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| **Meeting Details** |
| Meeting date and time: |  |
| Location: |  |
| Chairperson: |  |
| Secretary: |  |
| Distribution list | * Vice Chancellor/CEO
* Chief Operating Officer
* Provost and Deputy Vice Chancellor
* Director of Human Resource Services
* Director of Facilities Management Services
* Director of Residential
* WHS Manager
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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. Review of Reports from Human Resource Services
	1. Hazard Register and corrective actions;
	2. Incident reports and corrective actions; and
	3. Others.
5. Review of any work health and safety system documents and relevant feedback after consultation
6. Review of minutes and action items from the WHS Committee, and feedback from the WHS Management Group delegate that attended the most recent WHS Committee meeting
7. Identification and review of objectives and targets relating to WHS performance
8. Update on Asbestos Management
9. New Agenda Items and General Business
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| **Number** | **Temporary Agenda Item** | **Item Owner** |
| 9a. |  |  |
| 9b. |  |  |
| 9c. |  |  |
| 1. Next Meeting
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| ***Records Storage Instructions:*** |
| *This completed agenda must be recorded in TRIM Container A16/3785. The naming convention must include the date of meeting and “WHS Management Group Agenda”. Only the HR Team is able to view records in this container.* |