

# Minutes

COMMITTEE	<b>Portfolio WHS Committee</b>
MEETING NO.	01/2017
DATE / TIME	06 February 2017, 3:00pm – 4:00pm
VENUE	Office of the DVC
ATTENDING	Marnie Hughes-Warrington, Chair Chris Grange, EDAP Margaret Harding, DVC (Research) Mark Brokloff, WEG Gerry Patron, WEG
APOLOGIES	
OBSERVERS	Cathy Haberle, WHS Committee Secretariat

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## Part 1. Welcome and apologies

### 1. Welcome and apologies

The group was welcomed to the first Portfolio WHS Committee meeting.

## Part 2. Review new Governance Structure

### 2.1 Review new WHS Governance structure Diagram

- The structure was reviewed and accepted by the Committee.

### 2.2 Review Draft Charter (Terms of Reference)

- WEG reported that overall the charter has been accepted by the local areas and adopted to suit their committees.
- It was noted that under the composition and tenure the word “nominee” is to be changed to “nominees or equivalent”
- Currently the WHS reporting is being done on a University wide basis and not specific to areas, however, with the new Figtree system this will change.
- The Chair asked that the Committee be kept up to date on the approaches to managing risks and predominant patterns.
- There was discussion on how the articulation between the Portfolio and F&S groups would report. It was advised by WEG that the two groups could come to an agreement on how they would report and that this should be specified in the charter.
- The group was advised that a hazard register would soon be available to the Committee to allow them to be able to review top hazards and participate in the assessment of those hazards.

<b>Action 1/2017 1</b>	Talk to F&S Advisory Group Chair on how to go forward with the combined reporting	In progress	Chair
<b>Action 1/2017 2</b>	Develop a hazard register for the Portfolio WHS Committee	In progress	WEG

### Part 3. Former WHS Committee Business

#### 3.1 Conclude former WHS Committee business

#### 3.2 Review outstanding corrective actions

### Part 4. Changes in Legislation Asbestos

- Changes for Asbestos Licences are that Comcare has stated that they will extend the licences from other States to come in to work in the ACT.
- GHS came into effect 1 January 2017.

### Part 5. Subject Matter Experts

- Mark Brokloff advised that arising from consultation feedback it has been noted that there currently is an insufficient amount of academics represented on the Special Advisory Group Committees.
- The Portfolio Committee has no nominations for fieldwork volunteers as they do not participate in any fieldwork.
- It was noted that Steve Dovers should be consulted on who would be a suitable representative for the fieldwork group.
- Marc Oxenham, School of Archaeology and Anthropology, was raised as a possible nomination for the fieldwork group.

<b>Action 1/2017 3</b>	Consult with Steve Dovers on who would be a suitable representative for the fieldwork group.	In progress	Mark Brokloff
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The next meeting is scheduled for 21 June 2017.