

# AGENDA

## LIBRARY STAFF CONSULTATIVE COMMITTEE THE AUSTRALIAN NATIONAL UNIVERSITY

MEETING

MEET No. Meeting no.5/2019

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

DATE/TIME **Tuesday, 8<sup>th</sup> October 2:00 - 3.30pm**

CONTACT Roxanne Missingham

### Part 1. Formal items

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

#### 2. Matters arising

Resolution		Responsibility	Status
Action ID	1. Noise complaints in Chifley	Staff to report when noisy	Close – business as usual
Action ID	2. First Aid training for standdowns	Heather	Clarified with WEG – report in 5
Action ID	3. Frequency of fire drills	Heather	To be reported in 5
Action ID	4. Dust masks for shelving – more sizes.	Heather	completed
Action ID	5. WHS plan completion	Heather	To be reported in 5
Action ID	6. Review for manual handling course for 2020	Heather	To be reported in 5
Action ID	7. Choose colour of new library bags	Heather	Completed – not no action of LSCC was required
Action ID	8. Disaster Bins and needs	Heather	To be reported in 5
Action ID	9. First Aid kits restocking	Heather	completed
Action ID	10. Recharge Kiosks	Roxanne/Heather	Noted – no action was required

**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 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 10<sup>th</sup> December 2019, 2-3.30pm**