

SENIOR LEADERSHIP TEAM HSE LEVEL 1 COMMITTEE

Outcomes of 11 September 2019 Meeting 10.00 am – 10.45 am

CONFIDENTIAL



Members: Deena Amorelli, Eileen Baldry, David Blaazer, Brian Boyle, Merlin Crossley, Fiona Docherty, Ross Harley, Mark Hoffman, Grainne Moran, Paul Munroe, Michael Ostwald, Jon Paparsenos, Rodney Phillips, Harvinder Sidhu, Anne Simmons (Chair), Mark Uncles, Andrew Walters, George Williams.

Apologies: Nicholas Fisk (Grainne Moran to attend), Michael Frater (Harvinder Sidhu to attend), Ian Jacobs, Emma Johnston (Paul Munroe to attend), Helen Lochhead (Michael Ostwald to attend), Shahina Mohamed, Chris Styles (Mark Uncles to attend)

Attending: Trudy Devitre, Aaron Magner, Jeff Peers, William Syddall

Secretary: Mark Smith

#	Discussion and Decisions	Actions	Due	Owner	Status
A	Procedural Matters				
1.	Welcome and Apologies The Chair welcomed all members to the meeting, in particular Ms Devitre, the new Director of Risk who was attending her first meeting.				
2.	Minutes of previous meeting held on 29 May 2019 SLT HSE Level 1 approved the minutes of the previous meeting held on 29 May 2019. <i>Action Points from Previous Meeting/s</i> <ul style="list-style-type: none"> Chemical Inventory Management System – Mr Magner was speaking with Finance & Operations, in particular Procurement about this matter. Members noted the Procurement Portal was restricting the availability to purchase hazardous materials and that this matter should be resolved in Q4, 2019. 	Procurement Portal need to be modified to better manage the availability to purchase hazardous materials	March 2020	Procurement AM	●




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	<ul style="list-style-type: none"> UNSW MakerSpace – this matter was ongoing, the University would be running a workshop with MakerSpace to ensure risks were managed appropriately. It was anticipated this matter would be resolved by Q4, 2019. Work, Health and Safety Due Diligence Training – members noted that Council and Management Board would be undertaking the training in December 2019 with training for remaining UNSW senior leaders to be held in 2020. 	<p>New Risk Manager (Trudy Devitre) to review MakerSpaces and report back to committee.</p> <p>Council and Management Board would be undertaking the training in December 2019 with training for remaining UNSW senior leaders to be held in 2020</p>	<p>March 2020</p> <p>March 2020</p>	<p>Trudy Devitre</p> <p>AM – Council Management Board Senior Leaders</p>	<p>●</p> <p>●</p>
B	Reports				
3.	<p>Health Safety and Environment Executive Update</p> <p>The Committee received and noted the Health Safety and Environment Executive Update.</p> <p>Mr Magner highlighted the following items:</p> <ul style="list-style-type: none"> SafeSys – members noted the University was establishing a Steering Group with representatives from Safety and Wellbeing, HR and IT to develop a business case for the replacement of SafeSys. The Chair asked whether there were any ‘off the shelf’ systems that the University could implement. Mr Magner advised there were a number of systems, however it was important to ensure whatever system was implemented was fit-for-purpose for the entire organisation; Student Safety and Wellbeing Committee – members noted this Committee would be led by Mr Neil Morris and would be a Level 2 Committee reporting to the Level 1 Committee; and Responsible Employee Training – members noted the training scheduled for the remainder of 2019 and that the Regulator was happy with the 				

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	University's engagement for ensuring training was undertaken across the organisation.				
4.	Environmental Sustainability Update The Committee received and noted the Environmental Sustainability Executive Update. Mr Syddall highlighted: <ul style="list-style-type: none"> the work undertaken regarding the Capital Projects Sustainability Framework which provides guidance to project teams on how to deliver outstanding sustainability performance; and the Learning & Teaching SDG Program which engages staff and students to learn about the UN Sustainable Development Goals. SLT commended this Program, however advised that it was important to ensure that academic resources were available for the teaching of the Program. 				
5.	Security and Traffic Executive Update The Committee received and noted the Security & Traffic Management Risk Committee Report – April to June 2019.				
6.	Matters Arising from Level 2 Committee Nil				
7.	Correspondence The Committee received and noted the correspondence from the State Insurance Regulatory Authority.				
8.	Any other business The Chair offered Ms Devitre the opportunity to raise any matters with the Committee. Ms Devitre advised members that a stocktake was underway identifying various enterprise risks and that meetings were occurring across the various faculties and divisions to discuss operational risk.				

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C	Items for Noting				
9.	Significant Incidents (Q1-2 2019 + current) The Committee received and noted the Significant Incidents Report – Q2 2019. Mr Magner provided additional information regarding: <ul style="list-style-type: none"> the student incident in the Lowy Building Atrium; the laboratory incident in the Hilmer Building; and the post incident review regarding the power outage that occurred on the Kensington campus. 				
10.	HSE Reporting Dashboard (Q1-2 2019) The Committee received and noted the HSE Reporting Dashboard Q2 2019. The Committee noted with new buildings coming on line and the move to a term model there was an increase in electricity and water usage.				
11.	UNSW Wellbeing Plan and Report (Q2 2019) The Committee received and noted the UNSW Wellbeing Program Update. Mr Magner highlighted: <ul style="list-style-type: none"> the outcome from the EAP tender process which will include a fortnightly ½ day counsellor on campus; R U OK? Day on 12 September 2019 with the University hosting a number of activities across the campus; and the preliminary results of the Workplace Wellbeing Survey 2019 were reported. 				

ACTIONS

IN PROGRESS

Date	Actions	Due*	Responsible	Status/Issues
11/9/19	Procurement Portal to be modified to better manage the availability to purchase hazardous materials	Dec 2019	Procurement A Magner	
11/9/19	New Risk Management Director (Trudy Devitre) to undertake a risk workshop and develop a risk appetite statement for student MakerSpaces and report back to committee.	March 2020	T Devitre	
11/9/19	Council and Management Board would be undertaking the WHS due diligence training in Q1 2020 with refresher training for remaining UNSW senior leaders to be held in 2020	March 2020	A Magner	

COMPLETED

Date	Actions	Due*	Responsible	Status/Issues
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