

Timetable of HSW Committees and related reporting processes

The intent of this document is to provide guidance around the timing of HSW Committee meetings to achieve timely reporting to Senior Management, Risk Committee and University Council.

<i>Faculty HSW Meeting</i>	1 / 2024	2 / 2024	3 / 2024	4 / 2024
Conduct/completions of physical audits and Safety Reviews Round 1 and Round 2		Mar/Apr		Sept/Oct
Round 1 and Round 2 audit findings back to areas		Apr/May		Oct/Nov
Quarter ends	31 st Dec 2023	31 st Mar 2024	30 th Jun 2024	30 th Sept 2024
HSW Advisors Report for Faculty/Division HSW Committees. (due) (approx. three weeks before Faculty/Division HSW Committees)	22 nd Jan 2024 <i>Q4 UniSafe and Round 2 audits</i>	22 nd Apr 2024 <i>Q1 UniSafe and Round 1 Audits</i>	22 nd Jul 2024 <i>Q2 UniSafe</i>	21 st Oct 2024 <i>Q3 UniSafe and Round 2 audits</i>
Faculty/Divisional HSW Meetings to occur	12th – 23rd Feb	13th – 24th May	19th – 30th Aug	11th – 22nd Nov
Draft minutes and confirmation of Traffic Light Report back to HSW Team by	15 th March	14 th June	20 th September	13 th December
<i>DD Report</i>	End of Year 2023		2024 – mid year	
Draft Due Diligence Report for Risk Committee (due)	29 th February		29 th August	
HSW Performance Report for Risk Committee (due)	29 th February	9 th May	29 th August	31 st September
Risk Committee meeting	14 th March	23 rd May	12 th September	14 th November
University Council <i>(draft timings pending Risk Committee confirmation)</i>	8 th April 2024	24 th June	21 st October	2 nd December
HSR consultation forums	February	May	August	November
Chief Warden Network	March	June	September	

HSW	HSW Committee Timetable	Effective Date:	21 October 2021	Version 1.1
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