

**UNIVERSITY BOATING and DIVING SAFETY SUB COMMITTEE  
TERMS OF REFERENCE**

**1. Establishment**

- 1.1 There shall be a University Boating and Diving Safety Sub Committee of the Work Health and Safety Advisory Committee (WHSAC). The establishment of this Sub Committee shall be approved by WHSAC.

**2. Purpose**

- 2.1 The Sub Committee is a consultative committee to promote co-operation, improve communication, information sharing and understanding between the boating and diving unit and key stakeholders within the JCU community. This enhances transparency, accountability and trust within the University.
- 2.2 The Sub Committee contributes an academic perspective to inform the development and review of boating and diving procedures, processes and priorities.
- 2.3 The Sub Committee provides the opportunity for constructive consultation on boating and diving issues such as legislative, industry and technology changes to ensure improvements are practical for the organisation and the user.

**3. Functions, Duties and Responsibilities**

- 3.1 The Sub Committee shall:
- a) perform the duties and responsibilities specified in Schedule A.
  - b) act on behalf of the Chair of WHSAC on such other matters as are delegated to it from time to time by WHSAC.
  - c) inform WHSAC on such other matters that are within its duties and responsibilities (Schedule A) as it deems appropriate.

**4. Membership**

- 4.1 The Committee shall comprise the following members:
- Member of WHSAC for University Boating and Diving Safety - Chairperson;
  - University Boating & Diving Officers
    - 2 SME Townsville
    - 1 Diving SME OIRS
    - 1 Boating SME OIRS
    - 1 SME Cairns
  - Member of the Division of Research
    - 1 TropWater
    - 1 Australian Institute of Tropical Health and Medicine
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  - Member of the Academy Office
  - 3 Members of the College of Science and Engineering
  - Member for PhD student representative
- 4.2 The Sub Committee shall have a Deputy Chairperson appointed by the Chairperson.
- 4.3 Any person assuming a role in the Sub Committee business on behalf of another person as a consequence of an acting or nominee arrangement (e.g., acting as the *ex officio* member, Deputy Chairperson assuming chairmanship) shall as far as practicable consult and report back to that other person.

**5. Secretariat**

- 5.1 The Work Health and Safety (WHS) Unit shall be Secretary to the Sub Committee.
- 5.2 The Work Health and Safety (WHS) Unit shall provide the resources necessary for the performance of the Sub Committee.

**6. Attendance by Others at Meetings**

- 6.1 A member may appoint a nominee. When a member is unable to attend a meeting of the Sub Committee, that member should advise the Chairperson in writing that a representative will attend on their behalf as a nominee. The nominee will be considered a Sub Committee member for voting and decision making at the meeting.
- 6.2 The Sub Committee or its Chairperson may invite other University staff members and persons external to the University, as required for the purposes of the Sub Committee, to attend meetings as advisors.

## **7. Convening a Meeting**

- 7.1 The Sub Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.
- 7.2 The Sub Committee shall meet 1 month prior to WHSAC meetings to enable reporting and minutes to be provided for inclusion in the WHSAC agenda in a timely manner. This will normally be 2 weeks prior to the WHSAC Agenda distribution date.
- 7.3 Meetings shall be convened by the Chairperson.
- 7.4 The Convenor shall cause to be sent in reasonable time to all members of the Sub Committee a notice of meeting.
- 7.5 Proposals for agenda items from Sub Committee members are to be submitted to the Secretary for consideration by the Convenor for inclusion on the agenda. The Convenor, in consultation with the Secretary, shall determine the agenda.
- 7.6 For the purposes of accountability and meeting efficiency, all meetings shall be run according to a pre-determined agenda

## **8. Conduct of Meeting**

- 8.1 Except as hereinafter provided the Chairperson shall preside at all meetings of the Sub Committee. If the Chairperson is absent from a meeting, the Deputy Chairperson shall preside. If the Deputy Chairperson is absent also, the members present shall elect one of their number to preside.
- 8.2 A quorum exists at a meeting of the Sub Committee if the majority (minimum of 7 of 12) of its members or delegates are present.

## **9. Rules for Conduct of Business**

- 9.1 Subject to the general control of WHSAC, the Sub Committee may make its own rules for the conduct of its business that are in keeping with its Terms of Reference.

## **10. Reporting Obligations**

- 10.1 After each of its meetings the Committee shall submit a report to WHSAC. Such report shall include:
  - a) advice, with recommendations as relevant, in respect to those matters set out in Schedule A;
  - b) confirmation of action taken in respect to any matter for which delegated authority has been exercised;
  - c) advice on any other matters which the Committee desires to draw to the attention of WHSAC.
- 10.2 The Sub Committee shall provide to WHSAC an annual Schedule of Business for the Sub Committee. The Sub Committee's membership list shall be appended to the Terms of Reference but do not form part of the Terms of Reference.

## **11. Executive Actions/Circularised Resolutions**

- 11.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Sub Committee to be put to a meeting of the Sub Committee, and a resolution of the Sub Committee is required, the Chairperson shall cause the matter to be considered by members by circularised resolution. The principles and procedures adopted by WHSAC for managing business by circularised resolution apply.
- 11.2 Where it is not practicable for the matter in 11.1 above to be put to members by circularised resolution, the Chairperson or WHSAC may act executively on the matter.
- 11.3 Where it is necessary for the Chairperson to have a matter determined as in 11.1 or 11.2 above, the approval shall be reported by the Secretary to the next meeting of the Sub Committee.

## **12. Annual Review of, and Amendment to, Terms of Reference**

- 12.1 These Terms of Reference shall be reviewed annually by the Sub Committee.
- 12.2 The Committee or Chairperson may propose to WHSAC, following that review and from time to time, amendments to these Terms of Reference for approval.

## SCHEDULE A – FUNCTIONS OF THE UNIVERSITY BOATING and DIVING SAFETY SUB COMMITTEE

1. The Sub Committee is a forum to share information and consult with JCU Boating and Diving User Group representatives who will be impacted by the management of or any changes to, the University boating and diving operations. Information that may be discussed at this committee includes but is not limited to significant changes to:
  - Vessel fleet
  - Vessel safety management systems
  - Boating Framework
  - Diving Framework
  - Dive Manual
  - Boating and Diving RegisterChanges to the above may be due to:
  - Incidents
  - Industry changes
  - Legislative changes
  - Audit / inspection results
  - Suggestions from Users
2. The Sub Committee shall review all relevant reports, including RiskWare, at each of its meetings and advise WHSAC of the status of action taken in respect of outstanding matters
3. WHSAC shall be notified of any Notifiable Event, Regulatory Notice, potential/actual very high and high risks deemed necessary by the Chairperson for immediate notification.
4. The Sub Committee may raise issues, where it is considered beyond the control of the Boating and Diving Safety Sub Committee with WHSAC for advice and direction. WHSAC shall advise the Committee of the proposed action.
5. The Sub Committee shall report quarterly to WHSAC on the outcomes of its deliberations and identify any issues that require escalation to WHSAC for action.
6. The Sub Committee, by reporting to and consulting with relevant deans and directors through committee members and inviting feedback, will ensure any changes under consideration will be implemented in a way that minimises disruption and where possible accommodates the needs of research operations.

## MEMBERSHIP OF THE UNIVERSITY BOATING and DIVING SAFETY SUB COMMITTEE

The Committee shall comprise the following members:

Composition of Committee	Member and Position Title
Chairperson (Member appointed by WHSAC)	TBA (or Nominee) Dean of Research
Member of the College of Science & Engineering	Professor Mike Kingsford (or Nominee) Marine and Aquaculture Sciences  Professor Andrew Hoey Research Fellow  Ms Deborah Burn PhD Student
University Boating & Diving Officers (Subject Matter Experts – SME)	Mr Glen Ewels Supervisor, Boating and Diving  Mr Greg Suosaari University Boating and Diving Officer (Townsville)  MISS Jenni Calcraft Diving Officer, Orpheus Island Research Station  Mr James Judge Boating Officer, Orpheus Island Research Centre  Mr Paul Leeson University Boating and Diving Officer (Cairns)
Member of Research	Dr Rob Coles (or Nominee) Principal Research Scientist  Associate Professor Jamie Seymour (or Nominee) Australian Institute of Tropical Health and Medicine
Member of the Division of Tropical Environments and Societies Member of Academy Office	MS Jana Birkby Field and Technical Officer
Permanent Advisor Health, Safety and Environment Unit	Ms Kara Carless, WHS Advisor (or Nominee) Work, Health & Safety Unit
Secretariat	Mrs Kahlia Strid, WHS Administrative Officer (or Nominee)

Effective: 14/02/2023

<b>University Boating and Diving Safety Sub Committee 2023 Schedule of Business</b>	
<b>01/2023</b>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: WHSAC</li> <li>• Update on JCU &amp; Sector WHS matters</li> <li>• Update on Industry WHS Standards &amp; Practices</li> <li>• Amendments to University Boating &amp; Diving Procedure as they arise</li> <li>• Current and Future Training Plan for Divers</li> </ul> <p><b>Prior Year 4<sup>th</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report – Annual Report (Prior Year) - Incident &amp; Hazard Report,</li> <li>• Notifiable Events, Regulatory Notices, Potential very High and High Risks</li> <li>• Sub Committee Annual Report</li> </ul>
<b>02/2023</b>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: WHSAC</li> <li>• Update on JCU &amp; Sector WHS matters</li> <li>• Update on Industry WHS Standards &amp; Practices</li> <li>• Amendments to University Boating and Diving Procedures (as they arise)</li> <li>• Review Terms of Reference (in association with any WHSAC TOR changes)</li> <li>• Vessel SMS Status updates</li> <li>• Current and Future Training Plan for Divers and Vessel Masters Update</li> </ul> <p><b>1st Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report – Incident &amp; Hazard Report</li> <li>• Notifiable Events, Regulatory Notices, Potential very High and High Risks</li> </ul>
<b>03/2023</b>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: WHSAC</li> <li>• Update on JCU &amp; Sector WHS matters</li> <li>• Update on Industry WHS Standards &amp; Practices</li> <li>• Amendments to University Boating and Diving Safety Procedures (as they arise)</li> <li>• Current and Future Training Plan for Divers Review</li> <li>• Vessel SMS Status Updates</li> </ul> <p><b>2<sup>nd</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report – Incident &amp; Hazard Report</li> <li>• Notifiable Events, Regulatory Notices, Potential very High and High Risks</li> </ul>
<b>04/2023</b>	<p><b>General Business:</b></p> <ul style="list-style-type: none"> <li>• Business arising: WHSAC</li> <li>• Update on JCU &amp; sector WHS matters</li> <li>• Update on Industry WHS Standards &amp; Practices</li> <li>• Amendments to University Boating and Diving Safety Procedures (as they arise)</li> <li>• Current and Future Training Plan for Divers and Vessel Masters Review</li> <li>• Schedule of Business and proposed dates for the next Year</li> </ul> <p><b>3<sup>rd</sup> Quarter Reports:</b></p> <ul style="list-style-type: none"> <li>• RiskWare Report - Workplace Inspections &amp; Audits</li> <li>• RiskWare Report – Incident &amp; Hazard Report</li> <li>• Notifiable Events, Regulatory Notices, Potential very High and High Risks</li> </ul>

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