

# AGENDA

## LIBRARY STAFF CONSULTATIVE COMMITTEE THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no.4/2019

VENUE **McDonald Room, Menzies Library Building 2**

DATE/TIME **Tuesday, 13<sup>th</sup> August 2:00 - 3.30pm**

CONTACT Roxanne Missingham

### Part 1. Formal items

1. Minutes from the previous meeting – [Link](#)
2. Matters arising

<b>Action ID</b>	1. Noise complaints in Chifley
<b>Resolution</b>	All noise complaints should be reported and are dealt with as far as possible through reviewing whether it is possible to reduce the noise or offer a different work location to the staff member.
<b>Action ID</b>	2. First Aid training for standdowns
<b>Resolution</b>	Heather Jenks has liaised with F&S and confirmed that the advice from F&S given at the training session was that not all stand down staff needed to be given first aid training.
<b>Action ID</b>	3. Frequency of fire drills
<b>Resolution</b>	Fire drills occur with planning through F&S. The next Chifley drill is likely to occur after the building work is complete.
<b>Action ID</b>	4. Dust masks for Chifley staff.
<b>Resolution</b>	A range of masks have been acquired and are available for use by staff
<b>Action ID</b>	5. WHS planning
<b>Resolution</b>	Discussions with HRD are occurring on the plan
<b>Action ID</b>	6. Review for manual handling course for 2020
<b>Resolution</b>	Likely to be organized for 2020 in that year

<b>Action ID</b>	7. Choose colour of new library bags
<b>Resolution</b>	Completed – charcoal.
<b>Action ID</b>	8. Disaster Bins- content updated
<b>Resolution</b>	Resolved – Belinda completed 29 July 2019
<b>Action ID</b>	9. First Aid kits restocking
<b>Resolution</b>	Resolved – Belinda completed 29 July 2019

### 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

4.3 6<sup>th</sup> September SIS Symposium

4.4 All Next Staff Meeting 10:00am Wednesday 23 October 2019

### 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 Repository

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 ANDS (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 8<sup>th</sup> October 2019, 2-3.30pm**