



NOTICE OF MEETING
47th STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the **14th Ordinary Council Meeting** of the 47th Student Association Council (14/47, 14/17) to commence at **1:00pm to 2:00pm on Monday 9th October 2017**.

Location: Building 001; 021 (Townsville), JCUSA Cairns Office linked by Virtual Meeting Room.

1. APOLOGIES AND PROXIES

2. DECLARATION OF CONFLICTS OF INTEREST

3. APPROVAL OF UNSTARRED ITEMS

The Chair will invite members to indicate which unstarred items they wish to star.

Thereupon, all unstarred items will be deemed to have been approved or noted as approved or noted as presented.

4. CONFIRMATION OF MINUTES & FLYING MINUTES

- 4.1 13th Ordinary Council Meeting minutes – 18 September 2017 (13/47; 13/17)

5. LEGAL MATTERS

- 5.1 Legal Matters

6. REPORTS

- 6.1 President report, & Acting - Cairns Campus Officer report
- 6.2 Vice President report & Acting - International Officer report
- 6.3 Townsville Campus Officer report
- 6.4 Equity & Diversity Officer report
- 6.5 Postgraduate student officer report
- 6.6 Finance Officer report

7. GENERAL BUSINESS

- 7.1 ATM arrangements (Cairns Campus)
- 7.2 Election Results

8. QUESTION TIME

Members of the Student Association may direct questions in writing to officers of the Student Association through the Secretary. Questions may be put on notice.

Catherine Fraser
Secretary to JCUSA Council



MEETING MINUTES – 14TH ORDINARY COUNCIL MEETING
47th STUDENT ASSOCIATION COUNCIL

Meeting was opened at 1:07pm on 9 October 2017 by Jesse Argent (Chair)

PRESENT

Adam Tilbrooke (Postgraduate Officer), Sydney Jones (Vice President & Acting – International Officer), Teisha Condie (Acting General Manager), Catherine Fraser (Secretary to Council), Stephen Naylor (VC Nominee)

Via Phone: Michael Kane (Townsville Campus Officer)

Via Video Link: Jesse Argent (President & Acting – Cairns Campus Officer), Hala Hijleh (Staff Representative)

1. APOLOGIES AND PROXIES

Tara Gopal (Equity & Diversity Officer) – Proxy given to Jesse Argent

Hala Hijleh (Staff Representative) – may have to leave early, Proxy given to Adam Tilbrooke

2. DECLARATION OF CONFLICT OF INTEREST

Jesse Argent now works for Future Students at JCU as well

RESOLVED

That the agenda be amended to the proposed agenda circulated at the meeting

Moved: JA
Seconded: HH
All in Favour



NOTICE OF MEETING – PROPOSED AMENDED AGENDA
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4. CONFIRMATION OF MINUTES & FLYING MINUTES

4.1 13th Ordinary Council Meeting minutes – 18 September 2017 (13/47; 13/17)

4.2 Flying Minute: *"That the 2018-2019 SSAF bid be approved"* – 26 September 2017

5. LEGAL MATTERS

5.1 Legal Matters – Jesse Email

6. REPORTS

- 6.1 President report, & Acting - Cairns Campus Officer report
- 6.2 Vice President report & Acting - International Officer report
- 6.3 Townsville Campus Officer report
- 6.4 Equity & Diversity Officer report
- 6.5 Postgraduate student officer report
- 6.6 Finance Officer report

7. GENERAL BUSINESS

- 7.1 ATM arrangements (Cairns Campus)
- 7.2 Election Results
- 7.3 Cairns Uni Bar
- 7.4 Vending Machines
- 7.5 Cairns Library Renovations
- 7.6 Student Association Offices
- 7.7 Student Council Inductions
- 7.8 Clubs and Societies

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Catherine Fraser
Secretary to JCUSA Council



3. APPROVAL OF UNSTARRED ITEMS

JA starred – Items 7.1 to 7.8

4. CONFIRMATION OF MINUTES AND FLYING MINUTES

4.1 Approved

4.2 Approved

5. LEGAL MATTERS

RESOLVED

That Legal Matters be discussed in camera after General Business

Moved: JA
Seconded: HH
All in Favour

6. REPORTS

6.1 Approved

6.2 Approved

6.3 Approved

6.4 Approved

6.5 Approved

6.6 Approved

7. GENERAL BUSINESS

7.1 ATM Arrangements (Cairns Campus)

JA reported that there is currently no ATM on the Cairns Campus. JCUSA currently has a contract with Westpac for the Townsville Campus and they are keen to extend the relationship to Cairns. However they were not willing to pay rent and with the removal of ATM fees JCUSA would not receive any income but would be providing the service. Westpac would cover all costs to install the machine. JA has been in discussions with Brett Dinsdale (Estates) to negotiate an appropriate space.

AT suggested that there are a number of private ATM companies who may like to come on board and would give JCUSA a percentage from each transaction. Discussions took place about the need for the ATM and the potential that this will increase if the Boathouse is operational in 2018 and with the new accommodation on campus opening up. It was decided that TC will get quotes from private companies to compare.

7.2 Election Results

JCUSA Council congratulated the incoming Council members and those who were re-elected. Results have been posted on Facebook and on the office noticeboards.



7.3 Cairns Uni Bar

JA reported that the Boathouse has been closed for some time now and he has been working with JCU to establish a proposal to reopen the venue. JCU is reluctant to give JCUSA the contract but are open to holding events. JCU have given JCUSA access to the coldroom. JA is planning a Halloween Party for 27 October 2017. Free soft drink and nibbles will be offered in the afternoon with alcohol available for the Halloween Party and a free bus into the After Party. JA is in discussions with Red Beret to get the alcohol on consignment so that any that is not used can be returned.

JCUSA will be able to apply for a Community Liquor Licence for the event ensuring all staff have their RSA. JCUSA public liability insurance will cover the event.

7.4 Vending Machines

JA provided a report that gave an overview of the amount of revenue for Townsville and Cairns. The newer machines are doing quite well.

TC mentioned that Saints College are wanting to remove the JCUSA owned machine and provide their own as it is private property and they want to receive the income from it. A new location will need to be found that JCU approves. SJ suggested the Science Place. It was discussed it may be possible on the upper levels so that food outlets are not affected. AT suggested putting a poll on Facebook to ask students where the machine could be placed.

HH left at 1:52pm

7.5 Cairns Library Renovations

JA reported that the library will close on 17th November (last day of exams) for renovations and will re open in February 2018. The bottom floor and first floor will have 24 hour access. JCUSA will lose the Student Study Zone, which is currently being used as a Bike Workshop which will be moved to a larger space.

AT enquired about alternative study spaces available while the library was closed. JA was not sure and would follow up. He is aware that the mentor space has been finished and external access has been provided so that office space is not disrupted.

7.6 Student Association Offices

JA stated that there needs to be better protection in the Finance Area of the JCUSA Townsville Office for security and good governance. It was discussed that only council members and staff should have access to the back area. Students should not be in that area unless previously approved by the General Manager. TC suggested a Visitors Book be implemented for security also. It was discussed that students seeing the advocates would not have to sign it – it would only be for people who will be taken into the Finance Area/Boardroom.



TC also suggested a Key Audit would be undertaken and staff will have different levels of access. For example only the GM and Finance Officer will have a key to the Finance Area. It was discussed that Council Members did not all require keys to the office as they would generally not require access after hours. TC suggested that the names of Council Members could be provided to security so that if access was required security could let them in.

RESOLVED

That all students and guests apart from Staff and Council Members must have prior approval from the General Manager to get access to the Finance/Boardroom area of the Townsville Office.

Moved: SJ
Seconded: AT
All in Favour

RESOLVED

That access to Townsville Office by Student Council Members after hours will be arranged with JCU Security

Moved: AT
Seconded: SJ
All in Favour

7.7 Student Council Inductions

JA has been working on presentations for each department. Inductions are usually conducted by the General Manager so it is hoped a new GM will be in position by then. JA stated that the Remuneration Committee will be meeting to discuss the Position Description. The JCC (Joint Consultative Committee) will reform soon so that a review of all policies and procedures can take place to ensure good governance.

SN suggested that given the events of this year JCU may be looking to take more financial control of the SSAF given to JCUSA. It would not be operational finances but more the higher level duties such as having oversight and assistance in preparing budgets. This would ensure good governance and accountability. AT and MK expressed concern that this could affect the independence of the JCUSA and students may not have as much of a voice in how the SSAF is utilised. SN stated that funding and finance are allocated at SSAF working group meetings and the JCUSA bid was for \$1.2M which is huge and a big risk to students missing out if misappropriated.

TC stated that there were much stricter financial policies but previous council had changed these and JCU is wanting to assist in putting in better safeguards.

SN will prepare a proposal paper to give more detail.



7.8 Clubs and Societies

MK enquired if SSAF grants require auditing. SN explained that each bid requires an acquittal which JCU has to report back to the Government.

Meeting closed at 2:34pm on 9 October 2017 by Jesse Argent (Chair)

**Minutes prepared by Catherine Fraser
Secretary to JCUSA Council**

A handwritten signature in blue ink, which appears to read 'Jesse Argent', is positioned above the confirmation text.

**Minutes confirmed by Jesse Argent
(Chair, President & Acting – Cairns Campus Officer)**