

# 2021 Modern Slavery Statement



JAMES COOK  
UNIVERSITY  
AUSTRALIA

JCU IDEAS LAB



# Our Approach and Progress

*Modern slavery is a severe violation of human rights. It occurs when a person is coerced into work and exploited for personal or commercial gain. Under Australian and international law, it includes offences such as forced labour, servitude, child labour, deceptive recruiting and debt bondage.*

*This statement, pursuant to the Australian Modern Slavery Act 2018 (Cth), sets out the actions taken by James Cook University to address modern slavery and human trafficking risks in our business and supply chain for the financial year ending 31 December 2021.*

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**RESPECT.  
NOW.  
ALWAYS.**

James Cook University values and celebrates the diversity of our community, and is committed to ensuring our learning and working environment is safe and welcoming.

JCU is proud to be part of the Respect. Now. Always. campaign – a national initiative led by Universities Australia to highlight our determination to ensure our students and staff are safe from discrimination and sexual harassment. Further information about the campaign and free services available for students can be found at [jcu.edu.au/sew](http://jcu.edu.au/sew)

## Our commitment to Australian Aboriginal and Torres Strait Islander peoples

James Cook University is committed to building strong and mutually beneficial partnerships that work towards closing the employment, health, and education gap for Australian Aboriginal and Torres Strait Islander peoples.

Our students come from many backgrounds, promoting rich cultural and experiential diversity on campus.

*We acknowledge the Australian Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the lands and waters where we operate our business. We honour the unique cultural and spiritual relationship to the land, waters and seas of First Australian peoples and their continuing and rich contribution to JCU and Australian society. We also pay respect to ancestors and Elders past, present and future.*



# Part A – Reporting Entity

James Cook University (JCU) is a body corporate established under an Act of the Queensland Government, the *James Cook University Act 1997*.

ABN: 46 253 211 955

Registered Address: 1 James Cook Drive,  
James Cook University,  
QLD 4811



## The world of the tropics

- 40% of the world's population
  - 80% of the earth's plant and animal species
  - 37% of the planet's land mass
  - 40% of the world's languages
  - 20% of the global economy
- James Cook University – dedicated to a brighter future for the tropics worldwide.

- JCU campuses
- Capital cities in the tropics
- Capital cities in the tropics with a population above 3 million
- Cities in the tropics with a population above 1 million
- Capital cities outside of the tropics with landmass in the tropics

# Part B – The University’s Structure, Operations and Supply Chains

## Structure and operations

The University is a medium-sized, regionally-based, research intensive public university with the following functions:

- a. to provide education at university standard; and
- b. to provide facilities for study and research generally and in subjects of special importance to the people of the tropics; and
- c. to encourage study and research generally and in subjects of special importance to the people of the tropics; and
- d. to provide courses of study or instruction (at the levels of achievement the council considers appropriate) to meet the needs of the community; and
- e. to confer higher education awards; and
  - i. to disseminate knowledge and promote scholarship; and
  - ii. to provide facilities and resources for the wellbeing of the University’s staff, students and other persons undertaking courses at the University; and
- f. to exploit commercially, for the University’s benefit, a facility or resource of the University, including, for example, study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else; and
- g. to perform other functions given to the University under this or another Act.

The University Council is the governing authority. Its primary role is to oversee the affairs of the University and, in so doing, to ensure that the appropriate structures, policies, processes and planning are in place to effectively manage its activities and achieve its goals. The University Council is also responsible for setting and reviewing the strategic direction of the University, as outlined in the Statement of Strategic Intent.

The University operates two main campuses in Australia, located at Townsville and Cairns, with study centres operating across northern Queensland including in Mt Isa, Mackay and Thursday Island. JCU Singapore was established in 2003 as an international campus and is operated by James Cook University Pte Ltd, trading as JCU Singapore and which is wholly owned by the University. JCU Brisbane, operated by Russo Higher Education delivers JCU degrees under license.

The parent entity has approximately 4,600 employees and maintains a divisional structure comprising:

- the Academy:
  - Division of Tropical Environments and Societies
  - Division of Tropical Health and Medicine
- Service Divisions:
  - Chancellery
  - Division of Student Life
  - Division of Research and Innovation
  - Division of Services and Resources.

In addition, the University also operates several controlled entities these being:

- JCU Univet Pty Ltd;
- JCU Health Pty Ltd;
- JCU Early Learning Centres Pty Ltd;
- JCU CPB Pty Ltd as Trustee for the CPB Trust;
- CPB Trust
- Tropical Queensland Centre of Oral Health Pty Ltd trading as JCU Dental;
- North Queensland Commercialisation Company Pty Ltd as Trustee for the JCU Asset Trust;
- JCU Asset Trust;
- JCU College Pty Ltd;
- Discover Sport Ltd (non-trading);
- JCU Enterprises (non-trading);
- James Cook Holdings Pte Ltd;
- James Cook University Pte Ltd;
- Tropical Futures Institute Ltd;
- James Cook Academy Pte Ltd; and
- Eagle Infotech Consultants Pte Ltd.

Each of the controlled entities is subject to governance, monitoring and reporting requirements directed and reviewed by various committees of the University Council.



## Supply chains

Supporting the teaching and research activities and operations of the University requires a diverse range of goods and services provided by a large and complex supply chain. The University purchases goods and services required to deliver:

- core teaching and research services
- construction and facilities management services
- office equipment and supplies including furniture, stationery, computers and phones
- catering services and meals
- student accommodation
- travel and accommodation for travelling staff and students
- branded merchandise, printing, and distribution services
- laboratory supplies including consumables, pharmaceuticals, and cutting-edge scientific equipment and
- many other goods and services.

In 2021 the University spent over \$212 million on goods and services from over 8,000 suppliers across four main goods and service categories – Business Services, Property and Facilities, Research and Teaching and Technology. The spend summary by location was:

- \$53 million            North & Far North Queensland
- \$102 million        Rest of Queensland
- \$46 million           Rest of Australia
- \$11 million           International.

The University recognises that there are risks of modern slavery in the supply chains of all the goods and services we purchase and are committed to understanding these risks.

# Part C – Risks of Modern Slavery Practices in the Operations and Supply Chains of the University and Subsidiaries

## Risk identification

The University's Council is ultimately responsible for approving, and committing to, the risk management policy and framework and setting and articulating the University's appetite for risk. The Audit, Risk and Compliance Committee of Council is responsible for approving and reviewing the University's Risk Management Framework and Plan and overseeing the risk management process of the University as a whole, noting other committees have responsibility for risk management relating to their governance area of responsibility (such as Workplace Health and Safety Committee and Finance Committee).

At the Management level, the Vice Chancellor and Executive are responsible for leading the development of an enterprise risk management culture across the University and the Chief of Staff (Risk Management Co-ordinator) is responsible for ensuring that the Risk Management Framework and Policy are being effectively implemented across the organisation. Managers and staff at all levels may be risk owners and are responsible for developing an understanding of and becoming competent in the implementation of risk management principles and practices in their work areas.

The descriptions of risk of modern slavery practices in the operations and supply chains of the University were compiled with input from a number of areas across the University and the controlled entities.

The University is a member of the Australian Universities Procurement Network (AUPN), the peak body for strategic procurement in the higher education sector in Australia and New Zealand with 38 members. The University benefits from its involvement with the AUPN in a number of ways including the provision of advice to help identify supply chain risk. Further information about this risk identification process is provided under 'Risk in supply chains' below.

## Risk in operations generally

The University considers the risk of modern slavery in its core activity and supply chain is low and that internal control mechanisms to mitigate and manage this risk are sound. Higher education employment does not rely on low skilled labour for the most part, nor is it temporary or seasonal in basis per se. The University is not reliant on migrant workers or complex third-party labour arrangements and work primarily takes place within Australia. The type of work identified as being a high-risk for modern slavery<sup>1</sup>, is not a feature of the University's activities or workforce. The University has robust policies and procedures and employment agreements in place to protect employee's rights and entitlements, that govern conduct, and legislative compliance obligations, and has a robust system of internal review and audit.

## Risk in management of human resources

Continuing, fixed-term, and casual employees of the University work under the James Cook University Enterprise Agreement 2016, which has been approved by the Fair Work Commission. The Enterprise Agreement covers all aspects of employment, including working conditions, remuneration, leave, and other benefits.

The University does not use overseas labour brokers to recruit staff, and no staff of the University are subject to recruitment fees or personal or property security deposits. University employees are typically employed directly by the University; where labour-hire companies are used, these are largely Australian based. Where labour hire companies are used overseas these are to enable the local payrolling of a small number of employees working overseas for short periods of time.

The University is diligent in checking that all new employees have the right to work in Australia. Most employees are based in Australia, however where work is undertaken overseas, most University employees remain covered by our Enterprise Agreement. Occasionally, some individuals may not be clearly covered by the University's Enterprise Agreement, although the University would apply much of the content of the agreement, where applicable.

In addition to the Enterprise Agreement, the University has a range of other policies, procedures, and supporting documents in place to help manage the risks of modern slavery in our operations:

- Recruitment, Selection and Appointment Policy
- Code of Conduct for the University Council and
- Staff Code of Conduct.

The University has processes to prevent, detect and respond to any actual or potential fraudulent or corrupt activity, child abuse or exploitation, and regulatory compliance, and identifies those with responsibilities for ensuring ethical conduct as described in the Staff Code of Conduct, Code of Conduct for the University Council and its Committees, the *Crime and Corruption Act 2001 (Qld)* and the *Public Sector Ethics Act 1994 (Qld)*.

University employees and University Council members are public officers and must report suspected corruption to the Crime and Corruption Commission Queensland (CCC). Members of the public, including University students, have the right to make a complaint about suspected corruption and/or misconduct, in the University to the CCC. The *Public Interest Disclosure Act 2010 (Qld)* provides a scheme that, in the public interest, gives special protection to disclosures about unlawful, negligent or improper public sector conduct or danger to public health or safety or the environment.

<sup>1</sup>Walk Free Foundation, The Global Slavery Index 2018, [www.globalslaveryindex.org](http://www.globalslaveryindex.org)

## Risk in teaching operations

The University's teaching operations are also service based, with the teaching services delivered by employees of the University who are protected by the policies and procedures outlined above. The majority of teaching operations are based in Australia, however some are located overseas.

The University recognises that temporary work visa holders in Australia, including holders of international student visas, are at higher risk of exploitative working conditions including underpayment of wages<sup>2</sup>.

## Risk in research operations

The University's research activities are primarily service based. The University is not a producer or manufacturer of retail or commercial goods. While the scope of our research services may include developing prototypes and field demonstrable products, these are handed over to clients at the pre-production stage.

The majority of research services are undertaken by employees of the University, who are protected by the policies and procedures outlined above. Subcontractors are used when required, and these may be based either in Australia or overseas. Contracts formed with subcontractors will either be formed with the assistance of the University's Legal and Assurance office, or in instances where the research is funded from government sources, will have the same terms and conditions as the University's contract with the funding source.

The University's Code for the Responsible Conduct of Research (Research Code) sets out expectations for the conduct of all persons engaged in research under the auspices of the University. The Research Code was adapted from the Australian Code for the Responsible Conduct of Research (National Code) that was jointly developed by the National Health and Medical Research Council (NHMRC), the Australian Research Council (ARC) and Universities Australia.

## Risk in controlled entities

### JCU College Pty Ltd

A proprietary limited company. The University is the sole shareholder and the company is registered with the Australian Charities and Not-for-Profit Commission (ACNC). JCU College provides educational pathways and English language tuition for current, future and prospective students. JCU College employees are employed in accordance with the relevant award (Teachers Non-Government (English Colleges) (State) Award 2003). JCU College Pty Ltd purchase through the University's preferred suppliers for consumables (learning and teaching items).

### JCU CPB Pty Ltd as trustee for the CPB Trust

A corporate trustee of the CPB Trust with the primary objective of assisting the University in carrying out its development, construction and ongoing management of the Clinical Practice Building (CPB), Townsville. The University is the sole beneficiary of the Trust, which ensures that the University benefits from the leasing of commercial spaces, within the building. The CPB Trust holds a ground lease of the CPB site from the University and owns and operates the CPB constructed on the site. Tenants in the CPB include both retail and medical and allied health operations. JCU CPB Pty Ltd purchase through the University's preferred suppliers for consumables (office and administrative items).

<sup>2</sup> Walk Free Foundation 2018, Modern Slavery Index Country Profile: Australia, [www.globallslaveryindex.org/2018/findings/country-studies/australia/](http://www.globallslaveryindex.org/2018/findings/country-studies/australia/)

### JCU Early Learning Centres Pty Ltd (JCU ELC)

A proprietary limited company. The University is the sole shareholder and the company is registered with the ACNC. JCU ELC provides non-profit childcare for children of students, staff, graduates of the University and community. It is also charged with providing and promoting the development, wellbeing and education of children, and encouraging parent and community involvement in its operations. JCU ELC employees are employed in accordance with the relevant award (Children's Service Award 2010). Where possible, JCU ELC purchases through the University's preferred suppliers for consumables.

### JCU Enterprises Pty Ltd

A proprietary limited company and the University is the sole shareholder. JCU Enterprises Pty Ltd does not trade in its own right, nor does it employ staff or use consumables.

### JCU Health Pty Ltd

A proprietary limited company. The University is the sole shareholder and the company is registered with the ACNC. JCU Health Pty Ltd operates a general practice doctor's surgery for students, staff and the surrounding suburbs. Where possible, JCU Health Pty Ltd purchase through the University's preferred suppliers for consumables and exercises due diligence and monitors supply chains for the balance of suppliers.

### JCU Univet Pty Ltd

A proprietary limited company. The University is the sole shareholder and the company is registered with the ACNC. JCU Univet Pty Ltd provides student placements to support the Veterinary Science degree through the operation of an animal general practice and referral hospital. JCU Univet Pty Ltd employees are employed under the Animal Care and Veterinary Services Award. Where possible, JCU Univet Pty Ltd purchase through the University's preferred suppliers for consumables and exercises due diligence and monitors supply chains for the balance of suppliers.

### North Queensland Commercialisation Company Pty Ltd as trustee for the JCU Asset Trust

The company acts as the trustee of The JCU Asset Trust (the Trust), and any income of the Trust is to be distributed to the University. The Trust was formed to generally assist the University in research commercialisation, and to hold intellectual property rights and sponsor start-up initiatives in commercialisation companies. NQCC does not trade in its own right, nor does it employ staff or use consumables.

### Tropical Queensland Centre for Oral Health Pty Ltd t/ as JCU Dental

JCU Dental is a proprietary limited company. The University is the sole shareholder and the company is registered with the ACNC. JCU Dental operates multiple dental practices to provide student placements to support the corresponding degree at the University and provide services on behalf of Queensland Health to the public. JCU Dental employees are employed under the Health Professional and Support Services Award. Where possible, JCU Dental purchase through the University's preferred suppliers for consumables and exercises due diligence and monitors supply chains for the balance of suppliers.

### James Cook Holdings Pte Ltd

A private company registered in Singapore, incorporated in 2011 as a holding company fully owned and controlled by JCU Enterprises Pty



Ltd. James Cook Holdings does not trade in its own right, nor does it employ staff or use consumables. The company is operated under the relevant local Singapore legislations.

### **James Cook University Pte Ltd**

Incorporated in Singapore in 2001. On 13 April 2015, James Cook University's Singapore campus earned the distinction of being the first private education institution to attain an EduTrust Star quality mark from the Singapore Government. The company is operated under the relevant local Singapore legislations. All employees are engaged in line with relevant local authorities and the company exercises due diligence when engaging suppliers, monitoring and reviewing their performance.

### **James Cook Academy Pte Ltd**

A private company registered in Singapore, incorporated in 2021 as a holding company fully owned and controlled by James Cook University Pte Ltd (JCUS). James Cook Academy Pte Ltd does not trade in its own right, nor does it employ staff or use consumables. The company is operated under the relevant local Singapore legislations.

### **Eagle Infotech Consultants Pte Ltd**

A private company registered in Singapore, acquired by James Cook Academy Pte Ltd in 2021 to develop the market segment for corporate training and Singapore Government funded short courses to complement James Cook University Pte Ltd's degree level programs. The company is a reputable training provider with a suite of short courses in technology and soft skills for working professionals with 28 years of experience in Singapore. The company is accredited by the Singapore Workforce Development Agency (WDA) in 2005.

### **Tropical Futures Institute Ltd**

A company limited by guarantee registered in Singapore. Tropical Futures Institute does not trade nor does it employ staff or use consumables. The company is operated under the relevant local Singapore legislations.

### **Discover Sport Limited**

A company limited by Guarantee whose objectives are to promote awareness and benefits of healthy exercise. Discover Sport Limited is not currently trading and does not employ any staff or have any assets.

## **Risk in supply chains**

The University recognises that there are risks of modern slavery in the supply chains of all the goods and services purchased, with the relative risks shaped by recognised factors such as product or service type and manufacturing or operating locations.

During the reporting year, a consolidated data analysis and risk mapping exercise was undertaken by the University via the AUPN, to better understand the risks of modern slavery in the University's supply chain.

The resulting analysis allowed the University to identify where supply chains extend into good and service categories and geographic locations that are high-risk for the presence of modern slavery. Good and service categories identified as being both high-risk for modern slavery in the supply chain and high spend by the University include:

- Desktop hardware and IT accessories
- Commercial cleaning
- Building construction and maintenance services
- Scientific equipment and laboratory consumables
- Branded merchandise, printing, and distribution services
- Catering and meals.
- Desktop hardware and IT accessories



# Part D – Actions Taken to Assess and Address Risks

The University has taken a range of actions during this reporting year to identify, assess and address the risks of modern slavery practices in our operations and supply chains. During the reporting year, activities were largely centred on due diligence in supplier engagement and participation in the AUPN Modern Slavery Working Group (MSWG).

## Procurement and Contracts

The University incorporates clauses specific to modern slavery in its standard contract documents. These clauses require organisations providing the University with goods and/or services to:

- comply with the intent and the requirements of the Modern Slavery Act
- take reasonable steps to ensure that there is no modern slavery in the supply chains or any part of the business of the Contractor or any of its subcontractors
- conduct its business in a manner that is consistent with the principles of the Modern Slavery Act and warrant that neither the Contractor nor its subcontractors:
  - i. have been convicted of an offence involving Modern Slavery; and
  - ii. having made reasonable enquiries, to the best of its knowledge has been or is the subject of any investigation, enquiry or enforcement proceedings by any authority regarding any offence or alleged offence of or in connection with Modern Slavery.

## Market approach

The University has added a returnable schedule to its standard tender and market approach documentation, with a view to better understanding its supply chains. Potential suppliers responding to market approaches are asked to respond to questions relating to their reporting status under the Modern Slavery Act; their policies, education, and training practices relating to modern slavery; and the steps they have taken to ensure the risks of modern slavery have been identified and addressed in their supply chains and operations.

## Guiding documents

The University's Procurement Procedures include the University's obligations under the Modern Slavery Act as a principle that must be adhered to when undertaking any procurement activities. To assist suppliers understand the University's requirements a Supplier Code of Conduct has been developed.

## Supplier questionnaires

The University's supply chain is broad and complex, consisting of over 150 separate goods and service categories. During 2021 our approaches prioritised supply chains where modern slavery risks were determined to be highest. A questionnaire was developed which collects information from suppliers relating to their:

- reporting status under the modern slavery act,
- policies, procedures, contracts, and other guiding documents;
- supply chains of goods they sell; and
- actions they have taken within their organisations to identify and address the risks of modern slavery in their supply chains and operations.

This questionnaire was distributed to a key supplier group identified by AUPN's MSWG as suppliers of potentially high-risk goods and/or services, who transact with a large number of Australian universities. It is also included as part of the University's standard tender and market approach documentation as noted in the 'Market Approach' section above.

## Training and awareness

The University's procurement function is a centralised activity undertaken by Financial and Business Services. Training to increase awareness of the issue and ensure key staff are aware of the University's responsibilities was conducted in 2021 and made available to key stakeholders across the University. Further training will be conducted in 2022, this training will include the use of the AUPN Modern Slavery tool, FRDM.



### Collaboration as a sector

The University, along with thirty-eight other universities, joined the AUPN’s MSWG on a voluntary basis. The MSWG established a Modern Slavery Academic Advisory Board in July 2020 consisting of 12 board members from 9 universities with experience and area of expertise in modern slavery risk and supply chains. The board aims to enrich the sector approach. Meetings are held monthly and are structured to review and refine AUPN developed artefacts and initiatives.

The sector-wide Modern Slavery Program aims to deliver the following:

- a collection and aggregation of sector procurement data
- a solution that allows members to identify risk, focus resources and inform action – supported by a third-party technology enablement solution
- a sector approach/action plan for addressing, mitigating and/ or remediating identified risks
- flexible templates and guidance
- continuous improvement.

AUPN members and their suppliers will benefit from the improved operational efficiencies of the collaboration and gain improved effectiveness in mitigating risk and improving social performance within supply chains.

### Modern slavery technology solution

The AUPN has contracted with FRDM to implement a technology platform with AI to algorithmically highlight modern slavery risks in our supply chain. This tool will further support the University (and other participating universities) to gather and interrogate expenditure, supplier data, identify risk, focus resources and inform action around modern slavery risk management. This collaborative solution will be available for use by all participating universities in February 2022.

### Engaging with industry experts

Human rights consultants and modern slavery experts Pillar Two were engaged in May 2020 following a tender process to provide modern slavery subject matter expertise and support of the AUPN Modern Slavery Program.

# Part E – Assessment of the Effectiveness of Actions

This table below outlines the steps taken by the University to review the effectiveness of its actions to assess and address modern slavery risks, including how it will monitor the effectiveness of its actions in future reporting years.

Area	Action	Outcomes
Training and awareness	Awareness training provided to procurement staff	Targeted training was conducted for Procurement staff managing categories identified as high risk. Procurement staff report that their understanding and ability to identify high-risk suppliers has improved.
Procurement and contract management processes	RFx documentation requires respondents to answer a modern slavery questionnaire. Engage with suppliers on modern slavery risks where issues are identified through the AUPN tool or as a result of a tender process. Respond to modern slavery risks in the University's procurement activities.	All procurement contracts contained modern slavery clauses. Modern slavery questionnaire responses were assessed against the AUPN modern slavery risk assessment tool which aids the evaluation team in determining the supplier risk and criteria score. In 2022, information provided by suppliers regarding their policies and practices relating to modern slavery will be reviewed and checked against the FRDM risk ratings.
Collaboration as a sector	Member of AUPN's Modern Slavery Working Group (MSWG)	Undertook targeted supplier risk assessments to increase visibility and awareness of where modern slavery risks lie in university supply chains and operations.

# Part F – Consultation

The University's controlled entities that are currently operating were consulted as part of the development of this report. For this reporting year under the Act, the consultation process was focussed on gaining an understanding of the operations and supply chains of the controlled entities and identifying suppliers of particular high-risk goods and services used by the entities.



# Part G – Other Information



## Next steps

In 2022, the third reporting year under the Modern Slavery Act, the University's activities will include:

- Continuing to ensure contracts with suppliers include clauses specific to modern slavery and continuing to collect data relating to modern slavery from suppliers participating in market activities.
- Working to implement contracts and supplier due diligence for high-risk good & service categories which are not currently under contract, including catering services.
- Continuing to improve awareness of the Modern Slavery Act and responsibilities under the Act within the central Procurement Services team and across the wider organisation.
- Continuing to look at how best to undertake ongoing identification and assessment of the risk of modern slavery in University operations and supply chain across the whole organisation, including controlled entities.

The University will also participate in and benefit from the following activities which are planned for 2022 by the AUPN:

- Implementation of the technology solution to facilitate supplier self-assessments, which will allow Australia's higher education sector to better understand the risk in the supply chains and operations of its tier 1 suppliers and start to gain transparency over other tiers in its supply chain
- Continuing to share best practice in addressing modern slavery risks and human rights in the higher education sector
- Continuing to seek advice and input from academics employed in Australian universities and working in fields related to modern slavery and human rights.

## Part H – Conclusion

*Whilst modern slavery risk in the University's activities is considered low, the University is actively seeking to ensure its obligations under the Modern Slavery Act, particularly in relation to its supply chains, is actively managed and mitigated.*

*This statement is approved by the James Cook University Council.*

*Bill Tweddell, Chancellor*

*May 2022*



JCU: Ready today  
for tomorrow



[jcu.edu.au](http://jcu.edu.au)

