

BOATING, DIVING AND SNORKELLING SAFETY COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising exposure to risks of activities involving boating, diving and snorkelling. The Boating, Diving and Snorkelling Safety Committee has been established to meet and/or exceed its obligation under current legislation.

2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Organise and facilitate an internal review system to assess compliance of CQUniversity boating, diving and snorkelling activities with relevant policies, procedures and documentation, including, but not limited to, operation requirements at least annually.
- 2.2 Consider boating, diving and snorkelling related problems encountered while diving or operating under the policies, procedures and documentation of CQUniversity.

3 RESERVED AUTHORITIES

The National Occupational Health and Safety (OHS) Manager (or nominee) reserves the authority to:

- investigate all boating, diving and snorkelling accidents and/or incidents, and reporting of violations of CQUniversity's policies, procedures and governance to the Vice-Chancellor and President (or nominee), and
- make recommendations to the Vice-Chancellor and President (or nominee) in the event of unsafe boating, diving and snorkelling activities by any individual or group within the University.

4 REFERRAL OF MATTERS

The Committee may refer any item to the Vice-Chancellor and President (or nominee) as part of the Vice-Chancellor's OHS Meeting for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

5 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- National OHS Manager
- Senior OHS Adviser (Dive and Boat)

Co-opted members:

- Other volunteer members as accepted by the Chair

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee.

Other members shall serve a term only limited by currency of employment at CQUniversity, until they resign or are removed from the Committee.

Members of the Committee may change from time-to-time according to interest and involvement in the activities of the Committee.

The Committee's membership must include appropriate gender representation.

6 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

Staff and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

7 CHAIR

The Chair shall be the National OHS Manager.

The Chair shall nominate a Deputy Chair if the Chair is unable to attend a scheduled meeting.

8 SECRETARY

The Chair shall nominate the Secretary.

9 REMOVAL OF A MEMBER FROM OFFICE

The Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

10 QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.

11 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member must not be present when the Committee considers that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

12 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings shall be held at least once per year. Additionally, the Committee will meet as required.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

13 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

15 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Vice-Chancellor and President OHS Meeting, along with any information the Vice-Chancellor and President requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to National OHS Manager.

16 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

17 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor and President OHS Meeting
Administrator	National OHS Manager
Next Review Date	7/03/2020

Approval and Amendment History	Details
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Notes	