



LIBRARY STAFF CONSULTATIVE COMMITTEE

TITLE Terms of reference
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1. Background

The University supports in principle the participation of staff in decision-making at the University.

The Library Staff Advisory Committee was an early forerunner to the current Library Staff Consultative Committee, and the Library has always sought to involve staff at all levels in the decision-making process through regular meetings in work areas and more broadly through Coordination Groups, the Scholarly Information Services (SIS) Executive and the Library Branch Managers meetings.

In addition this Committee serves as the Scholarly Information Services Work, Health and Safety Committee.

2. Name

The name 'Library Staff Consultative Committee' reflects the relationship to the University Staff Consultative Committee. One member of the Library Staff Consultative Committee, selected by the other members, will serve as a representative on the University Staff Consultative Committee.

3. Role and function

This Committee has two key roles. Firstly to provide a regular opportunity for all SIS staff below the level of Senior Manager to raise and discuss issues and interact with the Chief Scholarly Information Officer/University Librarian and other members of the senior management team on matters of importance to SIS. Secondly to provide regular opportunity for consultation on Work, Health and Safety including discussion of issues where a WHS matter is considered to have not been sufficiently addressed by a supervisor.

The agenda for meetings will reflect the strategic directions and critical issues being addressed by SIS, together with issues referred for comment by the University Staff Consultative Committee.

Following each meeting of the Committee, members will provide a report to their work areas.



4. Membership

The membership of the Committee will be comprised of the following categories:

- Five members between the levels ANU01 and ANU04 elected by staff
- Five members between the levels ANU05 and ANU08 elected by staff
- Up to two members nominated by the University Librarian to ensure that work areas are represented and gender balance is taken into consideration
- A union representative
- The division Health and Safety Representatives (HSRs)
- The University Librarian (or their nominee if they are absent) is an ex officio member and will chair all meetings.

The term of appointment of members shall be 2 years, with members not serving more than 2 consecutive terms. Retiring members will be asked to recommend a replacement.

A list of current members will be placed on the SIS Intranet.

Members of senior SIS management will attend meetings by invitation of the Chair to report on general or particular matters. A representative of the Human Resources Division will also be invited to attend each meeting.

Members of the Committee may each invite one guest to any meeting and will inform the Chair prior to the meeting of their invited guest and any issues which they wish discussed at the meeting.

5. Meetings

The Committee will meet every two months at a regular time. A quorum for meetings shall be five members. A member of the committee or the University Librarian's Executive Assistant will record minutes of the meeting and send these to other members no later than one week after the meeting, allowing one week for comments and amendments. The University Librarian will email the amended minutes to all SIS staff and a copy will be placed on the SIS Intranet.