

# Department Meeting

April 14, 2015

# Agenda

- New Staff & Visitors
- MQ workshop - Walther
- WHS update - Marita
- New HoD process - Mariella
- Curriculum update - Mariella
- From the Committees
  - Industry Liaison - Phil
  - Prizes - Rob H.
- Your 2014 Feedback

# New staff & visitors

- Jennifer Hallinan ([jennifer.hallinan@mq.edu.au](mailto:jennifer.hallinan@mq.edu.au))
  - E8B219
- Hannah Rowland, Cambridge University

# MQ Workshop

- Walther

# Department WHS Update

14.4.15

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# METS

**Mechanical, Signage and Electronics workshop**

We have a wide range of experience and expertise including

- Mechanical design and manufacture specialists
- Electronic design and manufacture specialists
- Computer aided design experts (CAD)
- Signage specialist

# Services METS offer

- Design
- Prototyping
- Manufacture
- Repairs and maintenance of equipment

Across all mechanical, electronic and signage needs



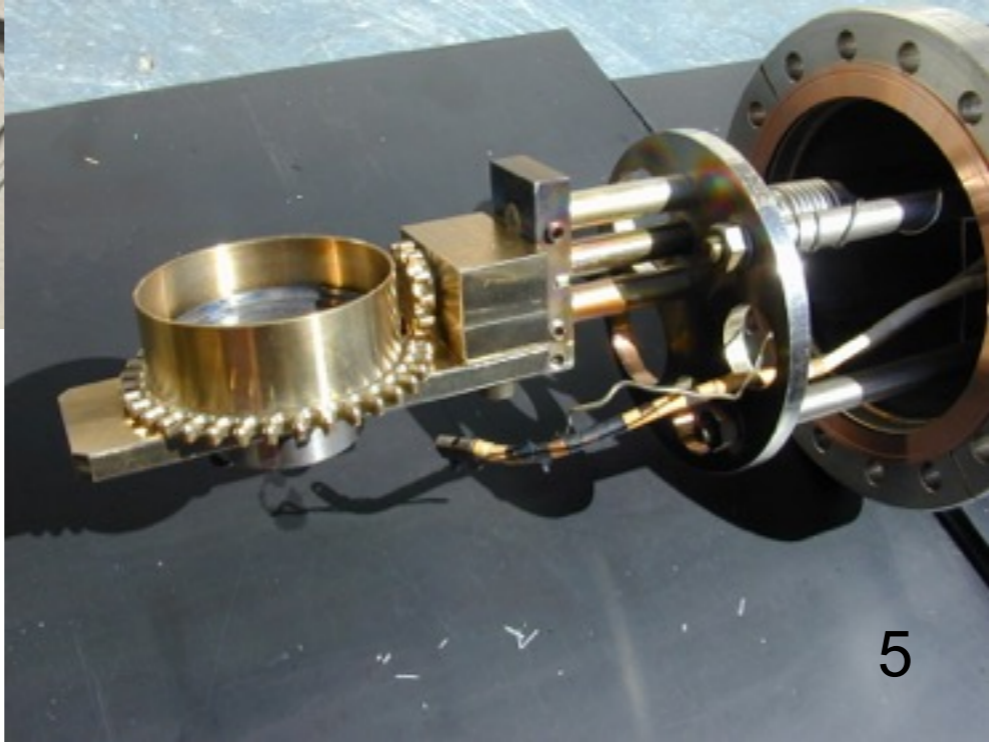
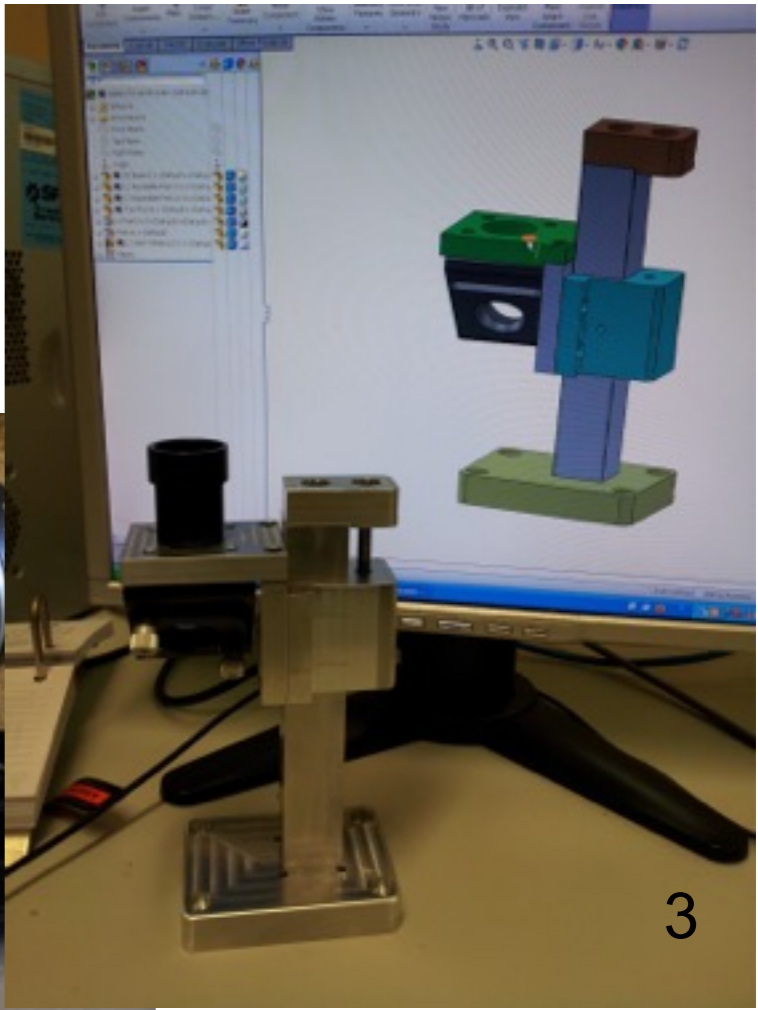
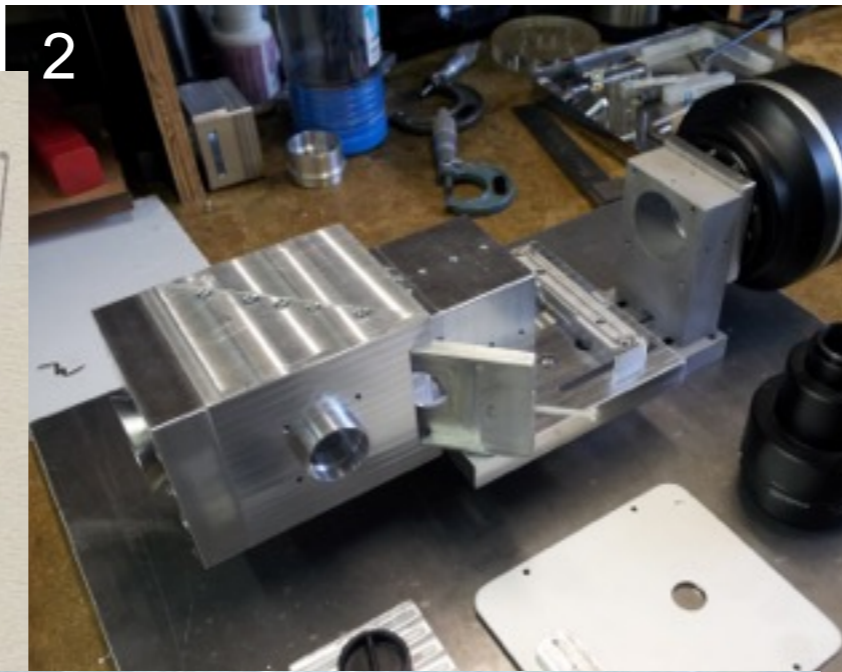
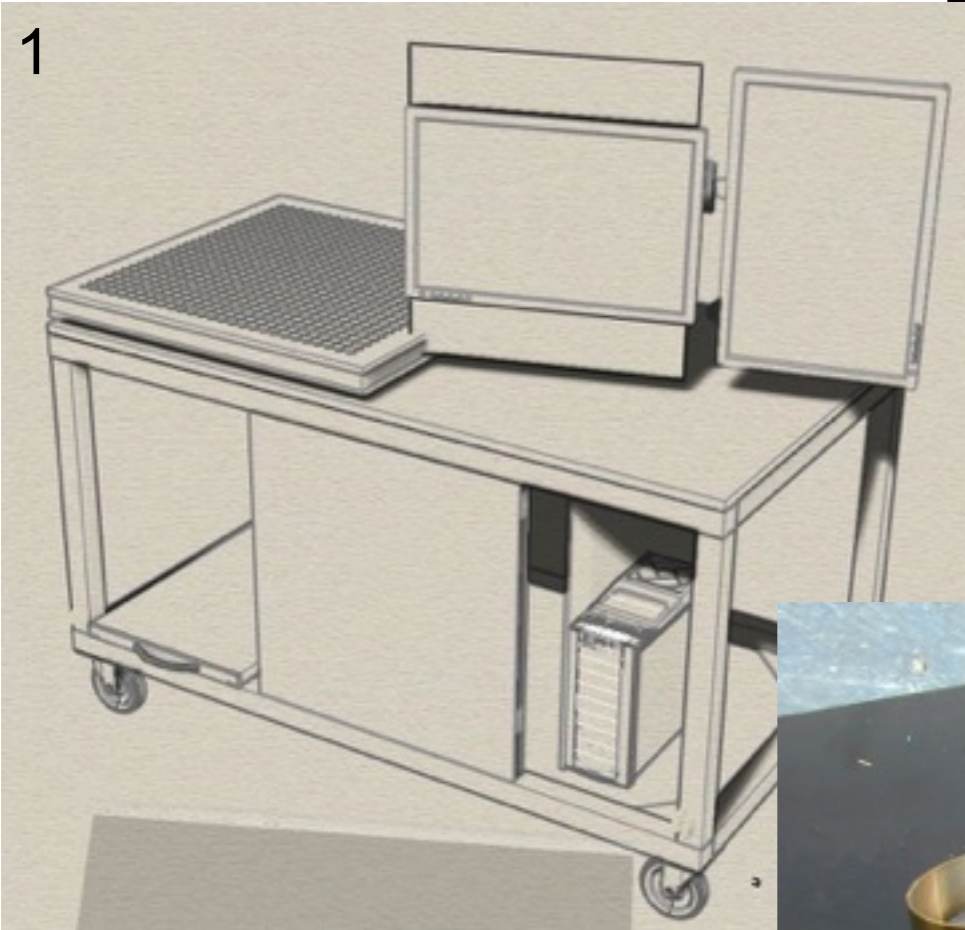
# Some of the things we can do for you

- Electronic manufacture and fault diagnostics
- Electrical testing to ensure your safety with all repaired instruments
- Welding and fabrication of structures
- Custom build equipment stations
- Gantries and laser shields
- Trolleys to fit your needs

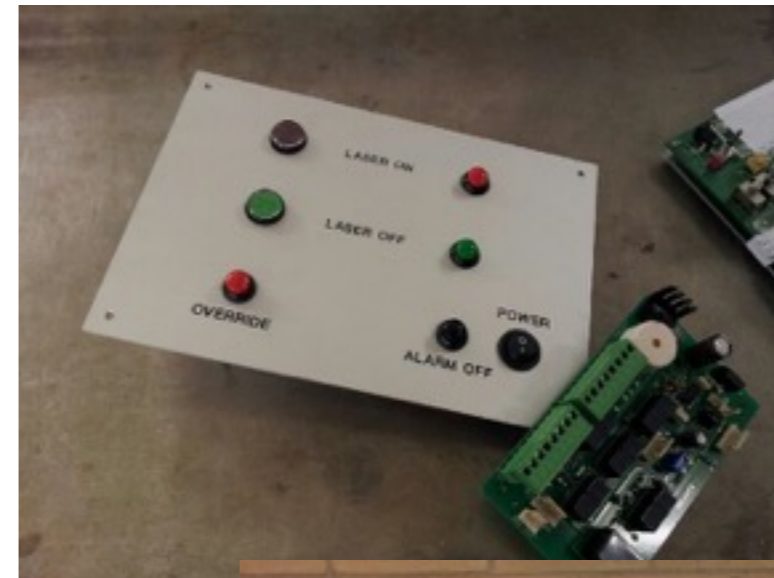
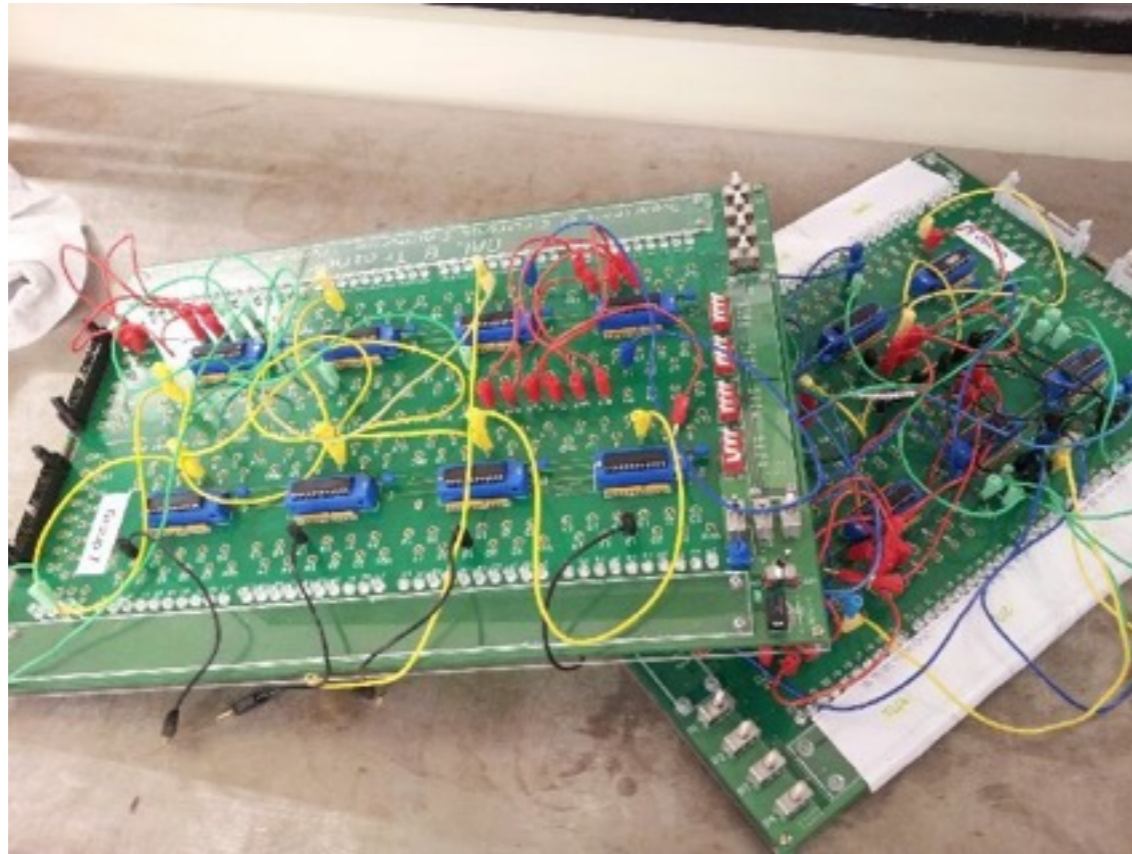
# We can help you in a range of ways

- Assist and work with you on your design specifications
- Ensure seamless integration with existing equipment
- Minimise design time overheads
- A wide range of materials at our fingertips

# Some Examples are



# Examples cont...



# How it works

- Submitting a job is easy
  - Online form - [mets.mq.edu.au/jobs](https://mets.mq.edu.au/jobs)
  - In person - at F9B workshop
  - Email - [walther.adendorff@mq.edu.au](mailto:walther.adendorff@mq.edu.au)

If in doubt you can always come and discuss with us

# What happens next?

- We will agree on the job requirements
  - We will agree on a timeframe for completion
  - We will provide an indicative cost
- As the job progresses we may need to contact you for additional input (especially for the novel jobs)

# How does METS charge?

- METS charges a set hourly rate for labour (\$66.00/hr)
- Materials are charged at their market value
- Staff log every hour worked on every job
- Nominated accounts are progress-billed each month until the job is complete

# Give us your next challenge and we'll help you solve it

- Remember – we're at F9B







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# 2015 Office Inspections

- Try something different
- Biology WHS committee is going to inspect offices
- Office inspection checklist has been sent out
- What you can do to help with the process

Have your office in good order!

Dead giveaways

- Items stored up high
- Clutter
- Electrical spaghetti
- Untagged leads

# E8 Office Inspections

E8 offices were inspected in March by the  
Biology WHS committee

We found some very interesting  
things.....

# Electrical Safety

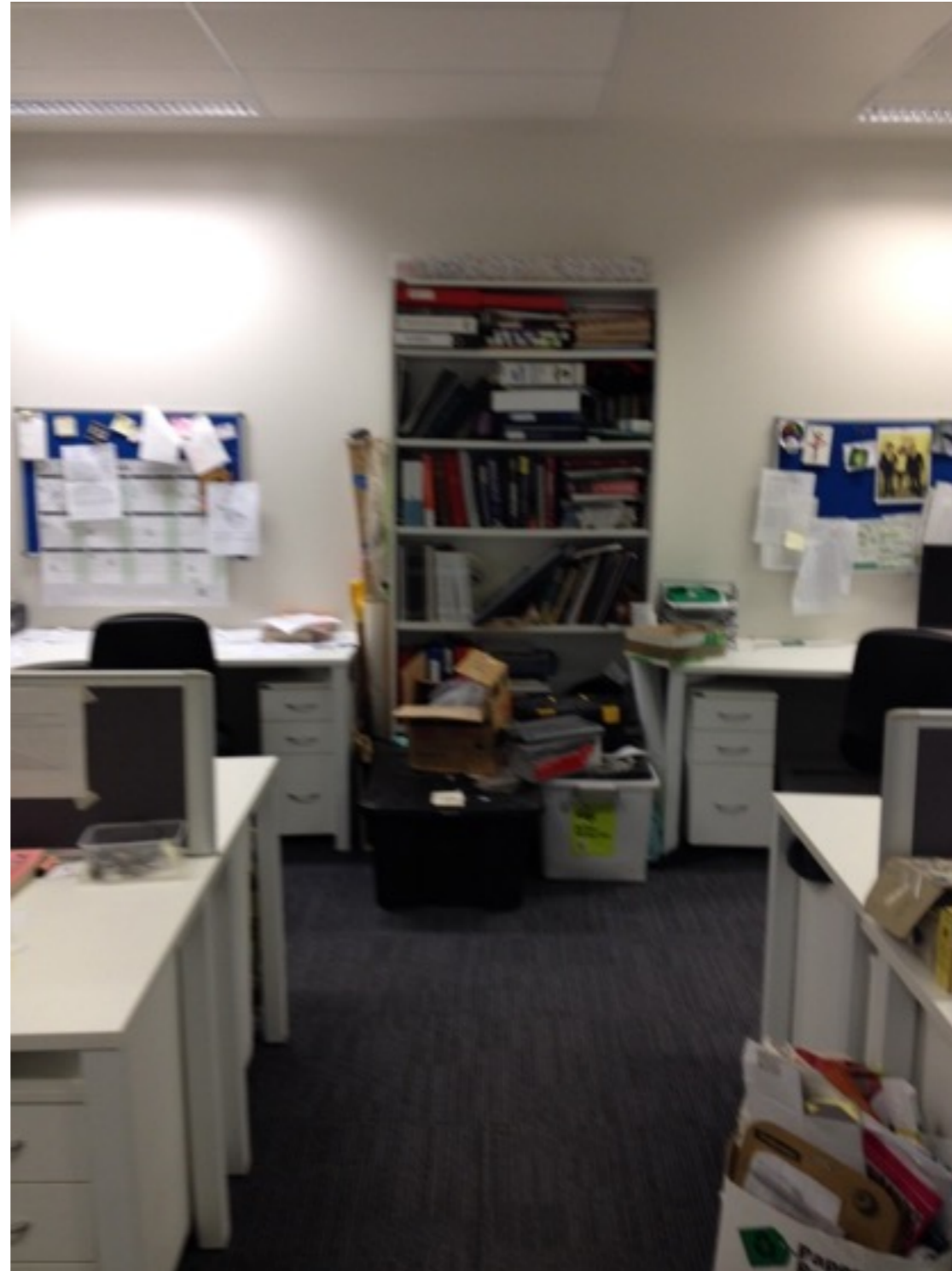
- No Adapters
- Must have an Australian plug



# Clutter



# Bookcases stacked unsafely



# Dirty dishes, Mouldy cups



# Offices are not labs





# Party Central



# The Perfect Office!



# The Hill Offices

You now have all the WHS hot tips!

Get ready your offices will be inspected in May

# New HoD process

- Vote of confidence - via survey monkey to professional and academic staff
- Dean will call for nominations

# Curriculum update

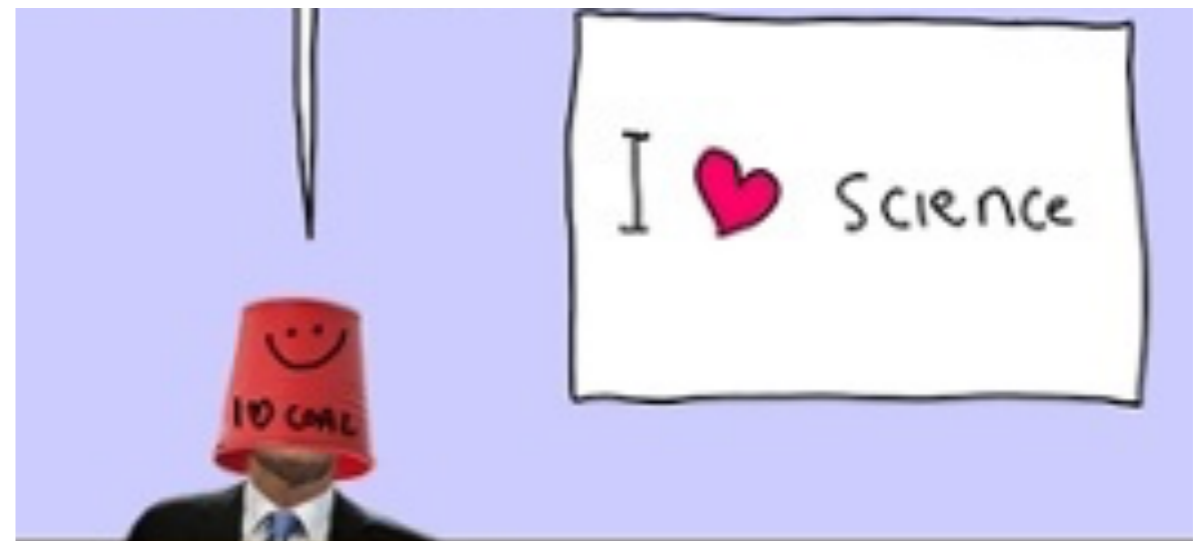
- New biology major for 2016 submitted
- Email Michelle P if you want to change your unit description for 2016

# Your 2014 Feedback

- Leadership team
- Overall very happy with style & effectiveness of leadership; good communication & transparency
  - Who decides the Leadership team?
  - Decisions 'top heavy'

# Your 2014 Feedback

- Who decides the Leadership team?
  - 'Captains' Call'
- Top-heavy decisions



# Your 2014 Feedback

- What worked well for you in 2014?
- Friday drinks, department matters (fewer emails), smooth financial operations, everything, seminars, visiting researchers, key safe, fruit, i-learn support, tenacity & cohesion in Dept, morale, open & frank discussions, inclusiveness, morning tea with me, separate HDR conference & interviews, dept meetings not too painful, Dept review, Eurovision, chocolates, x-mas party, admin/tech speed dating, Anne-Marie



# Your 2014 Feedback

- What did not work well for you in 2014?
- Digilab refresher too long, terrestrial and aquatic field work, absence on duty form, closed door administration, lack of information from committees, lack of leadership by academics in attending seminars, too many outside seminar speakers, no improvement in admin support despite more staff

# Your 2014 Feedback

- What do you want more of in 2015?
- pgrad & post-doc ice breakers, better bio website, more student groups/discussions, better integration of post-docs, fewer & more efficient meetings, diversifying funding sources, more completion seminars, more promotion of research in department, reduce administrative load for academics, better way to calculate workload model, fewer forms, more people reading the department matters, total renovation, tearoom movies, steady the ship - already enough going on

# What are we doing?

- Continue social activities
  - Had pgrad & post-doc ice-breakers, post-doc retreat
  - But, we need your help!
    - Bring new group members to social activities, send info for Dept matters, introduce them to me!
    - Organise stuff!

# What are we doing?

- More communications from committees
- Digilab refresher
- Absence on duty form
- Closed door
- Admin support
- Field work