



Agenda

ANU Library Staff Consultative Committee

MEETING NO.	Meeting number. 02/2022
DATE / TIME	Tuesday 9 August, 2022, 2:00 - 3:30pm
VENUE	Graneek Room, JB Chifley Library and Zoom
CONTACT	Roxanne Missingham/Margaret Prescott

Contents

Contents-----	1
Part 1. Formal items -----	2
1.1 Minutes from the previous meeting-----	2
1.2 Matters arising -----	2
1.3 Attendance and apologies -----	2
Part 2. Reports and policy matters -----	2
1.1 Report from the Chair (Roxanne) -----	2
1.2 Library and Work Health & Safety report (Heather) -----	3
1.3 Reports from work areas present (5 dot points pls send to Margaret) -----	3
Part 3. Other business-----	3
3.1 Any other business -----	3
3.2 Next meeting-----	3

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
1/03	Next staff meeting will include Prof Keturah Whitford (chair LAC and Dean of Staff) and Dr James Brann, Director, University Experience as speakers		Roxanne Missingham
2/03	Put in the next newsletter reminders: <ul style="list-style-type: none">• Link to the SIS Local WHS plan on the Intranet - chrome- https://anulib.anu.edu.au/files/document-collection/2.2-Appendix-A-Local-WHS-Plan-2022.pdf• Information on Figtree https://services.anu.edu.au/information-technology/software-.systems/figtree-workplace-safety-incident-hazard-reporting-tool. It includes a FAQ, the user guide and other information.		Roxanne Missingham
3/03	Report on WHS Local Plan to be included in the 3rd SIS Divisional meeting to be scheduled in September		Roxanne Missingham/Heather Jenks

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 reminder 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 11th October 2022, 2:00 - 3:30pm



6.1 New and ongoing action items

Item minutes

Action ID	Description	Responsibility	Status	Notes
1/03	Next staff meeting will include Prof Keturah Whitford (chair LAC and Dean of Staff) and Dr James Brann, Director, University Experience as speakers	Roxanne Missingham		
2/03	Put in the next newsletter reminders: <ul style="list-style-type: none">• Link to the SIS Local WHS plan on the Intranet - chrome- https://anulib.anu.edu.au/files/document-collection/2.2-Appendix-A-Local-WHS-Plan-2022.pdf• Information on Figtree https://services.anu.edu.au/information-technology/software-.systems/figtree-workplace-safety-incident-hazard-reporting-tool.It includes a FAQ, the user guide and other information.	Roxanne Missingham		
3/03	Report on WHS Local Plan to be included in the 3rd SIS Divisional meeting to be scheduled in September	Roxanne Missingham/Heather Jenks		