SCHOOL OF BIOLOGICAL SCIENCES AND BIOTECHNOLOGY

ADMINISTRATIVE GUIDELINES FOR NEW STAFF, HONOURS, POSTGRADUATE STUDENTS AND VISITORS

- 2007 -
Welcome to the School of Biological Sciences and Biotechnology.

Moving into a new working environment can often be a little daunting, particularly if you are unfamiliar with the administrative procedures adopted by the particular workplace. To help you settle into the School of Biological Sciences and Biotechnology we have prepared this booklet, which summarises the basic administrative procedures operating within the School. Whether you are a new staff member, an Honours or Postgraduate student or a visiting researcher, we trust that these Administrative Guidelines will assist you to settle quickly into your new working environment. The School prides itself on being a happy, helpful and collegial workplace, so please feel free to talk to people and to ask questions as you settle in.

Although this document has been recently revised, administrative procedures evolve with time. Thus they are presented as a guideline only. If there are changes, then the relevant person identified with a particular guideline will be able to inform you of the change.

We have set out the guidelines in the order that you are likely to need the information. However, you are encouraged to refer to the Table of Contents in order to look up any specific information.

Hopefully, your supervisor will show you over the Biological Sciences, Loneragan and Science & Computing buildings and introduce you to some of the staff and research personnel, including myself, so that I can welcome you personally. If not, please do not hesitate to make yourself known to me – my room number is 2.05 in the Biological Sciences building.

Best wishes.

Associate Professor Max Cake
Head of School
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The following abbreviations have been used in this booklet:
DSE Division of Science and Engineering, ES School of Environmental Science, BS&B School of Biological Sciences and Biotechnology, MPS School of Mathematical and Physical Sciences, DFO Divisional Finance Office, SABC State Agricultural Biotechnology Centre, PS Physical Science Building, SC Science and Computing Building, C Chancellery, ES Environmental Science Building, BS Biological Science Building, LB Loneragan Building.
1. USEFUL CONTACTS
Welcome to Biological Sciences & Biotechnology. The first few days and weeks are sometimes a little confusing. Mentioned below are some of the important people you may need to contact to help you settle in.

In the Biological Sciences & Biotechnology Enquiries Office (BS 2.07) is Maria Waters, the School Administrative Officer, who assists with stationery, keys, petty cash, creditors payment forms as well as general administrative help. Maria is assisted in this role by Nanette Adams, Lyn Lendrum and Nathalie Kennedy.

The School Manager for BS&B is responsible for school administration, rooms and account allocation, purchasing and finances. He/she is located in room BS 2.01 of the Biological Sciences Building (Ext 2326).

Ann Roberts in the Divisional Finance Office (S&C 2.11 – Ext 6059) will also assist with purchasing, setting up School photocopy accounts and building access. Dawn Forder (S&C 2.10– Ext. 2792) will assist with payroll accounting issues Monday to Wednesday. Mark Edge (S&C 2.09 – Ext. 6083) can help on the other days.

Useful Murdoch University Websites:
You may also find it helpful to access via the Internet useful information on our Campus-Wide Information Services (CWIS). The most useful sites to begin with would be the following home pages:

Murdoch University
Division of Science & Engineering
School of Biological Sciences & Biotechnology
To search the Murdoch site, the best search is: (use the Google subsection)

2. GETTING STARTED
Your supervisor will show you around. After early formalities please call in to meet the School Manager. He/she will initiate the processes to issue an account number and desk allocation. You can collect your room key(s) from Maria Waters.

3. PARKING
General
The following parking zones are available on Murdoch Campus: Red Zone, Green Zone, Student Village Purple Zone, Visitors Ticket Parking, Motor Cycle Bays, 15 minute Bays.
Stickers for the Red zones (these are the more expensive bays, closest to the university) and Green zones in Murdoch's parking areas may be obtained from the Student Service Centre on the 2nd level of the Chancellery Building. To obtain the latest information on pricing and parking rules check with the Student Service Centre (ext. 6127) or their web page at:

www.murdoch.edu.au/ofm/services/parking.html

Daily parking tickets (or scratchies) may also be obtained from the Bookshop and the Student Service Centre. These tickets are $3.50 per day. This method is cheaper for daily parking than using the ticket dispensing machines at $1.00 per hour. Once you have a red or green sticker, however, you cannot use the Visitors’ Bays.

Please note: NO PARKING around Glasshouse or Boat Shed areas permitted, otherwise you can expect a parking fine.

**Part-time Permits:**

*Students* enrolled in units totalling less than 18 points for the year (below 9 points per semester) are eligible for the part-time permit rate by providing their photo ID verification and part-time status.

*Murdoch University staff* employed for 18.75 hours per week or less (50%), are eligible for the part-time permit rate as long as documented proof of hours is provided.

*Temporary/Casual staff* – staff employed on short-term contracts at Murdoch University have the option of purchasing monthly permits. Documented proof of employment and hours worked are required.

*Summer Vacation period:* from 1st December – 28th February. During this period, visitors and non-permit holders may park in the green zone ONLY free of charge. Permits are required at all other times of the year.

**After-hours escort to Car parks or Public Transport**

If you are concerned for your safety after hours, please contact the 24 hour Security Hotline by phone on 9360 6262 (Murdoch Campus) or 9553 7333 (Rockingham Campus), or use one of the security call buttons located on campus to arrange for a Security Officer escort. To meet individual requirements please book ahead whenever possible. To assist in your own personal safety, should you intend remaining on campus after hours, it is advisable to repark your vehicle closer to your area of work or study; from 4.15 pm – 8.00 am parking is free in any red zone, green zone and ticket parking area.

**Reciprocal parking**

*Curtin University* – Murdoch University Red and Green permit holders are entitled to park in Student Green and Student Red areas only. Do not use visitors parking areas if you are displaying your Murdoch Parking Permit.

*Edith Cowan University* – Murdoch parking permit holders may park in Zone B.

*Murdoch University (Murdoch Campus)* – Curtin, Edith Cowan and Murdoch University Rockingham staff permit holders may park in the Green Zones.

*Murdoch University (Rockingham Campus)* – Permit free parking is available during the Moratorium period to all visitors, staff and students visiting the campus.

*UWA and the University of Notre Dame* – reciprocal parking is not available.
4. PUBLIC TRANSPORT, BANKING INFORMATION, SHOPPING FACILITIES

The Student Guild (ext. 2158) can provide assistance for all the above information, as well as accommodation and any other 'settling-in' information that you may require.

5. ACCOMMODATION WITHIN BIOLOGICAL SCIENCES & BIOTECHNOLOGY

This is normally organised by your supervisor who will arrange it through the Head of School and the School Manager (BS2.01).

6. KEYS AND SWIPE CARDS

**Keys:** After you have been allocated a room you will require a key or keys. Determine with your supervisor what keys will be required. You will need to know your room number and building name before a key can be provided.

It is usual to have:
- your university ID card formatted as a swipe card to give you after hours access to your building (also see Item 11 – Library Cards)
- an office key
- a key to your specific laboratory, if required

Keys can be organised through Maria Waters in room BS 2.07. You will need to complete the appropriate "Key Request" form which requires inclusion of an account number. Your supervisor should inform you of what account to use. **Keys must be returned to Maria Waters when you complete your studies or finally leave the School.**

**Swipe Cards:** After hours access to DSE buildings is by means of an electronic swipe card. Your student/staff ID card (library card) will act as a swipe card once your details have been keyed into the door control system. To have your card activated, take your student/staff ID card to Ann Roberts in S&C 2.11. Ann will then enter your details into the Building Access computer system and your card will act as a swipe card to open the relevant external doors.

7. HONOURS AND PHD ACCOUNT NUMBERS

A BS&B account number (also called an account code or maintenance allocation) with a limited amount of funds is generally provided for university-funded research. If you are unsure of how much funding has been provided please see the School Manager in room BS2.01.

As a guideline, during 2007, the following funds are likely to be made available:

- Full time Honours student: $1500*
- Full time PhD and MPhil student: $2000*

* Students who are fully 'industry-funded' should consult their supervisor for information on maintenance funding.

If a student has additional funds from external sources to support their research project these should not be put into a general funds account. The School office can provide information on setting up an account for external funds.
Important Notes:

1. Your account may be used to cover any expenditure that is legitimately incurred in the course of your study project. Your supervisor should sign off on all expenditure.

2. Items purchased using an account number remain the property of Murdoch University. This includes items you may purchase with your own money and then claim reimbursement from a University account.

Each month, statements are issued for the appropriate account, detailing expenditure for the month, and the yearly balance. Honours and PhD Students will need to liaise with their supervisor to discuss their account balance/expenditure. Please cross check the details of expenditure on your account and contact your supervisor or the School Manager for any discrepancies. Accounts are covered more thoroughly under the ‘Financial Procedures’ Section (page 7).

3. Print quota: Honours and postgraduate students are allocated 20 pages per points per unit which is automatically allocated at the beginning of each semester by IT services. So if you are a full-time Honours student enrolled in 24 points for the year (12 points per semester) you will have an automatic allocation of 240 pages per semester. Extra quota can be purchased from technical staff members in the Loneragan building room 3.3. Any queries regarding your allocation can be tracked at http://gandalf.murdoch.edu.au/printing/ where you can request a summary of up to 4 weeks.

8. STATIONERY

Most stationery can be obtained through Nan Adams. The stationery cupboards are located in the School Administration office BS 2.03. Select the stationery you want, and ENTER the detail of your purchases on the stationery clipboard. As you will be charged for these items it is essential that you indicate your account number clearly.

NOTE: All paper must also be recorded against an account code.

9. FURNITURE

Your supervisor will indicate what you may use. We do not have extra furniture, so if more is needed it will have to be purchased from an account number. New staff joining may be able to obtain extra furniture—please discuss this with the Head of School.
10. PURCHASES

10.1 New Finance Structure

The new finance account structure starting in 2007 will be made of a 21 character numeric chart, as follows:

```
| Entity: 01 for Murdoch University |
| New Division: 03 for DSE |
| New School: 41 for School of Biological Sciences, 48 for SABC |
| New Dept: XXXX |
| New Fund Type: 1 for General Funds, 2 for Research Funds… |
| New Posting Code: XXXXX |
| New Project Code: XXXXX |
```

10.2 Requisitions and Order Forms

The usual procedure for ordering goods and service is:
- obtain a requisition form from the filing cabinet in the front office (BS 2.03). These are also available in the photocopier room BS 2.04.
- fill out the requisition form and make a photocopy of it for your own records.
- have it signed by an authorised person as set out in the following table:
Code | Authorised person
---|---
Former ANA accounts: ‘41’ accounts | Research Supervisor, then School Manager
Former BIO accounts: ‘48’ accounts | Director of SABC (Prof. M. Jones) or his delegate

- allow a day or two for it to be typed up as an official order, which has a unique number. **Note:** the requisition is *not* an official order and should not be used to place an order.
- All Purchase Orders are faxed to the suppliers to expedite the purchasing process.

Goods will be delivered to the Divisional Sciences store, which is located at PS 2.10. The stores staff will contact you when your goods have arrived.

You should pre-plan your requirements, but if you need to order something in a hurry it is best to walk it through the system. Remember, however, that you must still obtain all necessary signatures. In doing so please keep in mind that the relevant persons may be busy with other important work and may not be able to immediately sign the form(s) and make the appropriate records. The lack of planning on your behalf does not constitute an emergency for support personnel.
Notes:

- **GST** - University activities are deemed to be GST exempt BUT we must pay GST to our suppliers and later claim it back from the tax office.

- To simplify this procedure all GST is paid from one central university account (01.99.9999.9.3052.0000)

- When you quote a price on a requisition, always ensure that you quote the **GST INCLUSIVE PRICE** for each item. The finance system will automatically charge the GST component to the central university account. Your account will be charged only the cost of the goods or service. The delivery cost and estimated time for delivery should also be indicated on the requisition.

- **Tax Invoices** - All invoices to the University for amounts over $50 ($55 with GST), must have the words **TAX INVOICE** and must quote the supplier's ABN (Australian Business Number).

- **Petty Cash Claims** - When making petty cash claims, the GST inclusive price should be shown on the pink form. Tick box “C” (for current rate) for goods that include GST, tick box “F” (GST free) if no GST was paid.

- **Credit Card Payment** - There is no School credit card, but some individuals are holders of Murdoch University Corporate Purchasing Cards.

- Generally, goods and services must **not** be charged to the University without an official order.

- Items over $1000 +GST require a minimum of one written quotation and, if an equipment item, will be recorded on the Murdoch University asset register.

- Items over $5000 + GST require three formal quotations.

- For purchases of computer software, radioactive materials or certain types of imported biological samples there are statutory attachment forms to complete for submission with the requisition form. These are available from the School Office, BS 2.03.

- To activate payment procedures all delivery dockets or other advice notes of goods received must be forwarded to the storekeeper in Physical Sciences (room PS 2.10). Failure to do this will result in the supplier not being paid which is unacceptable.

- For payment of invoices (NOTE: we do not pay on STATEMENTS), just write the account number and sign the invoice (see GST section for details required on invoice) and pass it onto The School Manager for authorisation. **Note however, that goods should not be obtained 'in advance' without proper authority. The School may refuse to pay an invoice if proper authorisation has not been obtained prior to collecting goods or obtaining services.**

- Note also that fringe benefits declarations (available from BSB office) need to be filled out and attached to membership subscriptions and Journal subscriptions (but not for Journals only). Entertainment declaration forms are required for invoices that include food and drinks. Again, these forms are available from the School Office, BS 2.03.

**Make sure that you stay within your budget allocation at all times, as there are no funds available to cover overdrawn accounts. You are personally responsible for these.**
10.3 Petty Cash for items worth less than $100 (incl. GST)

Obtain a petty cash (pink) form from the school office (BS 2.03). Fill it out, get it signed by the School Manager and take it to the Cashier in the Chancellery building to obtain your refund. Of course a receipt and an account number will be needed. If there are Fringe Benefit Tax implications (eg food items), you will also need a Fringe Benefit Tax declaration form. We recommend that you take a photocopy of all forms so that you can keep your own record of expenditure up-to-date.

10.4 Incidental Expenses (usually for over $100)

For expenditure over $100.00 use the Creditors Payment Authority (CPA). This form is available from the school office. Fill it out as indicated, attach all receipts (proofs of purchase), obtain the necessary authorisation and return it to Maria Waters. It is recommended for record purposes that you keep a copy of the documentation, as there are tax implications to the individual.

Note: Where more than 3 receipts are attached, a GST template form should be attached (available on the BS&B Web page: http://www.dse.murdoch.edu.au/admin/staff/finance/). Only electronic funds transfers will be accepted, hence you will need to supply your bank account details, on your first CPA request form only.

10.5 Application for an Advance (for research/conference travel expenses)

Make an application using a Creditors Payment Authority (CPA). If an advance is provided you will need to keep a travel diary of your daily itinerary plus details of all incidental expenditure for items such as accommodation, food, phone, fax and extra travel costs. The cost of your plane ticket is not usually included, as it should be purchased beforehand.

On your return you will need to fill in another CPA and attach the both the travel diary and all receipts. The difference between the two CPAs will then be worked out. You will either be asked to return the balance of the advance or you will be reimbursed (debiting your research account) the balance you are due.

10.6 Bookshop

Purchases made at the bookshop or through the bookshop (books ordered in) may be paid for using a purchase form available by request at the counter of the Murdoch Bookshop. You will need to give your name, school, extension number and account number, and then sign for the item(s).

10.7 Stores

A wide range of laboratory hardware, computing and general supplies are available from the two DSE Science stores. Please check with the stores before buying retail as they offer very competitive pricing by purchasing in bulk at wholesale prices. You will need to provide your name, an account number and then sign for the purchase. Divisional stores are in the Biology Building (BS 1.05) and in the Physical Science Building (PS 2.10).

10.8 Photocopy Cards and Photocopiers

The photocopiers are under the watchful eye of specific staff members. If you have a major problem or a photocopier runs out of paper or toner please refer these problems to the appropriate support personnel. Note that if a jam occurs the servicing panels for the photocopier should not be left open for long periods as the drum is photosensitive and very costly to replace. Be warned—if it is your fault you will be charged for the replacement of the drum.
11. FINANCE
The University Finance Department keeps track of all known expenditure. Based on the University records, Nathalie Kennedy produces and uploads monthly financial reports on the Web — including committed funds such as orders made but not yet paid for. However, to keep a closer track of actual expenditure you ought to keep a personal record of all expenditure you make.

Special printouts of account number expenditures may be organised through Lyn Lendrum or Nathalie Kennedy. Any requests for detailed account analysis please contact The School Manager.

12. ASSETS
All equipment on Murdoch University’s (MdU’s) Assets Register is subject to a number of ‘Policies and Procedures’, including a physical check as part of an annual audit. The original location of the equipment is recorded on the Assets Register, and is only amended if a formal 'Transfer Form' is completed and approved by relevant managers within the Division, then submitted to the Financial Services' Assets Clerk.

If you are planning to transfer any registered assets to another site it is essential for you to complete the "DSE Equipment Movement/Transfer" form, and have it approved. Copies of this form are available from the School Office, room BS 2.03.

This form details under which circumstances the form should be used, and what circumstances are excluded from its use, so it's worth obtaining a copy for information only. It is in hard copy form only as actual signatures are required for audit purposes. Failure to help maintain current asset information results in considerable waste of time for a range of people who need to carry out the annual audit, or are simply trying to locate an item. Moreover, assets removed from campus without approval can cause considerable embarrassment if the individual is stopped and questioned by Security, or other staff.
Communications

13. MAIL, TELEPHONE AND FAX

13.1 Mail

The staff in the BSB School Office will allocate a mailbox to you. Please check your mailbox regularly. If you have not been allocated a mailbox within a few days of commencing work please approach your supervisor to organise one for you, or explain your circumstances to staff in the School Office.

Your address at Murdoch University will be:

local mail
"your name"
School of Biological Sciences &
Biotechnology
Murdoch University
Murdoch WA 6150

interstate or overseas
"your name"
School of Biological Sciences &
Biotechnology
Murdoch University
Murdoch
WESTERN AUSTRALIA 6150

There is a mailbox for outgoing mail under the reception counter of the School Office. Please note that large packages can be placed in the boxes from inside the office (BS 2.03). Mail is delivered and collected twice a day, however external mail only leaves the University once per day, at 2.30 pm.

All official mail for external distribution and posted through the Murdoch system must have the school name ("Biological Sciences & Biotechnology") written or stamped on it directly under the printed logo. As well, print your name, for ease of identification for account purposes or if the mail is returned.

If you are sending private mail through the system it must have the correct quantity of stamps on it—the mailroom will then forward it to Australia Post. Please make arrangements for your own stamps. The Guild office sells them. Remember to write your return address on the back of your private mail.

The mailroom has 4 types of "Special Delivery" despatch methods:

- Local Courier (Urgent) for immediate pick up and delivery direct to receiver in the Metro Area. Approximate cost $12–$25.
- Local Courier (Non-Urgent) pick up and deliver in the Metro Area within 3 hours if arranged before 12.30pm or early next day if arranged after 12.30pm. Cost $5.25. Same day delivery is not available in some suburbs.
- Express Urgent door-to-door delivery in Australia and Overseas (not to PO Box numbers overseas unless accompanied by a phone number). Consignments are signed for on delivery.
Registered Mail for non-urgent delivery within Australia of envelopes and packages that need to be signed for on delivery.

All of these arrangements need to have a “Special Delivery Despatch Request” form that is available from the BSB office. Either take the Courier or Express Urgent mail to the mailroom (on the east side of campus) or place it in the internal mailbox (do not put it in the external mailbox). For overseas mail a "Customs Declaration" form must accompany the parcel. This form is available from the School Office.

For further information including approximate costs call the mailroom on extension 2463.

13.2 Telephone

Faults—refer to the telephone help desk on ext 7222.

Additions, deletions or amendments to telephone numbers: At the back of the internal telephone directory is the web page address for all additions, deletions and amendments – http://wwwcoms.murdoch.edu.au/directory/ or email to: voicehelp@murdoch.edu.au

Applications for PIN numbers and Voicemail boxes are now ordered on line at http://wwwcoms.murdoch.edu.au/phone/telephone_pinapply.html and http://wwwcoms.murdoch.edu.au/cgi-bin/telephone_voicemail

The switchboard may also be reached on e-mail: switchbd@murdoch.edu.au

STD (Australia) and ISD (International) access. Contact the telephone help desk on ext 7222. They will explain the process of obtaining a PIN number to give your STD / ISD access. You will need to nominate an account code to which calls made with your PIN will be charged. Approval for ISD access (usually reserved for senior staff) and STD access needs the approval of the School Manager. If approval is granted you will be given an access code to be entered in from your telephone. Staff/researchers without an access code need to see their supervisor or other senior staff to arrange for a long distance phone call.

Other telephone functions are explained in the Internal Telephone Directory.

There is an on-line search facility for telephone numbers on the Murdoch web home page.

The School will pay the line rental and Voice Mail Costs for all telephones. The School will also pay call costs to a maximum of $12 per month for an office phone and $20 per month for a resource room or laboratory phone. If call costs are in excess of $12 per month (or $20 for lab phone) you will be required to nominate an account code to charge the excess against.

To reduce your telephone call costs remember:

- Calls to mobile phones are expensive and timed.
- Calls to country WA, SA and NT (ie all numbers with "08" prefix) are STD and are timed.
- If you need to make other STD calls or ISD calls, you will need a telephone PIN number. Contact Wynette at the telephone help desk on Ext. 7222 (you will need to provide your own account code against which these calls will be charged).
13.3 Fax

Incoming faxes:

Our Biological Sciences and Biotechnology Fax numbers are:

- Biological Sciences —> 9360 6303 in BS 2.04
- BS Administration —> 9310 7084 in BS 2.03

When sending a fax to the above numbers:

- from within Australia use the code 08 before the above numbers.
- from overseas use the code +61 8 before the above numbers.

Other Fax numbers for sites within the University may be found at the beginning of the telephone directory.

Incoming faxes will be put in your mailbox. If you are expecting an urgent fax then ask the BSB Office to advise you as soon as it is received.

Outgoing faxes:

The instructions on how to send a fax are written up next to or above the fax machine. When you send faxes overseas use the access code 0011 (not 0015) so that the University receives a discount rate.

You are charged for each fax you send. The rates are $2.00 per page for international faxes, $1.00 per page for Australia-wide faxes and 50 cents per page for local faxes. Situated by the fax is a clipboard for your name, destination of fax, number of pages sent and account number. You will need a code to access the fax machine and your supervisor will provide this. Private faxes may be sent, but please write 'Private' in the section for account code. You will be furnished with a small voucher for payment of the account to BSB Office.

BSB staff will notify you if the fax has been unsuccessful in being sent. Please note: Make sure you fill in the fax clipboard with the information required so we know who to contact if a fax has been unsuccessful.

14. WORD PROCESSING

Research students do their own typing. Remember that various 'typing tutor' computer software programs/applications can be used to improve your typing skills. Please see later section on 'Computing' for details of general user computer facilities.

15. COMMON ROOM

Biological Sciences & Biotechnology research students and staff have the use of the common room on level 2 of the Biological Sciences Building (BS 2.20), the Loneragan Building Common Room (LB 2.26) and the Science & Computing Common Room. You are welcome to use the facilities—hot water, microwave, fridge, etc. Normally, morning tea is taken sometime between 10 and 11am and afternoon tea sometime between 3 and 4pm.
You will need to provide your own cup or mug. You will also have to provide all your own tea, coffee, sugar and milk. Cup hooks are available on the board next to the sink to hang your cups.

**No cups or coffee/beverage preparation apparatus of any kind are to be used or stored in laboratories.**

Once a month, usually the second Wednesday, BS&B staff and researchers have a morning tea/information session where the Head of School reports on matters of interest to all staff. You will receive notification of this by email. **To be placed on the School Email lists, please contact Maria Waters.**

### 15.1 Meeting Room

The BS&B meeting room is also on Level 2 of the Biological Sciences Building (BS 2.20A). It seats approximately 16 in a conference room configuration. There are some A/V facilities. **Bookings are essential** and can be made directly on the Web:

16. VEHICLES

16.1 General

Licence—Drivers must have a current licence legally accepted within Western Australia.

Four Wheel Drive Training — It is a requirement that drivers who intend using 4WD vehicles in "off road" situations must pass an appropriate training course. Courses are held in May each year. Information regarding the 4WD course is available from Carol.

Log Books — all vehicles have log books. You must fill them out each time you use a vehicle. Read the instructions in the logbook and take care to follow them.

16.2 BS&B School Vehicles

There are five BS&B general access vehicles that are available for use by BS&B staff and postgraduate students. All of the vehicles, a Honda Jazz (to be used for single day trips only), a Suzuki Van, a Navarra single cab 4WD, a Holden Rodeo and a Navarra Dual Cab 4WD can be booked and the keys obtained from the box on the wall in BS 2.04. The vehicles are parked in the small car park area between the Biological Sciences and Veterinary Sciences Buildings.

It will be assumed that any vehicle not used within an hour of the booked time is no longer required and will be available to others.

If any 4WD vehicle is to be used off-road it is a University requirement for the driver to have completed an approved 4WD course. 4WD recovery gear is available from the BS&B technical staff, room 4.3C (in the Loneragan Building) or ext 2115. Other information on the conditions of use can be found in the vehicles or obtained from the BS&B technical staff responsible for each vehicle.

The vehicle details are as follows:

1. Honda Jazz – (to be used only for single day trips)
   Hire cost: 48c/km for local use only
   Staff Responsible: Lyn Lendrum

2. Navara Dual Cab 4x4
   Accessories: Tow bar, bull bar
   Mobile Phone: 0419 946 265
   Hire cost: 55c/km
   Staff Responsible: Michael Taylor

3. Suzuki GD P/Van
   Accessories: Tow bar
   Mobile phone: 0407 198 789
   Hire Cost: 48c/km
   Staff Responsible: Ian McKernan
4. Navarra single cab, tray back, diesel, 4x4
   Accessories: Tow bar, bull bar, fibreglass canopy, roof rack
   Hire cost: 55c/km
   Staff Responsible: Michael Taylor

5. Toyota Hilux Dual Cab, tray back diesel, 4x4
   Accessories: Tow bar, bull bar, fibreglass canopy
   Hire cost: 55c/km
   Staff Responsible: Michael Taylor

For more information on vehicles available within the Division of Science & Engineering, please check the following web address:

http://www.dse.murdoch.edu.au/admin/vehicles/

Fuel should be bought with the Gull/Motorcharge fuel card or, only if no Motorcharge facility is available, with cash. Almost all service stations accept this Motorcharge card. If you pay cash you need a receipt to support a claim for petty cash reimbursement from the University.

The University Vehicle Insurance has a large excess (currently $1000) for claims where the driver has not completed an approved Defensive driving course in the case of on-road situations, or a 4-wheel driving course for an off-road situation.

Please read thoroughly the following points:

- Private use of University vehicles is not permitted.
- Driver training is **highly recommended** to all who drive University vehicles. Clearly those who regularly utilise University vehicles for their work / study should immediately take the opportunity to obtain accreditation in defensive driving, which is a good 'life skill'.
- Training costs are the responsibility of the relevant, local support account(s) for Research staff and postgraduates.
- If you intend to use a 4x4 vehicle off-road there is a policy requirement to also complete the relevant course available through the Murdoch University training programme, or pay to participate in an off-campus 4x4 training course.
- In the event of an accident, where a $1,000 excess applies, as a driver hasn't undertaken the approved driver training course, the excess becomes the responsibility of the driver's support account (either the relevant research account, or a School account nominated by the Head of School).
- In the event of an accident, where related excess applies to Private use of a University vehicle, the driver has a personal responsibility to pay.
Further information regarding insurance can be obtained from Sebastian Fisher, Insurance Administrator, Financial Services on extension 7280.

If you are unsure of any insurance obligations, please check with S. Fisher first before using University vehicles.

Users are responsible to make sure the vehicles are clean both inside and out after use, the logbook is filled in (with full name and contact number), and the doors and windows locked. SMOKING IS NOT ALLOWED IN UNIVERSITY VEHICLES.

For details of driver training courses, both 4WD and Defensive Driving courses, please see: http://newstaff.murdoch.edu.au/staff_development.html

16.3 Vehicles Purchased by Research Groups

The Centre for Fish and Fisheries Research, Centre for Rhizobium Studies and Centre for Phytophthora Science and Management all have vehicles purchased from external research funds.

These vehicles may be made available to other users by negotiation; please contact the appropriate centre administrator for details.
Laboratory and Emergency Procedures

17. USE OF LABORATORIES

17.1 Space

Your supervisor should organise this for you.

17.2 Use of equipment

You need to discuss this with your supervisor and/or the School Manager (room BS 2.01), who may be able to advise on location of equipment. Note: you must not use any equipment that you have not been trained to use. Always seek assistance before use.

17.3 Safety

Check with your supervisor for the current Safety policy and procedures and refer to the Emergencies & Accident Section in these guidelines. Laboratory coats and closed-in footwear must be worn in the laboratories. Safety glasses are also needed in some circumstances. Long hair needs to be tied back. Laboratory coats can be purchased from the BS Store (BS 1.05).

If you are in doubt about safety procedures always ask for help. All accidents and incidents must be reported. Forms are available on the large red Safety Notice Boards located in all buildings. Make sure you are familiar with where these are placed.

The following policy is followed (see the Division’s Safety Policy):

That all staff and graduate students including honours and 4th year students undertaking laboratory and/or field work are required to undertake a basic safety awareness course in the first semester of their enrolment.

In response to this policy a number of mandatory safety courses are presented in the week before semester 1 and the Safety in Science ‘General Awareness’ presentation is repeated in the first week of semester 2.

Details of these courses are available from Maria Waters, the School Manager or on the Web at http://newstaff.murdoch.edu.au/staff_development.html (Staff Development section). Alternatively, you may contact Phil O’Brien on ext 2785.

If you work in isolation or late, after hours escorts to Car Parks or Public Transport are available – for further information, please refer to section 3 – Parking.

18. EMERGENCIES & ACCIDENTS

There are well-established procedures in matters of emergencies and accidents. You need to familiarise yourself with these. A very useful guide can be found in the front section of the internal telephone directory.

In summary:

- in an EMERGENCY dial 333 (all hours).
alternatively use the emergency call buttons as listed on the EMERGENCIES page at the front of your Internal Telephone Directory. The nearest ones to BS&B are:

* Biological Sciences Building Outside main Administration entrance
* Chancellery Outside main entrance and outside Security
* Library Outside main entrance

the University Nurse (Social Sc. room 1.44 off Bush Court—ext 2664),

a Doctor may be available (Social Sc. room 1.44 off Bush Court—ext 2293),

first aid rooms that contain a bed and first aid equipment. The most relevant are rooms LB 3.07 and S&C3.52. There are no first aid rooms in the ES & PS and BS Buildings.

first aid boxes located in buildings (e.g. the level 2 corridor in BS), and

there are staff that have certificates in first aid. You ought to find out who these people are and where their rooms are. Ask your supervisor about this or refer to the appropriate page in the internal telephone directory (towards the front in the Emergencies section). Trained staff that have a current first aid certificate often have a large notice to this affect on their doors.

Make use of these people and facilities as necessary.

19. FIRE

There are fire extinguishers at regular intervals throughout the building. Find out where the nearest ones are to you and read their instructions for use so that you are better prepared.

There are fire hoses in corridors. Find out where the one nearest you is.

There is a procedure to be followed when the emergency sirens sound. The intermittent rising siren is a standby warning. A continuous siren means immediate evacuation. Find out from your supervisor who your fire Floor Warden is and what procedures ought to be followed if you have to evacuate (this procedure may be displayed on a notice board in your corridor).

From time to time fire and emergency drills are held, in accordance with Murdoch policy

20. BUILDING MAINTENANCE:

Ways to receive assistance:

Phone the Office of Commercial Services Help Desk on ext 2262 from 7.30am to 4.30pm, all University working days – Notify School Manager that you have requested specific maintenance.

For service emergencies after hours contact Security on ext 6262.

E-mail - fmhelpdesk@murdoch.edu.au

21. COMPUTERS

21.1 Computer Room

This is room BS 2.12. The computer room is for the use of Biological Sciences & Biotechnology staff, and postgraduate and research students only. There are two PCs, both networked, and one with scanner attached. Many research groups have their own computers in laboratories for student use – these are networked to the printer in BS2.12 where most thesis printing occurs. Please note that you should print ONE copy of your thesis only through this printer, and then photocopy the other required copies.

For any computer problem, dial IT Help Desk on extension 2000.

21.2 General

For questions about networking or for the setting up of site licensed software contact:

itservicedesk@murdoch.edu.au

or extension 2000

As a university staff member or researcher using Murdoch owned computers, you may have access to several software programs that Murdoch has a site license for, including Microsoft Office, Endnote and virus protection software. Like everyone, the university is subject to copyright laws, so only legal copies of software may be used. You may have to pay for some site licence software, but not the above mentioned.

21.3 E-mail and Internet access

Everyone enrolled as a Student at Murdoch University has an e-mail account. For details on the naming and password conventions refer to the web address:

http://www.murdoch.edu.au/help/login/password.html#studentspasswd

You may also access the Murdoch’s Campus-Wide Information Services (CWIS) including your e-mail accounts from outside the University. Enrolled students (PhD, MPhil, MSc, Hons) may do this with their student account while staff may do this with an account on Murdoch’s main computer (called “exchange”). The “exchange” account is organised through the helpdesk in room SC1.38 (in the Science and Computing Building). You will need to fill out a form and have it signed by the School Manager in BS 2.01. The help desk will then issue you with a password and software to make the connection. It is your responsibility to obtain a computer, modem and other necessary software. Refer to the web site http://wwwcoms.murdoch.edu.au/ and look under the heading “Connecting” for the latest information on connecting to the CWIS by modem. If you do get an “exchange” account it will automatically include an e-mail account. It is the School's policy however, not to issue students with “exchange” accounts unless there is an exceptional reason for doing so. We would prefer that you used your @student account.
21.4 Library Services

From the University Home Page at www.murdoch.edu.au, you can access library records for Murdoch University and other Western Australian library catalogues. Select Library to connect the Library’s home page. From there select Databases to access a large range of databases including Current Contents Connect, Web of Science and BIOSIS Previews (Biological Abstracts). You can also select Catalogues to search the Murdoch Library catalogue, other Western Australian catalogues, Australian and world-wide catalogues. The Library Home Page also provides many other links to resources and services which can also be accessed from off-campus. For further information or help with using any of the Library’s resources, please contact Jenny Smith, the Liaison Librarian for DSE, either by phone on ext 2763 or by email at jenny.smith@murdoch.edu.au.

21.5 Important Notes

Internet Costs

The School will pay cost of Port Rental. There are three other costs associated with Internet access:

IP Traffic

This is the cost of downloading data from the Internet to your computer here at Murdoch. It is charged at 4c per Mb. The School will pay IP traffic costs to a maximum of $2 per month.

Modem Connection

Those staff members that access the Internet by logging into Murdoch by modem from home are charged a connection fee of 19c per hour. The school will pay for this access to a maximum of $2 per month.

Modem Traffic

Again this only applies to staff that log in from home and is the cost of downloading data by modem. It is also charged at 4c per Mb. The school will pay for modem traffic to a maximum of $1 per month.

A few points to bear in mind:

- Modem access should be limited to the staff member only, for University business only and should not be used as a family Internet connection!

- Under no circumstances should music, video, software etc be downloaded either here at Murdoch or at home via modem.

- If your monthly internet costs exceed the maximum allowance, you will be required to provide an account code or pay cash for the excess.
E-mail Lists

There are several Division of Science and Engineering (DSE) e-mail lists that are important to be on. Most notices within the Division are sent by e-mail. If you are not on the e-mail list you will not receive important information. The most relevant lists for the purposes of these admin guidelines are dse_all@lists.murdoch.edu.au, bio_all@lists.murdoch.edu.au and bio_post@lists.murdoch.edu.au, all of which are self-explanatory. To get onto one of the lists YOU must inform Maria Waters (BS 2.07), with your preferred contact e-mail address and either your enrolment category (eg PhD) or position (eg Research Assistant).

If you have two or more e-mail accounts MAKE SURE YOU HAVE a .forward (dot forward) file organised on all but one of them. This way any e-mail sent to the other account(s) will be automatically forward to your main e-mail account. Student Network users can use the online form provided on http://myinfo.murdoch.edu.au/ to organise this. Staff should see Jeremy Phillips to arrange for changes on exchange. A vacation message can also be implemented to automatically respond to incoming e-mail if you go away on leave.

Please do not saturate the network with 'social' emails.

22. OTHER EQUIPMENT AVAILABLE THROUGH THE SCHOOL OFFICE

The following items can be borrowed from the School Office (BS 2.03):

- 3 Data Projectors (for staff only)
- 4 Laptops (for staff only)
- 1 Sony Digital Camera
- 1 EPIRB
- 1 Dan Kit
- 1 set of 2 Shark Shields

You can book the items yourself directly at the following address:


23. EQUIPMENT SUPPORT

You may require some assistance for the maintenance, repair or the construction of equipment for your research.

If the BS technicians are unable to assist then contact the DSE workshops. It is located in BS 1.01. The contact person is Murray Lindau, the Senior Workshop Technician (ext 2743).

The workshop can arrange mechanical, electronic and glassblowing work. It has an hourly labour charge and work is undertaken on a cost recovery basis. If the DSE workshop is unable to meet your needs the job will need to be outsourced.
Field Trips, Leave or Absence from Campus

24. FIELD TRIPS, LEAVE OR ABSENCE FROM CAMPUS

24.1 Field Trips

The University has a comprehensive “FIELDWORK POLICY” which details the procedures to be followed by staff, Post graduate and honours students when planning any fieldwork. The policy and applications for approval to carry out fieldwork can be obtained at the School office or on the web:


It is essential that you acquaint yourself with this policy. **Any fieldwork must be approved 7 days in advance** and it is essential that you **submit your completed “Fieldwork application form” to the School Manager** before embarking on field activities.

Before leaving on any University travel (including fieldwork) that takes you more than 100 km from your point of origin (in most cases this will be the Murdoch University South St Campus), you must register your trip on the Murdoch University Travel Database. This can be done online at:

www.murdoch.edu.au/staff/travelreg/

For assistance regarding the travel registry, please contact Sebastian Fisher on ext 7280.

Further information on insurance matters can also be obtained at:

www.finance.murdoch.edu.au/insurance/

There are University policies governing:

- Vehicle use
- Diving (SCUBA & Snorkelling)
- Boat Use

Please make sure you know these and follow all regulations.

These policies can be found at:

www.dse.murdoch.edu.au/admin/policy/ or

www.dse.murdoch.edu.au/admin/safety/
24.2 Leave/Absence from Campus

ALL staff, both General and Academic must make an application to be absent from campus. This includes any official activity such as attending conferences and fieldwork and all leave types (i.e. recreational, long service, etc).

- **General Staff (including Research Staff)** must complete a pink “Leave Application” form, have it signed and approved by your supervisor and forwarded to Human Resources.

  For off-campus activities, General Staff must complete an “Off-Campus University Activities” form, have it signed and approved by your supervisor and forwarded to the School Office.

- **Academic Staff (including PostDoctoral Fellows and Research Fellows)** must complete a white “Academic Staff Leave and Off-Campus Activities” form, have it approved by their Senior Academic/Head of Discipline and submit to the Head of School.

Except for leave, any other off-campus activities such as meetings, conferences, research etc. located over the 100 km radius from your point of origin (in most cases this will be the Murdoch University South St Campus), needs to be registered on the Murdoch travel database:

www.murdoch.edu.au/staff/travelreg/

However, when you are making your travel arrangements through the Murdoch 2007 Approved Supplier: **FCM Travel Solutions** (Tel: 9215 9010/9020) your details will be entered on the supplier’s internal database. This will now replace the need for staff to fill in the University Travel database for each journey and allow real-time support to travellers anywhere in the world as the agreement with FCM includes 24/7 Worldwide Traveller Assistance as well as special pricing arrangements.

Prior to applications involving **overseas** activities, all staff must check the Travel Advisories section of the Department of Foreign Affairs and Trade website for current travel warnings: http://www.smartraveller.gov.au/

and fill in the Travel Warning Acknowledgement form, located at:


It is imperative that the Travel Warning Acknowledgement Form is read, reviewed, and then completed by staff or students intending on travelling to countries where DFAT warnings have been issued, and must be signed off by your Executive Dean and/or Pro Vice Chancellor.

It is important to note the potential ramifications for travelling to a country where DFAT have issued the warning prior to your departure as this may result in not successfully claiming against the University's Corporate Travel Insurance Policy.

For assistance regarding the travel registry, please contact Sebastian Fisher on ext 7280.
25. TUTORING, DEMONSTRATING AND CASUAL WORK

Research students are sometimes employed to work as tutors and/or laboratory demonstrators. If you are interested talk it over with your supervisor. If she/he is agreeable you may like to approach one of the Unit Coordinators for some casual part-time work—register your interest with them well before the start of semester.

If it eventuates you will need to:

- Sign an Academic Staff Employment Contract (Schedule A), on signing you should be handed a copy of the full contract. It is most important that you check the hours and level (e.g. marking, demonstrating, tutoring).
- fill out a Tax Form — (unless you are currently employed in another position on campus or have worked at Murdoch University in the last 12 months.) This ought to be handed in with the Application for Employment form.
- complete a “Choice of Superannuation Fund” form.
- payment will be made into your bank account fortnightly until the end of your contract.
- keep the 'system' informed of any adjustments in your contract.

PLEASE NOTE: NO STAFF ARE TO UNDERTAKE WORK AT MURDOCH UNIVERSITY WITHOUT AN APPROVED CONTRACT BEING IN PLACE – NO EXCEPTION.

If you are employed to do specific work other than tutoring and demonstrating other arrangements will be necessary. You may be offered a fixed term contract or a casual – hours to be advised contract. Casual contracts require that you submit a timesheet at regular intervals, preferably every two weeks so that the tax component is kept to a minimum. The timesheets need to be received by the Finance Officer in DSE by 4.30pm on the Monday in the week proceeding pay week.

Note:

- All the above forms are available from the School office.
- If you have any problems with your pay (following the completion of the above forms and allowing a week or two for them to be processed), check with Mark Edge that the form has been forwarded and then contact the Human Resources in the Chancellery. As with all systems, from time to time, mistakes do creep in.
26. CONFERENCE TRAVEL

Postgraduates and Post doctorates (MPhil, PhD & professional research doctorate only) need to contact the Divisional Student Office located in Science & Computing – SC2.26 – to obtain the guidelines and application form. The basic criteria are:

- Applicants must present a paper or actively contribute to the conference, seminar or workshop.
- Normally only one grant will be made during the student’s candidature.
- Awards will be based on fares and per diem to a maximum of $1000 in Australia and $2000 for travel overseas, but due to the demand grants are often less than the maximum allowance.
- Preference is given to students who are in the latter part of their candidature.
- There are closing dates for applications (in 2006 these are the 10 February and 8 September).

27. PAYSLIPS

Payslips can be viewed online on the Web Self Service:

http://www.murdoch.edu.au/staff/wss/

Please contact the Services Helpdesk by telephone 9360 2000 to obtain a MAIS pin number. If your request is urgent, you can go directly to the Library IT Helpdesk. (You will require a staff number first and this can be obtained by contacting the office of Human Resources by telephone 9360 2430).

28. LIBRARY ASSISTANCE

Jenny Smith from the Library Liaison Service visits the School office in Biological Sciences every alternate Thursday and is available to answer any queries you have regarding the University library system, or for specific help in locating articles and specific journals. An appointment can be made with Jenny on 2763, and it is advisable to book (see also section 21.3).

Library card: Newly enrolled Honours and postgraduate students will obtain from the library a student card with a bar code on the reverse side. This also acts as a library card. Visiting research persons who will not be on the payroll may also arrange for a temporary library card; please initiate action through Human Resources. Journals may not be borrowed from the library.

29. THESIS ASSISTANCE

The Research Degrees and Scholarships Office is located in the Chancellery building and the contact phone number is: (08) 9360 6506 or e-mail: scholars@murdoch.edu.au. Their web page is: http://www.research.murdoch.edu.au/rds/current.asp and this provides information and assistance with writing, formatting and submitting theses.
30. JENNIFER ARNOLD MEMORIAL RESEARCH GRANT

This $1000 stipend is open to all Honours and Masters students enrolled in the Schools of Biological Sciences & Biotechnology and Environmental Science. The grant is “to encourage a more perfect understanding of the natural environment and of its value” and is also open to students enrolled in the Faculty of Natural and Agricultural Sciences at UWA. The grant is jointly adjudicated by staff from each university.

Closing date for applications is 28 February each year, and application forms can be obtained from Maria Waters in Biological Sciences. The forms must be submitted to UWA.

31. POLICIES

For Administrative Policies, please consult the School of Biological Sciences and Biotechnology website:  www.bsb.murdoch.edu.au/admin/policy

- Administrative Areas of Responsibility
- Assessment Regulations & Conventions
- Codes of Conduct, Ethics, Practice
- Conflicts of Interest Notification
- Intellectual Property Legislation
- Office of the Gene Technology Regulator
- Policy on Motor Vehicle Usage
- Policy of Short Courses, Seminars, Conferencing
- Protocol for Diving and Snorkelling Activities
- Staff Buyouts Policy
- Strategic Plan
- Boat Handling Policy

For BS&B Policies on Safety & Health, please consult:  www.bsb.murdoch.edu.au/admin/safety

includes policies such as:

- Disposal of Materials and Solutions
- Purchasing of Biologicals at Murdoch University
- Institutional Biosafety Committee – The IBC monitors all research involving genetically manipulated organisms at Murdoch University. All such work requires advance notification to the IBC following an application process.

General Murdoch Occupational Safety & Health Policies can be found at:  http://www.murdoch.edu.au/index/policies/osh
32. FEEDBACK

If you have any suggestions on ways to improve the content of this document, or if you feel there have been any omissions, please contact Nathalie Kennedy on:

Extension: 2784  
E-mail: n.kennedy@murdoch.edu.au  
Room: BS 2.03
Effective Purchasing through Approved Supplier Arrangements

TRAVEL RESERVATIONS & ASSOCIATED SERVICES

This brochure has been developed to assist Murdoch divisions with information and hints on how to maximise the benefits and price savings offered on the Approved Supplier Arrangement (ASA) for travel reservations and associated services.

All Murdoch divisions are required under the purchasing policy to use ASA’s for the goods and services they are applicable for.

The arrangement commences on 24th November 2006 for an initial period of two years with a possible extension to a maximum of four years.

By using this whole of Murdoch arrangement, purchasers can enable Murdoch to leverage its annual expenditure in travel reservations and associated services to achieve savings of at least 10% per annum.

These savings can only be achieved with your support of the ASA and some changes in buying behaviour.

Approved Supplier

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**FCM Travel Solutions**

Account Manager:
Georgina Anning
P: 0408007221

Murdoch Team Leader:
Adrian Cooper
P: 92159010

Murdoch Consultants:
Katy, Jade & Tony

Reservations accepted via:
P: 92159020
F: 92159044
E: Murdoch@fcmtravel.com.au

24hr Helpline: 1300 727 720

YOU can $AVE your division money

- Choose the cheapest airfare option regardless of airline.
- **LIMIT** post-ticketing changes.
- Buy **MORE** discounted fares instead of fully flexible fares.
- Book early to buy the cheapest airfares and services.
- Streamline internal approval processes to effect earlybird bookings.
- Booking online for domestic travel almost halves the transaction fees.

Effectiveness for your division

- “One Stop Shop” for all your travel needs.
- Elimination of need to obtain quotes from multiple sources.
- All university “special pricing” arrangements for airfares, hotels and car hire utilized.
- No need to fill out University Travel database requirements.
- Airline lounge memberships setup or renewed.

Further Information

Enquiries relating to this ASA can be made to: Namejs Kins, Strategic Procurement Manager on 93606175
Further information is available from the Purchasing Guide, which is located at:
www.finance.murdoch.edu.au/services/purchasing.html
# TRAVEL RESERVATIONS & ASSOCIATED SERVICES CONTACT SHEET

## Reservations

**TEAM INFORMATION**

Katy Hughes, Jade Peacock & Tony Hughes  
T: (08) 9215 9020  
F: (08) 9215 9044  
E: Murdoch@fcmtravel.com.au

**Team Leader**

Adrian Cooper  
T: (08) 9215 9010  
E: adrian.cooper@fcmtravel.com.au

## After Hours Emergency

**Within Australia**  
T: (02) 9923 8888  
Toll Free  
T: 1300 727 720

**Please Note**

We provide a 24/7 service, 365 days a year. All team members will automatically divert to the after hours team outside 8am-5:30pm WST.

## Customer Service

**NATIONAL ACCOUNT MANAGER**

Georgina Anning  
T: (08) 9215 9037  
M: 0408 007 221  
E: georgina.anning@fcmtravel.com.au

**E3 Helpdesk**

For queries regarding E3  
T: 1300 361 636  
E: E3@fcmtravel.com.au