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| **Meeting Details** | |
| Meeting date and time: |  |
| Location: |  |
| Secretary: |  |
| Chairperson: |  |
| Distribution list | See Appendix 1 |

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| **Standing Agenda Items** | | |
| 1. Apologies 2. Confirmation of previous meeting minutes 3. Actions arising from previous meeting – see actions table, as separate attachment 4. Information sharing from the WHS Management Group delegate (regarding WHS Management Group activities and feedback on any issues that have been escalated from WHS Work Groups and the WHS Committee). 5. Review of Reports from Human Resource Services:    1. Hazard register and corrective actions;    2. Incident reports and corrective actions; and    3. Others. 6. Identification of training requirements relating to work health and safety 7. Review of any work health and safety system documents released for consultation 8. Identification of any known new hazardous equipment or materials on site 9. Update on Asbestos Management 10. New Agenda Items and General Business | | |
| **Number** | **Temporary Agenda Item** | **Item Owner** |
| 10a. |  |  |
| 10b. |  |  |
| 10c. |  |  |
| 1. Nomination of ‘Safety and Wellbeing Spotlight’ topic to be communicated amongst work groups 2. Next Meeting | | |

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| **Appendix 1: Distribution List for WHS Committee Meeting Agendas** |
| Distribution of the agenda and associated documents shall be circulated to each member of the WHS Committee as follows:   1. the elected HSR/Chairperson from each of the University WHS Work Groups (including the specialist safety groups); 2. Facility Management Services (FMS) Operations Manager; 3. WHS Management Group delegate; 4. WHS Manager; and 5. Human Resource Services (HRS) delegate.   The WHS Management Group and Vice Chancellor shall also receive a copy of the WHS Committee agenda as follows:   1. Vice Chancellor/CEO 2. Chief Operating Officer 3. Provost and Deputy Vice Chancellor 4. Director of Human Resource Services 5. Director of Facilities Management Services 6. Director of Residential |

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| ***Records Storage Instructions:*** |
| *This completed agenda must be recorded in TRIM Container A16/3784. The naming convention must include the date of meeting. Only the HR Team is able to* ***view*** *records in this container.* |