

THE UNIVERSITY OF MELBOURNE
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
STANDING RESOLUTION 02/2009-3

02/2009-3) Schedule of Ordinary Meetings

1. The Minutes Secretary shall prepare a draft schedule of ordinary meetings in accordance with the requirements of the Terms of Reference prior to the last meeting of each calendar year.
2. The Minutes Secretary shall ensure the draft schedule of ordinary meetings is included with the draft agenda and papers for approval in accordance with standing order 02/2009-1.
3. The draft schedule of ordinary meetings shall be included with the papers for the last ordinary meeting for each calendar year.
4. The draft schedule of ordinary meetings shall be reviewed (and if necessary amended) and approved by the Committee at the last ordinary meeting in each calendar year.
5. Where extra ordinary or substitute meetings are required, at least 21 days' notice shall be provided to the members.

REFERENCES:

Occupational Health & Safety Committee Terms of Reference

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