



Agenda

ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 02/2022
DATE / TIME	Tuesday 14 th June, 2022, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library and Zoom
CONTACT	Roxanne Missingham/Margaret Prescott

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Part 1. Formal items:

1.1 Minutes from the previous meeting

[Previous Minutes](#)

Action required For information For discussion For decision

1.2 Matters arising from the last meeting

Meeting	Item	Status	Responsible officer/notes
1/02	ACDC Review recommendations to be put up on intranet.	Complete	On intranet and communicated to all staff through newsletter
2/02	How to dispose of assets with an asset tag?	Complete	Staff advised to use the asset disposal form ANUP_000910
3/02	Report on progress on duress buttons in Underhill and D A Brown	Complete	Heather Jenks has reported on progress to HSR
4/02	Report on progress on issues identified in D A Brown building inspection	Complete	Heather Jenks has reported on progress to HSR

1.3 Attendance and apologies

Action required For information For discussion For decision

Welcome to the members in attendance and new members.

Part 2. Reports and policy matters

1.1 Report from the Chair (Roxanne)

Action required For information For discussion For decision

1.2 Library and Work Health & Safety report (Heather)

Members are reminded that the current year plan is on the Intranet and has been communicated to all staff [2022 Local Work Health and Safety Plan \(PDF, 649.61 KB\)](#)

Action required For information For discussion For decision

1.3 Reports from work areas present (5 dot points, copy to Margaret please)

Action required For information For discussion For decision

Part 3. Other business

3.1 Any other business

Action required For information For discussion For decision

3.2 Next meeting

Action required For information For discussion For decision

Tuesday 9th August 2022, 2:00 - 3:30pm



6.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
1/02	ACDC Review recommendations to be put up on intranet.	Roxanne Missingham	Complete	On intranet and communicated to all staff through newsletter
2/02	How to dispose of assets with an asset tag?	Margaret Prescott	Complete	Staff advised to use the asset disposal form ANUP_000910
3/02	Report on progress on duress buttons in Underhill and D A Brown	Heather Jenks	Complete	Heather Jenks has reported on progress to relevant HSR. Kathryn Dan has followed up.
4/02	Report on progress on issues identified in D A Brown building inspection	Heather Jenks	Complete	Heather Jenks has reported on progress to HSR. Kathryn Dan has followed up