indigenous Nationals. It was noted that some sports and activities may need to be held off campus using Townsville sporting facilities, while opening, closing and social events could be held on campus.

Lu Zhang raised the possibility of considering more practical and sustainable JCUSA freebies items that could actively promote the Student Association. The Chair noted that this could be discussed further offline and potentially raised at the next Ordinary Meeting.

8. Question Time

Questions Raised: Nil

Questions Put on Notice: Nil

Notes:

The Chair noted that Question Time is an opportunity for Association members to raise questions, either in attendance or through prior correspondence. No questions were received from Association members.

9. Close

Time Meeting Closed: 13:29


10. Action Items Table

Action Item	Responsible Person	Due Date / Status
Send the approved banking authority and internet banking access motion to the bank.	Harrison O’Kane	To be actioned following the meeting
Follow up on the JCUSA external audit costs and any potential budget implications once further information is available.	Jeff Jimmieson / Harrison O’Kane	Ongoing
Progress procurement of officer uniform shirts using the approved design option and approved expenditure limit.	Harrison O’Kane	Ongoing
Follow up with students who expressed interest in the Social Media Officer vacancy and keep the vacancy open for future consideration.	Harrison O’Kane	Ongoing
Continue progressing committee formation, including terms of reference and student involvement.	Relevant Office Bearers	Ongoing
Further discuss practical and sustainable JCUSA freebies ideas for consideration at a future Ordinary Meeting.	Lu Zhang / Tsz Fei Zicilia / Harrison O’Kane	Future meeting / ongoing
Continue discussion on Council structure, role clarity, and strategic reset as part of future policy and organisational development work.	Harrison O’Kane / Council members	Ongoing

Signed as a true and correct record of the meeting



Harrison O'Kane
Council Meeting Chair / JCUSA President
Date: 17/06/2026



Lu Zhang
JCUSA Secretary
Date: 16/06/2026