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|           | <b>PRESENT:</b>   | Andrew Krockenberger (Chairperson), Mark McCormick (Deputy Chair), Glen Ewels, Diane Rowe, Phillip Munday, Jane Foster (proxy for Mel Marke), Rob Coles, Jamie Seymour   |
|           | <b>ATTENDANCE:</b>  | Michelle Nethery (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor)   |
| <b>1</b>  | <b>APOLOGIES:</b>   | Philip Osmond, Alastair Birtles, Mel Marke   |
|           | <b>NON ATTENDANCE:</b>  |  |
| <b>2.</b> | <b>MINUTES:</b>   | The 02/16 Minutes of the Boating & Diving Committee held on the 4 <sup>th</sup> May 2016 were adopted as a true and correct record.<br>Moved: Glen Ewels <span style="float: right;">Seconded: Mark McCormick</span> |
| <b>3.</b> | <b>ACTION REGISTER</b>  |  |
|           | <p><b><i>Item 1 – Resources &amp; Processes:</i></b></p> <p><u>Notification to Deans:</u><br/>Further action required - hold over to 4/16.</p> <p><b><i>Item 2 - Resources &amp; Process – Implementation of Standards (Boating):</i></b></p> <p><u>Boating &amp; Diving Records &amp; TRIM:</u><br/>See paper attached under Section B. Glen Ewels to ascertain timeframes from commencement of archiving and interval periods for updating the TRIM archive system.</p> <p><u>New AMSA Template for SMS &amp; Operating Plans to all Caretakers:</u><br/>Chair advised that the template for new SMS incorporating the AMSA format had been sent to all caretakers. Noted by Cairns Committee members that they would like copies sent through – Phil and/or Glen to forward. Jamie Seymour requested that he be noted as Caretaker and not Rob Courtney.</p> <p><u>List of Caretakers &amp; Letter to Caretakers regarding new format SOP &amp; OP:</u><br/>Chair to provide extension to Caretakers as not received by Cairns.</p> <p><u>Server Back-up Progress:</u><br/>Dianne to follow-up. eResearch drafting an agreement. Remain open.</p> <p><b><i>Item 3 – Resources &amp; Process – Implementation of Procedures (Diving):</i></b></p> <p><u>Rewording of Dive Manual:</u><br/>Completed. Close 3/16.</p> <p><u>Deputy Chair to contact AIMS regarding possible Policy for use as a Guideline to Cover staff undertaking recreational diving &amp; snorkelling on JCU Worksites after hours:</u><br/>Mark McCormick advised that he had contacted Gary Brinkman at AIMS regarding how they cover-off recreational diving on work trips. Mark was advised that there is no instance when they do recreational diving on a work trip. If they are going to go somewhere different (more recreational) the diving is framed and justified within a work context and fits within the guidelines of the pre-existing dive plan.</p> <p>Dianne Rowe also noted that she had also been advised that private travel insurance needs to be purchased by individuals if they undertake high risk activities outside of the approved work travel arrangements (diving is considered high risk).</p> <p>Chair to draft wording for recreational activities for the 4/16 meeting.</p> |  |

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|    | <p><b>Item 4 - General Business</b></p> <p><u>First Aid Kit and Boat audit:</u><br/>HSE Advisor to prepare a HSEAC paper to come via the next sub-committee for the 4/16 meeting regarding resourcing of boating audits.</p> <p><b>Item 5 – Compliance, Operational Activities &amp; Hazards – Regulatory Legislation Updates</b></p> <p><u>Adelaide Conference – Modifications to WorkPlace Diving Regulations</u><br/>Paper forwarded by Secretariat after 2/16 meeting. Close 3/16.</p> <p><b>ITEM 6 – REPORTING &amp; VERIFICATION</b></p> <p><u>DAN, Riskware &amp; JCU Red Alert Systems</u><br/>The Chair advised he would present findings that he had been presented with from Chief of Staff regarding international insurance and DAN at the 4/16 meeting.</p> <p><u>DAN Membership</u><br/>Close 3/16 – covered in above item.</p> <p><b>Item 7 – General Business</b></p> <p><u>Communication Channels to Boat Owners/Caretakers</u><br/>HSE Advisor notified the Committee that the HSE Training and Communication Advisor had resigned in June. Best way forward regarding communications to boat owners and caretakers to be explored when the new incumbent commences. Glen Ewels queried a website page update regarding safety information around boating and diving. Glen to follow-up with David Beitey, eResearch regarding boating and diving safety website pages.</p> |
| 4. | <b>COMPLIANCE, OPERATIONAL ACTIVITIES &amp; HAZARDS</b>  |
|    | Glen Ewels commented that NSCV changes are possible but there is nothing definitive at present.  |
| 5. | <b>RESOURCES &amp; PROCESS (IMPLEMENTATION OF STANDARDS)</b>   |
|    | HSE Advisor noted that there were no changes. Boating & Diving Procedures will be reviewed again late in 2017.   |
| 6. | <b>REPORTING &amp; VERIFICATION</b>  |
|    | <p><b><i>Riskware Report – 2015 Annual Report Incident, Hazards, Notifiable Events, Potential High/Very High</i></b></p> <p>The HSE Advisor discussed the two incidents which had occurred in the last quarter. The Chair requested that any incidents that involve the Department of Fisheries are notified to the JCU Legal Unit for information purposes. Rob Coles noted that if any research activities that involve permits from Fisheries are occurring it is generally required to notify them 24 hours in advance. The HSE Advisor also noted that the second incident (DTES) is also undergoing further investigations with findings to be discussed with the Chair and then brought to the 4/16 meeting. Discussion was held regarding the classification of incidents by those entering the incidents – the HSE Advisor advised that the HSE Support Officers will look at these but care needs to be taken in this regard.</p>  |

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| 7. | <b>GENERAL BUSINESS</b>   |
|    | <p><b><i>Business Arising HSEAC</i></b><br/>Nil to report. HSEAC 2/16 Outcomes/Actions to be forwarded to Committee when received.</p> <p><b><i>Update on JCU &amp; Sector HSE Matters</i></b><br/>Nil to report.</p> <p><b><i>Update on Industry HSE Standards &amp; Practices</i></b><br/>Nil noted.</p> <p><b><i>OIRS Attendance at Meetings</i></b><br/>Deputy Chair proposed that an invitation to attend the Boating &amp; Diving meetings be extended to the Manager of OIRS. Committee in agreement. Secretariat to arrange AV requirements and forward invitation.</p> <p><b><i>Riskware Field Trip Update</i></b><br/>The Chair advised that the Field Trip Module of Riskware was now ready for testing but should be noted that the current module does not fulfil all functions of the current boating and diving system. It was noted that the new module is due to “go live” from the 1<sup>st</sup> August but with the old system not phasing out until later in the year. It is the long-term plan to integrate these systems; it was requested that the system provide a link between both programs with the use of the Boating &amp; Diving Register ID so that duplication of information is not required.</p> <p>Rob Coles suggested that we move away from Dive Plans to Dive Proposals which would shift the responsibility from Boating &amp; Diving officers to the Dive Supervisors. Implications of this around the role of Dive Supervisors, inductions, upskilling of staff and students to be further investigated.</p> <p><b><i>Boating &amp; Diving Facilities</i></b><br/>The Chair discussed the current facilities and the issue of the current Boating and Diving offices, work areas and boat holding/workshop facilities not being fit for purpose with a proposal by the Estates Directorate for future demolition of these buildings. The Chair noted that he was working off a list of requirements previously provided with ongoing discussions occurring (also includes Cairns). Chair advised that he had also put in his budget proposal for a 0.2 FTE Boating &amp; Diving Officer for Cairns.</p> |

Meeting closed – 12:30 pm

Confirmed:

Chairperson  
19 July 2016