

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
STANDING RESOLUTION 02/2009-1

02/2009-1) OHSC Meeting Agenda Preparation and Distribution of Papers

1. The agenda shall include all items prescribed by the OHSC Terms of Reference.
2. The minutes secretary shall advise all committee members of a meeting at least 21 days prior to the scheduled date of the meeting and request members advise of any additional items that they wish to be added to the agenda.
3. Members requesting additional items for the agenda shall advise of the detail and provide any supporting papers at least 14 days prior to the scheduled date of a meeting.
4. The agenda shall be finalised by the Chairperson, in consultation with Deputy Chairperson and the Committee Secretary, at least 10 days prior to the scheduled date of a meeting.
5. The Minutes Secretary shall distribute the finalised agenda and committee meeting papers at least 7 days prior to the scheduled date of a meeting.

REFERENCES:

Occupational Health & Safety Committee Terms of Reference

Resolved by the second meeting of 2009, held on Wednesday 25 Nov 2009 at 2.15pm.