

Meeting Agenda

1. Apologies

2. Confirmation of minutes

Confirmation of minutes of the General Halls and Buildings Committee meeting held on 26 August 2014.

3. Introductions

3.1 Meeting procedure

New meeting procedure following feedback from committee members.

4. Action Items from previous meeting

All action items from previous meeting discussed one by one.

5. Business arising

5.1 2014/15 Fees and Charges

Committees to have recommendations ready to be tabled (see section 1.2 of Committee Operations Manual)

5.2 Test and Tagging

Nathan and Bronty will be in contact with committees to arrange times to attend each facility to conduct testing and tagging of all electrical appliances and leads.

6. Standing business

6.1 Risk Management and Workplace Health & Safety

An opportunity for risk management and WHS items to be tabled and discussed.

6.2 Policy & Procedure

Questions relating to the Committee Guidelines and Operations Manual to be tabled. Other policy or procedure items relating to committee issues can also to be tabled and discussed.

7. New Business

7.1 2015/16 Maintenance Funding for next meeting

Outline and discussion of processes related to the 2015/16 Maintenance funding in preparation for committee presentations at February meeting. (Section 3 of the Committee Operations Manual).

8. Questions

Meeting Close

Next meeting –

24th February 2014