

**UNIVERSITY BOATING and DIVING SAFETY SUB COMMITTEE of the
HEALTH, SAFETY AND ENVIRONMENT ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Establishment

- 1.1 There shall be a University Boating and Diving Safety Sub Committee of the Health, Safety and Environment Advisory Committee (HSEAC) ('the Committee') established to advise the HSEAC. The establishment of this Committee shall be approved by HSEAC.

2. Purpose

- 2.1 The purpose of the Committee is to make recommendations to the HSEAC on all matters relating to Boating & Diving safety issues.

3. Functions, Duties and Responsibilities

- 3.1 The Committee shall:
- a) perform the duties and responsibilities specified in Schedule A.
 - b) act on behalf of the Chair of the HSEAC on such other matters as are delegated to it from time to time by the HSEAC.
 - c) inform HSEAC 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 HSEAC for University Boating and Diving Safety - Chairperson;
- Member of Research and Innovation – Deputy Chairperson
- University Boating & Diving Officer
- Member of the ARC Centre of Excellence for Coral Reef Studies
- Member of TropWater
- Member of Research Infrastructure, Aquaculture & Fisheries
- Member of the Division of Tropical Health and Medicine
- Member of the Division of Tropical Environments and Societies
- Member of Services and Resources (Estate Directorate)
- Permanent Advisor from HSE Unit

- 4.2 The Committee shall have a Deputy Chairperson appointed by the Chairperson.

- 4.3 Any person assuming a role in 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 Health, Safety and Environment (HSE) Unit shall be Secretary to the Committee.

- 5.2 The Health, Safety and Environment (HSE) Unit shall provide the resources necessary for the performance of the 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 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 Committee member for voting and decision making at the meeting.

- 6.2 The Committee or its Chairperson may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisors.

7. Convening a Meeting

- 7.1 The Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.

- 7.2 The Committee shall meet 1 month prior to the HSEAC Committee meetings to enable reporting and minutes to be provided for inclusion in the HSEAC agenda in a timely manner. This will normally be 2 weeks prior to the HSEAC 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 Committee a notice of meeting.
- 7.5 Proposals for agenda items from 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 with items presented under an item coversheet that clearly identifies the recommended action.

8. Conduct of Meeting

- 8.1 Except as hereinafter provided the Chairperson shall preside at all meetings of the 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 Committee if the majority (minimum of 5 of 9) of its members or delegates are present.

9. Rules for Conduct of Business

- 9.1 Subject to the general control of HSEAC, the 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 HSEAC. 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 HSEAC;
 - d) details of attendance by each member at each meeting of the Committee for the year.

11. Executive Actions/Circularised Resolutions

- 11.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Committee to be put to a meeting of the Committee, and a resolution of the Committee is required, the Chairperson shall cause the matter to be considered by members by circularised resolution. The principles and procedures adopted by University Council 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 HSEAC 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 Committee.

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

- 12.1 These Terms of Reference shall be reviewed annually by the Committee at its last meeting of the calendar year.
- 12.2 The Committee or Chairperson may propose to HSEAC, 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. **Compliance, Operational Activities & Hazards (Planning)**

The Committee shall advise HSEAC of the University's position in relation to the University Level Performance Measures relating to Boating and Diving Safety (WHS Legislative Compliance Progress Scorecard).

The Committee will make its own arrangements for ensuring HSE compliance via work groups if it is considered necessary.

The Committee may discuss concerns with respect to operational matters, infrastructure and procedural implementation.

2. **Resources & Process (Implementation of Standards)**

The Committee shall develop, implement, monitor and review the Boating and Diving Safety Standard that forms part of the University's Health, Safety and Environment Integrated Management System (HSE Plan).

3. **Reporting & Verification (Management Review)**

The Committee shall review all relevant reports, including RiskWare, at each of its meetings and advise HSEAC of the status of action taken in respect of outstanding matters;

- (i) Workplace Inspections & Audits
- (ii) Incident and Hazard Report

In addition, HSEAC will be notified of any Notifiable Event, Regulatory Notice, potential/actual very high and high risks deemed necessary by the Chairperson for immediate notification.

The Committee may raise issues, where it is considered beyond the control of the Boating and Diving Safety Sub Committee with HSEAC for advice and direction. HSEAC will advise the Committee of the proposed action.

Document Effective January 1, 2015

Revised: 10 April 2015

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 of HSEAC for University Boating and Diving Safety)	Professor Michael Kingsford College of Marine and Environmental Sciences
Deputy Chairperson	Professor Andrew Krockenberger (or Nominee) Dean of Research Research and Innovation
University Boating & Diving Officer (Subject Matter Expert – SME)	Mr Phillip Osmond (or Nominee) University Boating and Diving Officer Research and Innovation
Member of TropWater	Dr Rob Coles (or Nominee) Principal Research Scientist
Member of Research Infrastructure, Aquaculture & Fisheries	Mr Steve Moore (or Nominee) Administrator
Member of the ARC Centre of Excellence for Coral Reef Studies	Professor Philip Munday (or Nominee) ARC Future Fellow
Member of the Division of Tropical Health and Medicine	Associate Professor Jamie Seymour (or Nominee) Australian Institute of Tropical Health and Medicine
Member of the Division of Tropical Environments and Societies	Dr Alastair Birtles (or Nominee) Senior Lecturer – Tourism
Member of Services and Resources (Estate Directorate)	Mr Mel Marke (or Nominee) Project Manager Planning and Development – Estate Directorate
Permanent Advisor Health, Safety and Environment Unit	Mr Andrew Reddicliffe, HSE Advisor (or Nominee) Health, Safety and Environment Unit
Secretariat	Ms Michelle Nethery, HSE Administrative Officer (or Nominee)

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Meeting Dates	Schedule of Business – University Boating and Diving Safety Sub Committee
<p>February</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC • Update on Sector and Industry HSE Standards & Practices • Review Terms of Reference for and membership of the Committee • Schedule of Business and proposed dates for the Next Year <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM WHS Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Boating and Diving Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks • Sub Committee 4th Quarter Minutes • Sub Committee ULPM Full Year Report (Prior) [WHS Compliance Progress Scorecard – University Boating and Diving Safety • Sub Committee Annual Report (Prior) – University Boating and Diving Safety Standard
Meeting Dates	Schedule of Business – University Boating and Diving Safety Sub Committee
<p>April</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Boating and Diving Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks • Sub Committee 1st Quarter Minutes

Meeting Dates	Schedule of Business – University Boating and Diving Safety Sub Committee
<p style="text-align: center;">July</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM - WHS Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Boating and Diving Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks • Sub Committee 2nd Quarter Minutes • Sub Committee ULPM & Half Year Report (Jan-Jun) [WHS Compliance Progress Scorecard – University Boating and Diving Safety]
Meeting Dates	Schedule of Business – University Boating and Diving Safety Sub Committee
<p style="text-align: center;">October</p>	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: HSEAC • Update on Sector and Industry HSE Standards & Practices <p>Compliance, Operational Activities & Hazards (Planning):</p> <ul style="list-style-type: none"> • ULPM WHS Compliance Progress Scorecard <p>Resources & Process (Implementation of Standards):</p> <ul style="list-style-type: none"> • University Boating and Diving Safety Standard <p>Reporting & Verification (Management Review):</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks • Sub Committee 3rd Quarter Minutes

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