

MINUTES
(2/17)

RADIATION SAFETY SUB COMMITTEE

24 APRIL 2017

	PRESENT:	Dr Kevin Blake (Chairperson), Ray Layton, Sue Kelly (Cairns), Jen Whan (Cairns), Jo Penny, Donella Owen
	ATTENDANCE:	Lorraine McKenzie-Ryrie (Minutes Secretary) and Drew Kleier (Permanent Advisor). Shane Jorgensen (Observer)
	DECLARATION OF CONFLICTS OF INTEREST: There were no conflicts of interest declared.	
	APPROVAL OF PART B ITEMS	
1.	APOLOGIES: NON-ATTENDANCE:	Peter Junk, Geoff Gorton, Peter Robertson, Serrin Rowarth, John Daicopoulos, John Cavalieri, Victoria Thomas Yi Hu, Peter Chenoweth, Alan Baxter, Christa Placzek
2.	NO CONFLICT OF INTEREST WAS DECLARED. MINUTES: The Minutes of Meeting (1-17) from 6 February were adopted as a true and correct record.	
3.	ACTION REGISTER	
	ITEM 1: CENTRAL RADIATION SOURCES REPOSITORY – DISPOSAL PLANS There has been no response from Radiation Health. Drew will follow with a phone call this week. ITEM 2: RADIATION AUDITS Drew has completed the recording of the corrective actions from the 2016 Audits and will email the document out today. ITEM 3: PROFESSOR PETER JUNK – RADIATION EQUIPMENT Ray Layton to update RSPP for move to the Science Place. Ray reported that access is difficult with no swipe card access yet. Drew and Ray to meet next Tuesday to discuss. ITEM 4: USER TRAINING & RADIATION CERTIFICATION Completed ITEM 5: USER TRAINING Completed ITEM 6: 2016 ANNUAL REPORT OF THE RADIATION SUB-COMMITTEE OF HSEAC Completed ITEM 7: 2017 TERMS OF REFERENCE AND COMMITTEE MEMBERSHIP There has been another change to the TOR – a quorum has been changed from ‘majority of members’ to ‘7’. The membership list to be circulated to the members for reviewing and reporting back at the next meeting. ITEM 8: POSSESSION LICENSEE FOR BUILDING 31 Item to be closed – covered in Action Item 2	
4.	RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES)	
	Drew Kleier advised nil to report.	
5.	REPORTING & VERIFICATION (MANAGEMENT REVIEW)	
	<u>RiskWare Reports:</u> Nil to report.	

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**HEALTH SAFETY &
ENVIRONMENT ADVISORY COMMITTEE**

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	<u>Notifiable Events:</u> Nil to report.
6.	GENERAL BUSINESS
	<u>HSEAC & Queensland Radiation Health:</u> Nil reported <u>Update on Sector and Industry HSE Standards & Practices:</u> Nil reported <u>User Training & Radiation Certification</u> No report <u>Committee Membership</u> Phill Walsh from AITHM Cairns to be added to the attendee list.
	ACTION ITEM: HSE Secretariat to add Phill Walsh to the Committee attendee list.

The meeting concluded at 10:30 am.

Confirmed:

Chairperson
24 April 2017