# 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.
  - 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 University Boating & Diving Officers

2 SME Townsville
1 Diving SME OIRS

3 Members of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at a cathedral participation of the College of Science and Einspidthamindhampshitch) ast leath at the College of Science and Einspidthamindhampshitch and Einspidthamindhampshitch and Einspidthamindhampshitch and Einspidthamindhampshitch and Einspidthamindhampshitch and Einspidthamindhampshitch and Einspidthampshitch and Einspidthampshitc

### 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 maivers6l(i)3.5(tminererna2)

#### SCHEDULE A - FUNCTIONS OF THE UNIVERSIT

and DIVING SAFETY SUB COMMITTEE

 The Sub Committee is a forum to s representatives who will be impacted b operations. Information that may be di to:

Vessel fleet
Vessel safety management system
Boating Framework
Diving Framework
Dive Manual
Boating and Diving Register

Changes to the above may be due to:

Incidents
Industry changes
Legislative changes
Audit / inspection results
Suggestions from Users

and consult with JCU Boating and Diving User Group It of or any changes to, the University boating and diving mmittee includes but is not limited to significant changes

- 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

# 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 WHSA()-((4S29m2D631f40))e-((16n)- )4/酒 f6r Nominee)(1( ) J7J0 -f40)ean of Research				