|  |  |
| --- | --- |
| **DATE & TIME:** |  |
| **LOCATION:** |  |
| **CHAIRPERSON:** |  |
| **ATTENDEES:** |  |
| **GUESTS:** |  |
| **APOLOGIES:** |  |

**ITEM**

1. **Welcome and Introductions**
2. **Minutes of Previous meeting**

2.1 Business arising from previous minutes

2.2 Action items from previous minutes

**3.** **WHS Issues**

|  |  |  |
| --- | --- | --- |
| Issue | Action By | Date |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

1. **Other Business**