

	PRESENT:	Andrew Krockenberger (Chairperson), Jennifer Donelson, Glen Ewels, Rob Coles, Marta Espinheira (Orpheus Island), Sue-Ann Watson, Paul Leeson
	ATTENDANCE:	Lorraine McKenzie-Ryrie (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor), Shane Jorgensen (Work Experience)
1	APOLOGIES:	Mel Marke, Jamie Seymour, Mark McCormick, Diane Rowe, Ben Lawes
	NON ATTENDANCE:	
2.	MINUTES:	The 01/17 Minutes of the Boating & Diving Committee held on the 13 th February 2017 were adopted as a true and correct record. Moved: Andrew Reddicliffe Seconded: Rob Coles
3.	ACTION REGISTER	
	<p><i>Resources & Process – Implementation of Procedures (Boating):</i></p> <p><i>Item 1 - New AMSA Template for SMS & Operating Plans to all Caretakers:</i> Glen requires more time before amending SMS. Target completion date – end of year. Sale of boats no longer in operation is progressing with the sale of 8 boats. JCU will still have 33 small boats; of those 10 are rarely used and use will be monitored.</p> <p><i>Resources & Process – Implementation of Procedures (Diving):</i></p> <p><i>Item 2 - Server Back-up Progress:</i> There is no contractual arrangement long term with person performing server backup. There is a need for some long term arrangement to be put in place regarding access to the program.</p> <p><i>Compliance, Operational Activities & Hazards – Regulatory Legislation Updates</i></p> <p><i>Item 3 - DAN, Riskware & JCU Red Alert Systems</i> This has not been actioned yet.</p> <p><i>Item 3 – Protocols for following insurance procedures</i> Andrew Reddicliffe has spoken to Insurance. A non JCU dive (recreational dive) would not be covered by our insurance. JCU legal, Andrew Reddicliffe and Andrew Krockenberger need to discuss further and real clarification is needed from the insurance and legal team. Glen mentioned that if the dive was outside the Scope of Works it is not a JCU dive. Each dive plan is a proposal but not a rigid structure. Action Item: Andrew Krockenberger will discuss the request with Vanessa and Fiona to clarify and define what 'work' is.</p> <p>The JCU Insurance Officer is happy with the protocols around the procedures regarding treatment of jellyfish stings. Action Item – Andrew Reddicliffe to request formal advice from JCU Insurance</p> <p><i>Item 3 – Information for JCU Insurance</i> Glen suggested that dive plans could be supplied to JCU Insurance but queried their usefulness. Action Item: Andrew Reddicliffe suggested that an audit of overseas locations over the last 2 years be undertaken and advise JCU Insurance that this was JCU's 'habit of trips'.</p> <p>General Business <i>ITEM 4 Communication Channels to boat owners/caretakers</i> No update</p>	

	<p><u>Item 5 Boat Chartering</u> Glen has put it into a Risk Assessment and has been looking at compliance. Andrew Krockenberger stressed that it would need to fit into Procurement Guidelines and Preferred Suppliers. It was decided that Glen and Paul will work together on this.</p> <p><u>Item 6 Terms of Reference (Membership)</u> Boating and Diving representative from Orpheus will be Marta Espinheira. DTES member still to be determined.</p> <p>Resources & Process <u>Item 7 Regular Boating & Diving Officer Meetings</u> Progressing</p> <p>Reporting & Verification <u>Item 8 Quarterly Reports on registered boating and diving activities for JCU</u> Action Item: Andrew to progress with Michelle and Glen</p> <p><u>Item 9 DTHM to be added under Business Units</u> Actioned. Close 2/17</p> <p><u>Item 10 Annual Report of the Boating & Diving Sub-Committee</u> Close 2/17</p> <p>General <u>Item 11 Committee Dates</u> Actioned. Close 2/17</p>
	<p>Actions</p> <ul style="list-style-type: none"> • Glen to do an audit of overseas locations visited over the last 2 years and provide JCU Insurance with the results. • Andrew Krockenberger to discuss the definition of work and non-work related activities within a field trip, with Vanessa and Fiona. • Andrew Reddicliffe to request formal advice from JCU Insurance around the procedures for the treatment of jellyfish stings. • Michelle to progress quarterly reports on registered boating & diving activities.
<p>4.</p>	<p>COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS</p>
	<p>Regulatory Legislation Updates New information is to hand re NSCV (National Standard for Commercial Vehicles) but Glen advised he has not fully read the document. Andrew Reddicliffe advised that the University is engaging an external body to perform a 3 month audit across Boating and Diving. Quotes have been received and will need to be discussed with Andrew Krockenberger and Brett Dinsdale.</p>
<p>5.</p>	<p>RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES)</p>
	<p>Di Rowe has put forward a number of changes to the Procedures – one recommendation being that the responsibility be changed to the unit rather than to a person. The audit may also uncover some changes that are needed.</p>
<p>6.</p>	<p>REPORTING & VERIFICATION</p>
	<p>Riskware Report – Incident, Hazards, Notifiable Events, Potential High/Very High Incidents (2016 Annual Report) One hazard regarding sighting of crocodile. Marta reported that a daily procedure is now</p>

	<p>in place. One injury whereby a staff member received a cut on the finger which became infected.</p>
7.	<p>GENERAL BUSINESS</p> <p><i>Business Arising HSEAC</i> Nil to report.</p> <p><i>Update on JCU & Sector HSE Matters</i> Nil to report.</p> <p><i>Update on Industry HSE Standards & Practices</i> Rob has been working with Averill and the Riskware Trip Tracker Program which is due for release on 15th May. Discussion occurred regarding the approval process for fieldtrips with Glen reporting that he has been asked to approve risk assessments for fieldtrips that have not been completed due to new approval time frames. Glen also stated that it was not unusual for fieldtrips in the past to be finalised until the last minute. Suggested that there be a hierarchy of approvers. Andrew Reddicliffe advised that changes to the structure may be able to be made at a later date when a Version 2 is issued. Action: Glen to send an e mail to Andrew Reddicliffe outlining his concerns.</p> <p><i>Review Terms of Reference and Membership of Committee</i> Nil to report.</p> <p><i>Schedule of Business and Proposed Dates 2017</i> Nil to report</p>
	<p>Action</p> <ul style="list-style-type: none"> • Update on Industry HSE Standards and Practices Glen to send an e mail to Andrew Reddicliffe outlining his concerns re the Trip Tracker approval process.

Meeting closed – 11:20 am.

Confirmed:

Chairperson
2 May 2017