

	PRESENT:	Andrew Krockenberger (Chairperson), Mark McCormick (Deputy Chair), Glen Ewels, Diane Rowe, Rob Coles, Amos Mapleston (Nominee for Philip Osmond), Bridie Allan (nominee for Phil Munday)
	ATTENDANCE:	Michelle Nethery (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor), Shawn Smith (OIRS Manager)
1	APOLOGIES:	Philip Osmond, Alastair Birtles (resigned JCU), Jamie Seymour, Phil Munday
	NON ATTENDANCE:	
2.	MINUTES:	The 03/16 Minutes of the Boating & Diving Committee held on the 19 th July 2016 were adopted as a true and correct record. Moved: Andrew Reddicliffe Seconded: Glen Ewels
3.	ACTION REGISTER	
		<p>Item 1 – Resources & Processes:</p> <p><u>B& D Role: Notification to Deans:</u> To be covered in the change process. Close 4/16</p> <p>Item 2 - Resources & Process – Implementation of Standards (Boating):</p> <p><u>Boating & Diving Records & TRIM:</u> Glen Ewels advised that this is a continual administrative process with regular uploading of documents onto the TRIM record management system. Close 4/16</p> <p><u>New AMSA Template for SMS & Operating Plans to all Caretakers:</u> Glen Ewels advised that most people have undertaken or currently undertaking this process. Glen noted that Amos Mapleston (as a boat specialist) is currently undertaking boat audits and quality control of documents and inductions. Remain open.</p> <p><u>List of Caretakers & Letter to Caretakers regarding new format SOP & OP:</u> Glen Ewels to provide list of which boats have correct documentation and those who have not to Chair. Chair to then write to the individuals who have outstanding documentation. Remain open until all documents for boating fleet up to date. Glen noted that we need update on boats/caretakers that Jamie Seymour is responsible for, noting that Jamie is currently away on leave. Remain open.</p> <p><u>Server Back-up Progress:</u> Diane Rowe advised no further progress, for 01/17 meeting.</p> <p>Item 3 – Resources & Process – Implementation of Procedures (Diving):</p> <p><u>Staff undertaking recreational diving & snorkelling on JCU Worksites after hours:</u> Chair to draft wording around definition of recreational and work activities; all activities will need to be undertaken as if a work activity. Chair noted main issue would be for staff on OIRS who wish to undertake leisure activities on their days off. Further discussion to occur with Manager, OIRS. Mark McCormick advised that feedback from his College is that most activities are already run under this guise. Mark commented that a meeting may need to occur with persons who would be affected by this so that requirements are understood. Remain open.</p> <p>Item 4 - General Business</p> <p><u>First Aid Kit and Boat audit:</u> Amos Mapleston advised that he has been looking at the safety compliance through individual audits, reading of SMS etc. Chair noted that a paper will be presented at next HSEAC meeting so that HSE can conduct a third party audit. Close 4/16</p>

Item 5 – Compliance, Operational Activities & Hazards – Regulatory Legislation Updates***DAN, Riskware & JCU Red Alert Systems***

Chair noted that JCU Insurance covers this however it appears that users would rather the DAN coverage. Glen Ewels noted that if staff travelling overseas take DAN membership they are covered for an emergency response insurance with the option to take on additional insurance options. Chair noted that no separate sign-up is required to be covered by JCU insurance as long as the individual has gone through the appropriate travel requisition channels. Chair to find out exactly what the interaction between JCU Insurer and DAN would be with Chief of Staff. Remain open.

ITEM 6 – REPORTING & VERIFICATION***Communication Channels to Boat Owners/Caretakers***

Glen Ewels noted that he has spoken with David Beitey, eResearch, who advised this is a continuing work in progress in relation to IP issues. Remain open.

Item 7 – General Business***OIRS Manager Invite to Attend Meetings***

Complete. Close 4/16.

4. COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS***Review of the model WHS Regulations for Diving Work – Consultation Regulation Impact Statement & Submission from JCU 2016***

Glen Ewels advised that Safe Work Australia (SWA) are looking to amend the current diving regulations. Submission sent by JCU noting that the key proposal put forward by SWA would not be a good outcome for JCU. Glen advised that currently JCU accepted diving supervisors are trained to a recovery level (these constitute 35% of our divers), new regulation would require these divers to dive under an additional supervisor (ADAS certificate). Dive Master training to international training levels being mooted. Glen Ewels noted that the Northern part of Australia are consistent with what they deem appropriate. Glen stated that he is unsure as to when SWA will have further advice regarding this. Mark McCormick noted that this may have some impact on the Honours and Post Graduate students undertaking their field work studies with the cost of gaining these diving qualifications being prohibitive to students.

Glen Ewels noted that the key issue is that we come up with strategies that will keep the core business rolling. Mark McCormick proposed that there is potential for JCU to look at credits against their degree program if students gain these diving qualifications during their undergraduate degree program. Chair noted future potential for students to graduate with both an academic and an industry qualification this would require changes to how we currently run our programs.

AMSA – Consultation Paper – Cost recovery for services under the National System for Domestic Commercial Vessel Safety

Amos Mapleston advised that JCU has put together a submission on the proposed changes and also commenting broadly on changes that will impact vessel operations and capabilities following the hand-over of responsibilities for survey vessels from the Queensland (MSQ) to Commonwealth (AMSA) regulators. Amos noted that most vessels within the JCU fleet have been “grandfathered” into the new system. Requirements and restrictions under new system are greater and to attain vessels to meet JCU needs will be more difficult. Amos advised that new system will increase levies for registrations and with all enquiries to go through Canberra. It was noted cost increases would relate to how often the surveys would need to be undertaken – this is

	<p>still unclear as to what impact this will have at this stage. Chair noted this may impact on how many boats JCU maintains as part of the fleet, with the potential for these costs to be incorporated by the boat custodians.</p> <p>The Chair requested that any future JCU responses to external consultation papers to be forwarded to him initially prior to submission.</p>
5.	RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES)
	Nil changes to be reviewed in late 2017.
6.	REPORTING & VERIFICATION
	<p><i>Riskware Report – Incident, Hazards, Notifiable Events, Potential High/Very High Incidents</i> Safety Officer noted no incidents or hazards logged as a Boating and Diving incidents for the last quarter.</p>
7.	GENERAL BUSINESS
	<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> Nil noted.</p> <p><i>Orpheus Island Research Station – New Manager</i> Chair, welcomed Shawn Smith to the Committee meeting, as Manager OIRS.</p> <p><i>Boat Chartering</i></p> <p>Rob Coles noted some education required around audits regarding chartering of boats and what safety requirements they have on board. Chair queried availability of an internal “recommended” contact list of boat hire businesses to assist with meeting these requirements. Rob Coles also noted issues with amount of time received for requesting of boat charters, Rob noted that most businesses have excellent web pages and details on what is provided – 01/17 Meeting.</p> <p><i>Change Proposal – Research Infrastructure Directorate</i></p> <p>The Chair advised the Committee that there is a proposed budget allocation that a 0.2 Boating and Diving Officer will be seconded from TropWater for 2017 which will assist the B&D Officers (Tsv based) to assist in overseeing their roles. The Chair noted that with the Staffing Restructure of Boating and Diving is to have more EFT than what is currently available (currently 2.0 based in Tsv). OIRS B&D officer to be also brought into the ranks which will give a 4.2 EFT for 2017. The Chair noted that not all B&D Officers will be working on the same areas however it creates the possibility to assist with filling-in of roles for Glen and Phil when suitable experience is gained.</p> <p>Chair noted that one feature of the change proposal was the standardisation of the B&D Officer PD, so that they will all sit at the same level with the current HEW8 to be reclassified at HEW6. It was noted that this may have potential for loss of some expertise with this- would result in a redundancy if this was the preferred option of the individual staff member, although redeployment at HEW6 was an option. Mark</p>

McCormick (Deputy Chair) noted that the experience of Phil Osmond should be taken into account for the minimal cost involved between the two HEW levels. Chair advised background information has been taken into account of this role's accountabilities in comparison with levels at other universities and similar positions.

Chair invited persons to make written submissions regarding the proposal.

Mark McCormick noted issues relating to a number of ways we can apply changes to Policy when working with people who have varying skill levels with the need to ensure that whoever is responsible for this position understands and keeps the mission statement of the University as top priority in providing marine education. The need to ensure that policy is implemented in a sufficiently flexible mode to allow students of varying qualifications access to marine practical education.

Remote Piloted Aircraft:

The Chair noted that a final meeting will be held tomorrow (12 October) regarding RPA policy development. There is a budget proposal for a RPA Officer to be employed during 2017.

Terms of Reference – Membership:

The Chair noted the need for a replacement member for Alastair Birtles, who is no longer a staff member. The replacement should ensure a broad range of research/teaching uses are represented. The Committee discussed possible options with Geoff Jones (active research program in PNG), David Bourne (partly funded through AIMS) and Mia Hoogenboom also nominated. Chair to approach potential members, for finalisation at 1/17 meeting.

Meeting closed – 3:35 pm.

Confirmed:

Chairperson
10 October 2016