

	PRESENT:	Dr Kevin Blake (Chairperson), John Daicopoulos, John Cavalieri, Jen Whan (Cairns), Yi Hu, Geoff Gorton, Peter Junk, Carolyn Smith-Keune (Proxy)
	ATTENDANCE:	Michelle Nethery (Minutes Secretary) and Drew Kleier (Permanent Advisor)
	GUESTS:	Margaret Reilly, Tora Thomas (JCU Vet)
	DECLARATION OF CONFLICTS OF INTEREST: There were no conflicts of interest declared.	
	APPROVAL OF PART B ITEMS	
1.	APOLOGIES:	Peter Chenoworth, Ray Layton, Sue Kelly (Proxy)
	NON-ATTENDANCE:	Alan Baxter, Peter Robertson
2.	NO CONFLICT OF INTEREST WAS DECLARED.	
	MINUTES:	The Minutes of Meeting (4-16) from 5 October 2016 were adopted as a true and correct record.
3.	ACTION REGISTER	
	<p><u>Item 1: Central Radiation Sources Repository – Disposal plans</u> Possession Licence to include sources not previously listed. Once this is approved by Radiation Health then JCU can apply for disposal.</p> <p><u>Item 2: Radiation Audits</u> All completed except for the possibility of the Controlled Entities. Request JCU Vet for an audit with the possibility of JCU Dental. List of corrective actions to be forwarded by Drew Kleier.</p> <p><u>Item 3: Professor Peter Junk – Radiation Equipment</u> Ray Layton to update RSPP for move to the Science Place. Drew Kleier to follow-up with Ray.</p> <p><u>Item 4: Building 21 – Radiation Archive Sources</u> Complete. Close 1/17</p> <p><u>Item 5: Disposal of Apparatus</u> Complete. Close 1/17</p> <p><u>Item 6: User Training and Radiation Certification</u> User and laser training to be undertaken by NOST next week during O Week. Small numbers currently enrolled. NOST will work with lasers that are on site at JCU and assist with a Risk Assessment for each item. Serrin Rowarth noted that she may need someone else to complete an RSO course as she is not always on site within the building. Training requirements to have further discussion during 2017. Laser report to be provided for next 2/17 meeting from NOST visit.</p> <p><u>Item 7: Radiation Certification</u> To occur during next week whilst on campus.</p>	
4.	RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES)	
	Drew Kleier advised nil to report.	
5.	REPORTING & VERIFICATION (MANAGEMENT REVIEW)	
	<p><u>RiskWare Reports:</u> Nil to report.</p> <p><u>Notifiable Events:</u> Nil to report.</p>	

MINUTES

HEALTH SAFETY &
ENVIRONMENT ADVISORY COMMITTEE

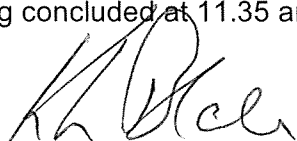
(4/16)

5 OCTOBER 2016 (contd)

	<p><u>2016 Annual Report:</u> Accepted by Committee.</p>
	<p>ACTION:</p> <ul style="list-style-type: none">• The Radiation sub-committee recommends the acceptance of the 2016 Annual Report of the Radiation Sub-Committee of HSEAC.
6.	<p>GENERAL BUSINESS</p>
	<p><u>HSEAC & Queensland Radiation Health:</u> Nil to report.</p> <p><u>Update on Sector and Industry HSE Standards & Practices:</u> Nil reported.</p> <p><u>Review Terms of Reference and Committee Membership</u> The following changes were noted for the 2017 Terms of Reference and Committee membership:</p> <ul style="list-style-type: none">• Ben Crowley to be removed• Change Possession Licensee's Peter Junk and Peter Robertson to College of Science and Engineering.• Schedule of Business – change Review of Terms of Reference and Committee Membership from 01 to 04 Meeting to match item 12.1 in the Terms of Reference <p>It was noted that for future meetings if unable to attend to nominate a Proxy who are not current members of the Committee to ensure quorum requirements are met.</p> <p><u>Possession Licensee:</u> Serrin Rowarth queried if a change of Possession Licensee for Building 31 – Radiation Source. Drew Kleier to follow-up.</p> <p>Peter Chenoworth resignation – new Possession Licensee to fill that role?</p> <p><u>JCU Vet</u> The Chair welcomed Tora Thomas and thanked Marg Reilly for her assistance and input over the preceding years.</p>
	<p>ACTION:</p> <ul style="list-style-type: none">• The revised Terms of Reference for 2017 were accepted with the following changes:<ul style="list-style-type: none">○ Professor Peter Junk to be changed from Pharmacy & Molecular Sciences to College of Science and Engineering.○ Mr Peter Robertson to be changed from Engineering and Physical Sciences to College of Science and Engineering.○ Mr Benjamin Crowley to be removed as not an RSO.○ Review Terms of Reference and Committee Membership moved from 01 to 04 Meeting in the Schedule of Business to match Item 12.1 in the Terms of Reference.• Drew Kleier to follow-up with Serrin Rowarth regarding Possession Licensee for Building 31.

The meeting concluded at 11.35 am.

Confirmed:



Chairperson
6 February 2017