

SENIOR LEADERSHIP TEAM HSE LEVEL 1 COMMITTEE

Outcomes of 27 August 2020 Meeting 1.00 pm – 1.30 pm

CONFIDENTIAL TO SLT MEMBERS ONLY



Members: Eliathamby Ambikairajah, Claire Annesley, Eileen Baldry, Merlin Crossley, Fiona Docherty, Nicholas Fisk, Stephen Foster, Michael Frater, Ross Harley, Ian Jacobs, Emma Johnston, Helen Lochhead, Andrew Lynch, Shahina Mohamed, Jon Paparsenos, Vlado Perkovic, Anne Simmons, Chris Styles, Andrew Walters, David Ward, George Williams.

Apologies: Nil

Attending: Mark Smith (Secretary), Trudy Devitre, Darren Goodsir, Adam Janssen, Aaron Magner, Jeff Peers, William Syddall

#	Discussion and Decisions	Actions	Due*	Owner	Status
A	Procedural Matters				
1.	Welcome and Apologies VC welcomed all members and attendees to the meeting. SLT noted that this would be the last meeting for Mr Magner as he was receiving a voluntary redundancy from the University. The Vice-Chancellor took the opportunity to acknowledge Mr Magner and his outstanding work and leadership as the Director of UNSW Safety and Wellbeing and wish him well for the future.				
2.	Minutes and actions of previous meeting held on 21 May 2020 SLT HSE Level 1 approved the minutes of the previous meeting held on 21 May 2020.				
3.	Action Points from Previous Meeting SLT noted there were no action points from previous meetings.				

* Due date is end of month, unless otherwise stated

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● 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>SLT HSE Level 1 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 University's COVID-19 response; the updating and publishing of the Return to Work Program Procedures to assist managers and staff to return safely to campus; staff access to the Employee Assistance Program remains steady with no notable increases and would be available for staff during the workplace change process; and the progress of Project Salus – SLT confirmed with Mr Magner that the University was on track to launch Salus in Quarter 1, 2021. 				
5.	<p>Environmental Sustainability Update</p> <p>SLT HSE Level 1 received and noted the Environmental Sustainability Executive Update.</p> <p>Mr Syddall highlighted the following items:</p> <ul style="list-style-type: none"> the progress of the Net Zero Emissions Strategy including the workshops held with staff from the faculties and divisions to generate ideas on how the University could reduce its emissions footprint; the availability of the Sustainable Development Goals (SDG) toolkit – Mr Syddall encouraged SLT to promote the toolkit across the University, in particular with academic staff so that they could consider incorporating 'SDG thinking' within their courses; the pausing of the eliminating single-use plastics from the campus due to the pandemic – Mr Syddall informed members that the University was tentatively planning to eliminate single-use plastics from January 2021; and 				

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	<ul style="list-style-type: none"> the proposal from NSW Transport to install six pop-up cycle ways across the Eastern suburbs – members noted that while the pop-up cycle ways would help encourage people to cycle to campus it would be beneficial for the cycle ways to become permanent. 				
6.	<p>Security and Traffic Executive Update</p> <p>SLT HSE Level 1 received and noted the Security and Traffic Committee Report Q2 2020.</p> <p>Mr Peers highlighted the increase in the number of fraud and scam incidents. SLT noted a majority of scams involved international students. Mr Peers advised that the University was increasing its communications to international students to ensure they were aware of fraud and scams.</p> <p>SLT discussed with Mr Peers the increase in the number of students sleeping on campus. Mr Peers advised the University was aware of this situation and was ensuring students were aware of the various support services available to assist them. SLT noted that Professors Baldry and Crossley would speak with Mr Peers offline to ensure the Estate Management team were aware of all the student support services available.</p>				
7.	<p>Agenda and Minutes from Level 2 Committee</p> <p>SLT HSE Level 1 received and noted the Level 2 Student Safety Health and Wellbeing Committee 2020.</p> <p>Mr Magner highlighted the survey of students undertaken by Arc indicating that students would like to return to campus. Professor Crossley informed SLT that it was encouraging that students wanted to return and that Term 3, 2020 would see the commencement of staff and students returning to the campus. SLT also noted that for the return to campus the University would be following the advice of NSW Health to ensure everyone was COVID safe.</p>				
8.	<p>Correspondence</p> <p>SLT HSE Level 1 received and noted the correspondence.</p>				

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C	Items for Noting				
9.	Significant Incidents (Q2 2020) SLT HSE Level 1 received and noted the Significant Incidents Report – Q2 2020. Mr Magner highlighted the progress of cladding remediation for the Rupert Myers building and the incident that occurred at UNSW Canberra.				
10.	HSE Reporting Dashboard (Q2 2020) SLT HSE Level 1 received and noted the Safety and Wellbeing Q2 2020 Report.				
11.	UNSW Workplace Wellbeing Program Update SLT HSE Level 1 received and noted the UNSW Wellbeing Program Update.				
D	Other business				
12.	Any other business There was no further business.				

ACTIONS

IN PROGRESS

Date	Actions	Due*	Responsible	Status/Issues
				●

COMPLETED

Date	Actions	Due*	Responsible	Status/Issues

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