

Dept meeting 5th March 2016

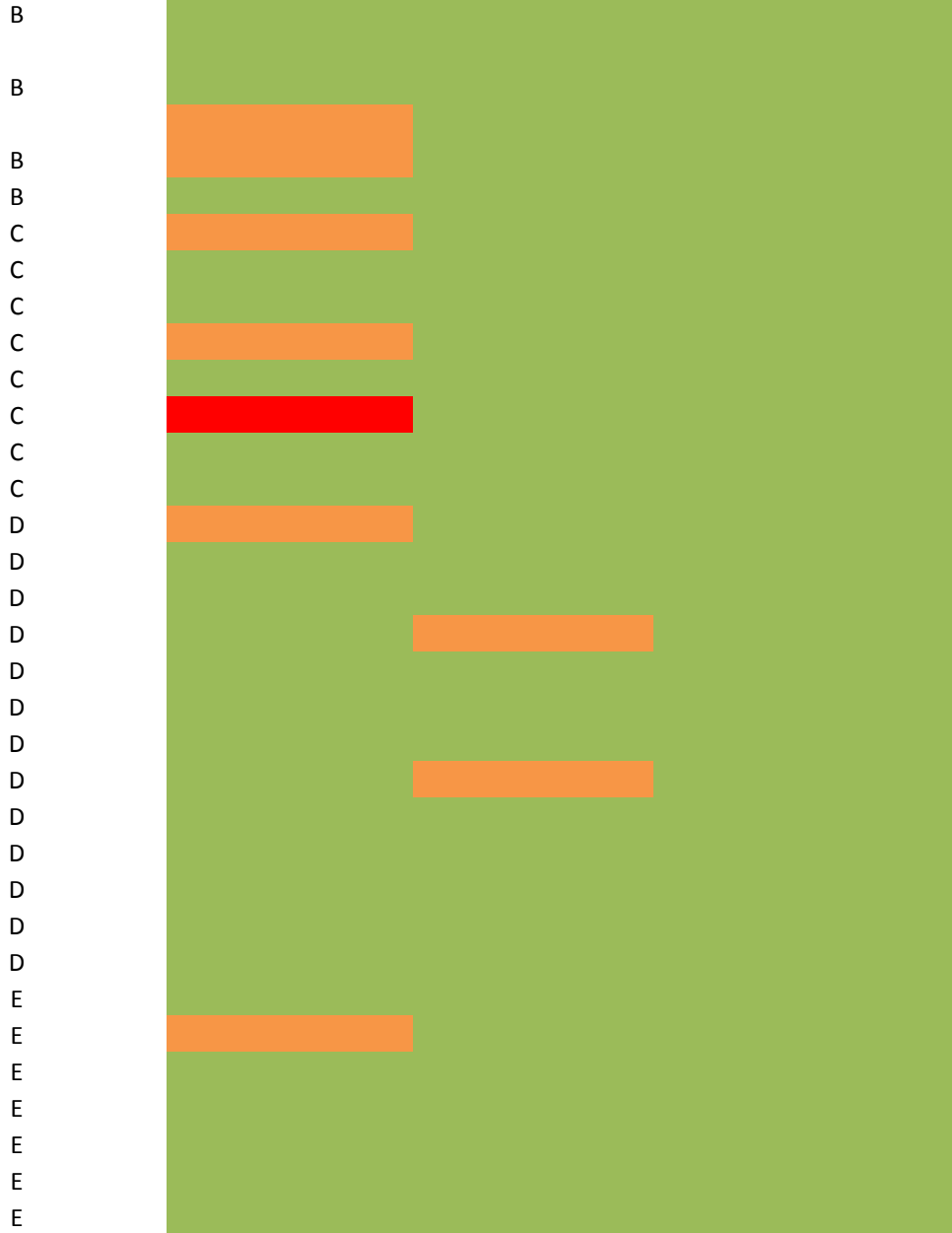


- intro to the new FSE L&T people
- L&T update
- workload summaries
- budget & unit costs
- admin update
- ARC CRC-P scheme
- WHS
- school liaison & open day
- sustainability

L&T news

- Main activity has been handbook changes
 - Schedule of units complete and draft with curriculum committee
 - Program leaders working with Sharyon on updates
- At the end of the week we will circulate unit schedule to all staff to check their unit
 - deadline for checking is **Monday April 11.**
- Please revise your unit descriptions if you have not already and send any changes to Michelle P
 - Updates already noted for BIOL114, BIOL116, BIOL227, BIOL316, BIOL334, BIOL347, BIOL357, BIOL373, BIOL860, BIOL861, BIOL874, BIOL875, BIOL887
- ***Note – any late changes will not be accepted with any sincerity or kindness.***

Academic Level Research Teaching All service



fulfill expectations

slightly under expectations

well under expectations

Biology workload summaries

Academic level	Face to Face hours	Teaching	Research	Service	TOTAL POINTS
B	29-85	32-48	22-45	16-23	72-111
C	20-116	32-48	18-57	15-31	68-127
D	51-185	27-77	33-48	14-42	93-153
E	7-94	8-48	32-100	20-76	70-207

ARC Future Fellows and other odd people excluded

FSE workload summary

Department	Average service	Average teaching	Average research	Average total	Average F2F hours	Average # of units convened	Total FTE
XXXXX	26.1	40.9	42.8	109.9	89.2	2.0	21.6
BIO	27.9	35.5	46.2	109.6	73.8	1.3	36.3
XXXXX	19.0	40.3	52.9	112.2	86.4	1.5	19.6
XXXXX	26.9	27.1	49.7	105.1	98.8	1.8	11.7
XXXXX	22.2	33.4	48.0	103.6	78.5	1.4	25.5

Budget & unit costs

Unit costs

- academic face to face hours
- technician hours (and overtime)
- *casual demonstrator hours*
- consumables

Average demonstrator costs per unit:

2014 \$91.28

2015 \$120.86

2016 \$84.04

Administration Reminders

- Veronica, Lara, Hannah and Jennifer are all learning new jobs
- Visiting academics, scholars, honorary appointment (two week turnaround central HR)
- Tutor replacements must be one of the other tutors assigned to you from the existing pool.
- Committee budgets – Update from Chair on spending
- Plan your travel in advance
- Academic advising & student care

Cooperative Research Centres - Projects (CRC-P)

- new version of CRCs for “small” highly targeted research projects
- maximum \$3 million from Commonwealth (Dept. of Industry, Innovation and Science) over maximum of 3 years
- requires 1:1 matching funds from “industry”, of which 50% needs to be cash
- projects must address an “industry-identified problem to be solved” with explicit “commercial outcomes”
- MQ may provide cash to allow membership of CRC-P bid as a research provider
- NSW Govt. might also provide additional funds (on top of Commonwealth payments) via office of Chief Scientist

GHS

**Globally Harmonised System of
classification and labelling of chemicals**

Are you ready?

GHS

- **It is law!**
- **Starts 1st January 2017**
- **270 days to get ready**

To Comply

1. A current SDS from the **manufacturer** for each chemical

NO SUBSTITUTION!

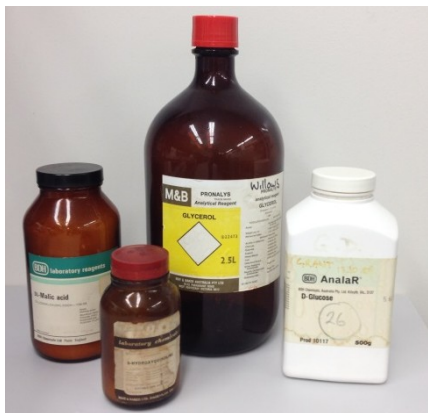
2. Every chemical bottle labelled in accordance with GHS

3. All solutions and samples must have a GHS compliant
label



Steps to GHS Success

1. Obtain a Chem Alert login from Jenny Minard for the lab.
2. Go through the chemicals in the lab and dispose of any chemicals that;
 - have broken lids
 - have unclear or torn labels
 - are old or expired
 - are no longer required
 - a current SDS is not available from the manufacturer



Hint: The following chemical companies no longer exist BDH, May & Baker, Gurr. It is highly unlikely you will be able to obtain a current SDS

Steps to GHS Success

3. Complete a stock take of the chemicals left in the lab
4. Update the chemical inventory in Chem Alert.
5. Print the current SDS for each chemical.
6. Remove all the old SDS's in the folder and recycle
7. **Please email me as soon as you reach this step.**

All labs should be at this stage by the end of May 2016.

Steps to GHS Success

8. Print GHS compliant labels for all chemical bottles.
9. Complete the **labelling of the all solutions and samples** in the lab with GHS compliant labels.

Chem Alert

- Is your friend
- Will batch print SDS's
- Will batch print chemical labels
- Will print solution labels

Chem Alert Training Session

Thursday 7th April 10.30am

Confused?



Ask for help

WARNING



- Not all chemical companies are selling GHS labelled chemicals
- Chemicals on SALE!
Are they GHS compliant?

CHECK!

School liaison & Open Day

Open Day is 15 August

Teaching labs will be occupied with in-campus sessions so all displays in courtyard only

Dan Bateman will be co-ordinating so please send him ideas for display

Darrell will set up roster for academic staff on desks and for speed-dating

Garden Working Bee

Friday 8th April

1-2pm

Biology Garden

Mulching and weeding

Bush Tucker Garden

Weeding and pruning

Tools and snacks provide. Please bring water and wear appropriate clothing.

Binless Office

Trial locations

- E8A Levels 1 and 2
- E8B Level 2
- E8C Level 1
- W19F

Stay tuned for more updates.