

# AGENDA

## LIBRARY STAFF CONSULTATIVE COMMITTEE THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no.1/2020

VENUE **Graneek Room 2.11, Chifley Library**

DATE/TIME **Tuesday, 11<sup>th</sup> February 2:00 - 3.30pm**

CONTACT Roxanne Missingham/Margaret Prescott

### Part 1. Formal items

#### 1. Minutes from the previous meeting – Attached

#### 2. Matters arising

Resolution		Responsibility	Status
Action ID	1. LSCC is also the Health and Safety committee	LSCC Committee	ongoing
Action ID	2. Chifley PA System not working		System now operable
Action ID	3. First Aid training for standdowns	Heather	Clarified with WEG – report in 5
Action ID	4. WHS plan completion	Heather	Underway
Action ID	5. Review for manual handling course for 2020	Heather and Roxanne	ongoing
Action ID	6. What will happen to the old Chifley staff space	Roxanne and Heather	Internal issue – BM Chifley to Manage

#### 3. Attendance and apologies

3.1 Welcome to new member(s) and any apologies:

### Part 2. Reports and policy matters

#### 4. Report from the Chair (Roxanne)

4.1 SIS activities overview

4.2 Building issues – General building planning

**5. Work Health and Safety report (Heather)**

5.1 WHS

5.2 SIS issues

**6. Report from work areas (only those that are present)**

6.1 Digital Scholarship

6.2 ANU Press

6.3 Archives and Records

6.4 Library Branches

6.4.1. Chifley

6.4.1.1. Art & Music

6.4.2. Hancock

6.4.3. Law and Document Supply

6.4.4. Menzies

6.4.5. Digital Literacy Team

6.5 Library Communications

6.6 SIS Facilities

6.7 ARDC

**7. Service area reports**

7.1 HR

7.2 Finance

**8. Union Representative report**

8.1

**Part 3. Other business**

**9. Any other business**

**10. Next meeting:**

**Tuesday 14<sup>th</sup> April 2020, 2-3.30pm**