

SENIOR LEADERSHIP TEAM HSE Level 1 & Risk

Outcomes of 13 November 2019 Meeting (10.00 am – 11.00 AM)

CONFIDENTIAL TO SLT MEMBERS ONLY



Members: David Blaazer, Merlin Crossley, Ross Harley, Ian Jacobs (Chair), Emma Johnston, Shahina Mohamed, Michael Ostwald, Jon Paparsenos, Vlado Perkovic, Leisa Sargent, Klaus Schindhelm, Harvinder Sidhu, Anne Simmons, Mark Uncles, Andrew Walters, David Ward, George Williams.

Apologies: Eileen Baldry (Leisa Sargent to attend), Fiona Docherty, Michael Frater (Harvinder Sidhu to attend), Mark Hoffman (Klaus Schindhelm to attend), Helen Lochhead (Michael Ostwald to attend), Nicholas Fisk and Chris Styles (Mark Uncles to attend).

Attending: James Fitzgibbon (Governance)
Bran Black, Sancha Cromie, Aaron Magner

#	Discussion and Decisions	Actions	Due*	Owner	Status
A	Procedural Matters				
1.	Welcome and Apologies The Chair welcomed all members to the meeting. Apologies were noted from Eileen Baldry, Fiona Docherty, Michael Frater, Mark Hoffman, Helen Lochhead, Nicholas Fisk and Chris Styles.				
2.	Minutes of previous meeting held on 11 September 2019 SLT HSE Level 1 approved the minutes of the previous meeting held on 11 September 2019.				
3.	Action Points from Previous Meeting Most actions are due in March 2020. Mr Magner provided an update on the Procurement Portal, which should be modified by the end of the year.				

* Due date is end of month, unless otherwise stated

Page 1 of 5

● Complete ● In progress ● Stalled/Significant Issues

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B	HSE Level 1 Reports				
4.	<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"> • The work underway to replace the SafeSys information management system by the end of Q2 2020. • Health and Wellbeing Month • Campus Defibrillators – UNSW had received a Corporate Heart Hero award • Silica Dust – the NSW Government had lowered the silica workplace exposure standard • Radiation Safety improvements • Staff Changes within the unit <p>Mr Walters advised SLT HSE Level 1 that UNSW had submitted a draft response to rectify buildings with non-compliant cladding (\$30M over the next 2 years).</p>				
5.	<p>Environmental Sustainability Update</p> <p>The Committee received and noted the Environmental Sustainability Executive Update.</p> <p>Ms Cromie spoke to the report, highlighting the key activities undertaken since the last meeting.</p>				
6.	<p>Security and Traffic Executive Update</p> <p>The Committee received and noted the Security & Traffic Management Risk Committee Report – July to September 2019.</p> <p>The report noted an increase in the categories of assault, sexual offences, fraud and stealing offences.</p> <p>Mr Walters outlined the safety and communications plans regarding the operation of the light rail. Mr Magner also outlined the initiatives being pursued regarding traffic light and pedestrian management on Anzac Parade.</p>	Investigate cost of increased CCTV in the Library to reduce the incidence of theft from study desks.	March 2020	S Cromie	●

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Page 2 of 5

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7.	<p>Matters Arising from Level 2 Committees</p> <p>Mr Neil Morris noted the establishment of the inaugural Level 2 Student Health Safety and Wellbeing Committee.</p> <p>Prof Schindhelm informed SLT HSE Level 1 that the Engineering Level 2 Committee had expressed concern that it had been without a business partner for some time. Mr Wagner advised that two staff had moved to UTS and UNSW was close to appointing a new business partner.</p> <p>Prof Johnston also expressed with the delay in a new appointment to Science and noted that they were asked to contribute to the additional salary arising from the reclassification of the position.</p>	Implement arrangements in WHS staffing structures (especially in larger Faculties) to respond to sudden vacancies/ extended absences.	March 2020	D Ward A Wagner	●
8.	<p>Correspondence</p> <p>The Committee received and noted the correspondence from SafeWork NSW.</p>				
	Items for Noting				
9.	<p>Significant Incidents (Q3 2019)</p> <p>The Committee received and noted the Significant Incidents Report – Q3 2019.</p>				
10.	<p>HSE Reporting Dashboard (Q3 2019)</p> <p>The Committee received and noted the Safety, Wellbeing and Security Report: Q3 2019.</p>				
11.	<p>UNSW Wellbeing Plan and Report (Q3 2019)</p> <p>The Committee received and noted the UNSW Wellbeing Program Update.</p>				
D	Risk				
12.	<p>Risk Management Strategy 2019 – 2022</p> <p>Mr Black provided an overview of the Risk Management Strategy and Framework, with a more detailed presentation to be provided by Ms Devitre at the next meeting.</p> <p>Mr Black outlined the approach, implementation plan and progress to date.</p>				

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	Members discussed: <ul style="list-style-type: none"> the relationship between the S25+ risks and the Risk Management approach the relationship between risks and opportunities, which would be addressed through the Risk Appetite process. 				
13.	Risk Management Framework A more detailed presentation will be provided by Ms Devitre at the next meeting.				
D	Other Business				
14.	Any other business The VC announced that Mr Black would be re-joining the NSW Government in a role in the Premier's Office and expressed his gratitude to Mr Black.				

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	<ul style="list-style-type: none"> Following significant investment in CCTV cameras in the Library over the last 2 years, further cameras will be installed in 2020 and together with a trial of facial recognition software, this is expected to increase the deterrence and security against opportunist thieves.
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	Safety training and inductions for students working in MakerSpaces

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Page 4 of 5

● Complete
● In progress
● Stalled/Significant Issues

Date	Actions	Due*	Responsible	Status/Issues
				● is within the scope of the SafeSys IT replacement plan.
11/9/19	Council and Management Board to undertake 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	Refresher WHS officer due diligence training provided to University Council on 17 February 2020. This training will also be provided to Level 1 and Level 2 HSE Committees through Q1-Q2 2020.

COMPLETED

Date	Actions	Due*	Responsible	Status/Issues
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