

AGENDA

LIBRARY STAFF CONSULTATIVE COMMITTEE THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no.6/2019

VENUE **Graneek Room 2.11, Chifley Library**

DATE/TIME **Tuesday, 10th December 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. First Aid training for standdowns	Heather	Clarified with WEG – report in 5
Action ID	2. WHS plan completion	Heather	To be reported in 5
Action ID	3. What will happen to the old Chifley staff space	Roxanne and Heather	Internal issue – BM Chifley to Manage
Action ID	4. Review for manual handling course for 2020	Heather and Roxanne	ongoing
Action ID	5. Recharge Kiosks	Roxanne/Heather	

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 10th December 2019, 2-3.30pm