LOCATION OF SCHOOL OF THE ENVIRONMENT

The School of the Environment currently has locations in 3 campus buildings as follows:

1. ES EARTH SCIENCES building 45 - South Ridge Precinct Office: ES 131
2. HS HEALTH SCIENCES building 20 - North Ridge Precinct Office: HS 5.15
3. SSN SOCIAL SCIENCES building 32 - North Ridge Precinct Office: SSN 318

THE SCHOOL OF THE ENVIRONMENT IS PART OF THE FACULTY OF SCIENCE AND ENGINEERING:
PHYSICAL SCIENCES building 43 - South Ridge Precinct Office: PS 1008

A WARM WELCOME INTO THE SCHOOL OF THE ENVIRONMENT

Welcome to the School of the Environment. The following information has been compiled to assist in your transition as a new member within the School. If you have any further queries, please contact the School Professional Staff:
# Professional Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Room</th>
<th>Phone Extension</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>HABY, Yvonne</td>
<td>SSN</td>
<td>318</td>
<td>12107</td>
<td>SSN Area Office</td>
</tr>
<tr>
<td>HUNTER, Rob</td>
<td>ES</td>
<td>133</td>
<td>15440</td>
<td>School Manager</td>
</tr>
<tr>
<td>JOHNS, Kristy</td>
<td>ES</td>
<td>132</td>
<td>17577</td>
<td>PA to the Dean</td>
</tr>
<tr>
<td>MYERS, Suzanne</td>
<td>ES</td>
<td>131</td>
<td>15680</td>
<td>School Office</td>
</tr>
<tr>
<td>SPINKS, Renee</td>
<td>ES</td>
<td>131</td>
<td>13770</td>
<td>School Office</td>
</tr>
<tr>
<td>WEISS, Luzia</td>
<td>HS</td>
<td>5.16</td>
<td>18600</td>
<td>HS Area Office</td>
</tr>
</tbody>
</table>

### Administration Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Room</th>
<th>Phone Extension</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURK, Lawrence</td>
<td>ES</td>
<td>254</td>
<td>13667</td>
<td>Technical Officer NCGRT</td>
</tr>
<tr>
<td>INDELA, Raj</td>
<td>HS</td>
<td>5.18</td>
<td>18588</td>
<td>Technical Officer Labs</td>
</tr>
<tr>
<td>JACKSON, Gail</td>
<td>ES</td>
<td>232</td>
<td>12212</td>
<td>Technical Assistant GIS</td>
</tr>
<tr>
<td>KEANE, Rob</td>
<td>SSN</td>
<td>208</td>
<td>12665</td>
<td>Technical Specialist GIS</td>
</tr>
<tr>
<td>WALKER, Jodie</td>
<td>ES</td>
<td>223</td>
<td>12709</td>
<td>Tech Officer Field / Equipment</td>
</tr>
<tr>
<td>WHITE, Nick</td>
<td>ES</td>
<td>254</td>
<td>13667</td>
<td>Technical Officer NCG</td>
</tr>
</tbody>
</table>

### Technical Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Room</th>
<th>Phone Extension</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALLOWFIELD, Prof Howard</td>
<td>HS</td>
<td>5.21</td>
<td>18581</td>
<td>Chair</td>
</tr>
</tbody>
</table>

### Honours Committee

- FALLOWFIELD, Prof Howard

### Honours & Masters Study Rooms

<table>
<thead>
<tr>
<th>Room 2024 PS Building 43 (Physical Sciences)</th>
<th>Room 2024 PS Building 43 (Physical Sciences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTERS STUDENTS</td>
<td>ES 236</td>
</tr>
<tr>
<td>HONOURS STUDENTS</td>
<td>ES 233, HS 5.26</td>
</tr>
<tr>
<td>GIS COMPUTER LABORATORY</td>
<td>SSN 204, SSN 210</td>
</tr>
</tbody>
</table>

### CSU – Computer Services Unit

<table>
<thead>
<tr>
<th>Room 2024 PS Building 43 (Physical Sciences)</th>
<th>Room 2024 PS Building 43 (Physical Sciences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMULA, Mr Fred</td>
<td>PS 2025, 12216</td>
</tr>
<tr>
<td>HELP DESK SUPPORT STAFF</td>
<td>PS 2024, 13787</td>
</tr>
</tbody>
</table>

### N.B.

The above 5 digit phone extensions (e.g. 12212) are used within the University. When phoning from an external source, the above phone extension becomes 8201 2212. When phoning a number outside the University you must press 0 first then the area code, if required, then the external number.

Email addresses for Staff Members are: firstname.lastname@flinders.edu.au

E.g. gail.jackson@flinders.edu.au

### In an Emergency Contact Security – Ph. Ext. 12880

Checklist & forms must be completed & returned to Office Staff.

V:\SOTEAdmin\New Staff or Students Inductions\2015 New to SotE Information Pack.docx
1. **ID Cards - Staff / Students / Visitors**
   For new members of the University, once you have completed your documentation and it has been authorised, you will need to go to the Main Flinders Library to be issued with a photo ID card. This should be carried at all times on Campus for identification purposes and it also serves as your library borrowing card and if authorised, your swipe access card.

2. **FAN (Flinders Authentication Name)**
   Your FAN is your username to log into the University Computer Network and comprises the first 4 letters of your family name, followed by 4 numeric digits allocated by the University Central Administration. Your FAN must be activated prior to use by logging on with your initial password:
   - **Staff:** The initial password for staff is the last four characters of your payroll number followed by four characters of your birth date in the form ddmm (day,day, month,month). For example, a birthday of 7 March is represented by 0703, and a payroll number of 0000362 is represented as 0362; together these generate a password of 03620703.
   - **Student:** The initial password for students is the last four characters of your student ID followed by four characters of your birth date in the form ddmm (day,day, month,month). For example, a birthday of 7 March is represented by 0703, and a student ID of 20001764 is represented as 1764; together, these generate a password of 17640703. If you are also a staff member then your staff default password takes precedence.
   Refer to the FAN instructions at the following website, and take note of the rules when creating a new password: [https://www.flinders.edu.au/fan/](https://www.flinders.edu.au/fan/)

3. **Keys and After Hours Building Access**
   - **Keys:** Will be issued, to the areas you require access to, on completion of your documentation and authorised by the School Administration Manager.
   - You need to be vigilant at all times thefts are not uncommon, always be security conscious lock offices and labs when unattended.
   - **N. B.** the University does not have insurance for theft / loss of personal items and the University’s insurance policy includes an excess of $5,000 for theft / loss of University owned items. The excess is the responsibility of the grant holder or School, depending on the funding source.
   - **Staff / Students / Visitors, with tenure of less than a year, will be asked to pay a key deposit of $20.**
   - **After Hours Building Access:** The external doors of the buildings are open during business hours: Between 8.15 am – 5.15 pm, Mon-Fri. If you require further after-hours access, please ask your Supervisor for ID card swipe access authorisation when first completing your documentation.

4. **Computers**
   Establishment of your computer access is arranged with the Faculty Computer Services Unit CSU. On receiving Section 6 of your documentation, the CSU will activate your computer account within the School of the Environment.
   When initially logging on to a computer in the School, you will need to enter your FAN details.
   If you encounter any problems, please contact the CSU Help Desk – extension 13787, room 2023 physical sciences building, email csu@flinders.edu.au.
   - **N. B.** The use of Computing Resources is a privilege and dependent on your compliance with the rules and regulations defined in the University’s policies and procedures: [http://www.flinders.edu.au/ppmanual/computing.html](http://www.flinders.edu.au/ppmanual/computing.html)
   Network storage space is available for the storage of files related to your studies/research/employment at the university. Any files not related to your studies or those deemed offensive or inappropriate may be removed.
   When you leave the School computer network, accounts are closed and data archived.
Copyright: Copying material from any source for which you have not been given explicit permission is a breach of copyright and is punishable by law.

5. Email
University policy is to have all Flinders email messages sent only to your Flinders email address. If you wish to forward your messages to a preferred email address, you will need to login to Email Utilities at: https://mail.flinders.edu.au/email/index.php and select ‘Forward your Email to a different email address.

Email is provided for individual use on University related work. University network and computer facilities are available to you for the pursuit of legitimate University work and may not be used for commercial gain, private business interests, promulgation of personal ideologies and vendettas, chain letters, harassment or the like.

Gaining unauthorised access to another user’s electronic mailbox or reading another person’s electronic mail without the user’s permission is prohibited.

Your Flinders University email address will also be included on the relevant School of the Environment email lists to ensure that you receive pertinent University and School messages. Various group email lists currently in use for School communication include Academic Staff / Higher Degree Students / Honours Students / Professional Admin and Technical Staff / Other Staff not already covered in the previous lists / all Staff in all of the previous lists. Please contact the School Administration Manager if you require further information regarding the group email lists. Staff members email setup is firstname.lastname@flinders.edu.au

Student’s email is initially setup as the FAN followed by @flinders.edu.au

Honours and Post-Graduate students should change their email address to the staff setup as shown above (firstname.lastname).

6. Telephone Extension Voicemail
Call extension 12345 and follow the options, to set up voicemail). Please ensure that your voicemail is activated as soon as possible to capture all calls. If you share a phone, you must ensure that a greeting is recorded which lists the names of all subscribers to that extension.

7. Research Material Storage
Research staff and students are asked to familiarise themselves with the University’s Policy on Research Practice which can be found at:

In particular your attention is drawn to section 6.4(iv) which states that “Each researcher will be responsible for maintaining research records and ensuring that arrangements are made for his or her research data and records to be stored and referenced in accordance with this Policy”. When you leave the University, you are required to provide a statement to the Head of School about where in the University your data and records have been stored.

8. Parking
University Parking is by permit or daily ticket. Information regarding permit options / costs / regulations can be found at: http://www.flinders.edu.au/campus/location/parking.cfm

Staff may wish to take note of the information regarding Salary Sacrificing parking fees. Finding a park on Campus is often more difficult at the start of Semester One.
UNIVERSITY VEHICLE USE

1. Use of University Pool of Vehicles

The University pool of vehicles can be booked via the Transport Office, located in the Services Section, Car Park 9.

- Call extension 12015 for vehicle availability.
- See Kristy Johns for the official duplicate University Vehicle Booking Form; you also need to provide the correct account number.
- When you have completed the form, the white copy is handed to the University Transport Office staff in exchange for the keys to the vehicle you have booked; the yellow copy is filed in the School. Your current driver’s license must first be registered at the Transport Office.

2. Use of School 4WD Vehicles

There are 2 School Four Wheel Drive Vehicles.

The following procedures must be adhered to:

- Your current Driver’s License must be registered at the School Office (ES 132), level 1 of the ES building, where it will be copied and filed.
- For enquiries and bookings of these vehicles, please contact: Kristy Johns via email kristy.johns@flinders.edu.au School Office, ES 132, phone extension 17577. A fuel card is located in the Vehicle Log Book, located in the glove box of the vehicle.
- VEHICLE LOG BOOK, in the glove box. All requested information must be entered, with an account number and signed after use and before returning the key. RAA Membership details are in the Vehicle Log Book and on the key tag.
- Vehicles must be returned on time, clean, free of rubbish and with at least a 1/4 of a tank of fuel ready for the next booking or suspension of future use or an extra service charge may be levied.

3. Conditions Applying to the Use of All University Vehicles:

(From Flinders University Website, Policies and Procedures):

3.3 Limits on driving times: Drivers must not drive for more than 3 hours without a break of 20 minutes and for a total driving time of more than 8 hours per 24 hour period.

3.4 Drivers must not use mobile phones while driving unless a hands-free kit is used.

3.5 Smoking is not permitted in any University Vehicle.

3.6 With the exception of 4WD vehicles, University vehicles are not to be driven in 'off road' situations.

3.7 All drivers of University pool Vehicles are required to register with the Transport Office and hold a current driver’s license appropriate for the class of vehicle to be driven.

5.2 Vehicles must be returned on time, clean, free of rubbish and with at least a 1/4 of a tank of fuel ready for the next booking or a service charge will be levied.

5.3 If it becomes apparent that a vehicle will not be returned on time the Transport Office must immediately be notified on 8201 2015.

5.4 Vehicles must be returned with keys and logbook completed. If the vehicle is returned after hours the vehicle should be locked and keys and logbook deposited through the after-hours slot in the wall of the Transport Office.

The charge for all University vehicles is 95 cents/km.
FACILITIES IN THE SCHOOL OF THE ENVIRONMENT

1. University Internal Mail and Australia Post Delivery and Collection Service
   - Campus Services deliver and collect Australia Post and internal mail twice daily.
   - All Mail items are delivered to / collected from the three Area Offices: ES 203 / HS 5.18 / SSN 318 at approximately 9:15am in the morning and 3:15pm in the afternoon.
   - All incoming mail is sorted and distributed to individual ‘Pigeon Hole’ boxes. Incoming mail for Honours and Higher Degree Students is placed in the collective ‘Pigeon Hole’ boxes provided.
   - All outgoing mail must be placed in the large white Australia Post box, available in each of the three Area Offices, for the twice daily dispatch.
   - Internal mail envelopes can be used for items posted within the University. Postage Stamps are only required for personal outgoing mail with a destination outside the University.

2. Printing, Scanning, Photocopying and Faxing
   **ES building 45 - Room 203:**
   - Large, freestanding Ricoh: ES203-SOTEPrintRoom-R5000 on abyss.isd.ad.flinders.edu.au
     - Colour printing / scanning / photocopying (PIN protected) / fax.
   - Smaller Ricoh on the table: ES203-SOTEPrintRoom-R430 on abyss.isd.ad.flinders.edu.au
     - Colour printing only.
   **HS building 20 - Room 5.17:**
   - Colour printing / scanning / photocopying (PIN protected) / fax.
   **SSN building 32 - Room 318:**
   - Colour printing / scanning / photocopying (PIN protected) / fax.
   - Larger machines generally have stapling and photocopy enlargement / reduction facilities.
   - For assistance and / or a PIN for photocopying see the Professional staff.
   - Duplex (double-sided) printing and photocopying should be used whenever possible.
   - Keep to a minimum for the sake of School resources and the Planet.

3. Stationary / Petty Cash / Laminating / Coil Binding / Printing of Posters
   **STATIONARY:** - Available on campus at the Retail One Shop - Small purchases (no more than $50) may be reimbursed from petty cash via the Faculty Finance Officer, with prior approval from your Supervisor and the Dean: SotE. Tax invoices for the items purchased must be provided.
   - Available from the FSE Store, with your allocated account number.
   - The FSE Store also stocks/orders laboratory basic consumables and chemicals.
   **LAMINATING / COIL BINDING:** See School Office / Gail Jackson – ES 232
   **POSTERS:** See Rob Keane or Central Library Unicard Copy Shop http://unicard.com.au/flinders/

4. Common Rooms for Tea / Coffee / Lunch Breaks in the School of the Environment
   Facilities include: Continuous flow, cool or boiling filtered drinking water / refrigerators / microwaves / toasters / limited crockery and cutlery. They provide a comfortable place, remote from your computer or lab, where everyone is encouraged to visit, for a valuable break away from work and the chance of a social or work-related chat with peers / academics / professional staff. You return to work refreshed and more productive.
   **N. B. RESPECT THE PRIVILEGE!** A Tea Lady / Cleaning Staff attempt to keep Common Rooms hygienically clean and tidy. IT IS YOUR RESPONSIBILITY to rinse all dirty crockery and cutlery, load them in the dishwashers; wipe up spills, keep sinks clean and clear of food; continually manage your own refrigerator items, regularly disposing of items you no longer want or anything you see left behind that may cause contamination.
LABORATORY / FIELDWORK TECHNICAL ASSISTANCE

A friendly team of Professional Laboratory Technical Staff in the School have a wide range of skills to provide assistance for many and varied tasks. Major roles of the Laboratory Technical Team include:

- Setting up teaching and research labs and providing support whilst the labs are in progress.
- Maintaining / cataloguing / storing a large range of School equipment used in all areas for research and teaching labs and in the field.
- Maintaining stocks of consumables required in lab and fieldwork activities and for lab and field equipment and demonstrating to academic staff and students the use of lab and field equipment.
- Providing assistance to assemble lists of field gear and attending remote fieldwork if required.
- Enforcing safe practices and lab rules and organising areas used for storage of equipment and collected samples.

IT MAY BE TEDIOUS BUT FORWARD PLANNING AND PREPARATION AT THE START OF A PROJECT IS BY FAR THE MOST IMPORTANT PART AND CAN SAVE TIME AND HASSLE IN THE LONG RUN.

1. The following procedures are essential

- Initially, your Academic Supervisor needs to email the Technical Staff with an outline of the project requirements; the expected timeframe of the work; the desired equipment etc.
- All relevant paperwork MUST be completed: Equipment Reservation Form / WHS Risk assessments and Procedures / Fieldwork Guidelines / Itineraries / Checklists.
- The Academic Supervisor and Dean of the School need to sign all the forms.
- Signed and completed paperwork is then returned to the Technical Staff.

The University sets strict Work Health and Safety protocols to maintain its high reputation and this in turn, keeps insurance premiums low and saves the University a great deal of money. The Deans of the Schools are held responsible for WHS within their own Schools and are reliant on Academic Supervisors to ensure all teaching and research projects are well planned and that the correct procedures are strictly adhered to from start to finish.

The University Work Health and Safety System WHS Website: http://www.flinders.edu.au/ohsw/

New staff and students to the University should take some time to read the information found on the above website – you never know when you might need it in a hurry.

2. Laboratory Protocols

- Never adopt too casual an attitude in any lab and always be conscious of potential hazards.
- Always wear sensible clothing and footwear; read and follow Risk Assessments and establish the potential hazards for any procedure you use. Seek assistance and / or advice where necessary.
- Always read and follow the Procedures and adopt safe practices when working with chemicals and disposing waste materials.
- Always ask for assistance and instruction when using unfamiliar equipment. There could be serious hazards or if damaged, an expensive repair / replacement cost. Carelessness could result in the person responsible being charged for all or part of the damage.
- Be mindful of other lab and equipment users and always set a good example for undergraduates.
- It is your responsibility to keep all study and lab areas you use clean & tidy at all times.
3. Equipment and Sample Storage Protocols
See the Technical Staff for advice and / or permission to store samples and / or project related equipment etc. There is limited space available, especially in Cold Rooms, Fridges and Freezers. Everything stored must be properly packed to conserve space and clearly labelled as follows:

NAME / SUPERVISOR / DATE / DISPOSAL DATE: (cannot be indefinite) / DESCRIPTION. IT IS THE OWNERS RESPONSIBILITY TO REMOVE OR CORRECTLY DISPOSE OF ALL MATERIAL STORED, BEFORE LEAVING THE UNIVERSITY, WHEN THE RESEARCH WORK IS COMPLETED.

N. B. INCORRECTLY LABELLED ITEMS MAY BE SUBJECT TO REMOVAL FROM STORAGE

4. Finally, Electrical Safety - important information
The School arranges Electrical Safety Testing for all School electrical items.
NEVER WORK ON ELECTRICAL INSTALLATIONS OR APPLIANCES YOURSELF.

N. B. All personal appliances, including communication devices and chargers, brought into the school must be tested for electrical safety. See Technical Staff for more details.

A final word to new Honours Students: As undergraduates, you studied hard and as a result became eligible to be accepted into the Honours program offered in the School of the Environment. The challenge this extra study will bring means the opportunity to gain valuable experience by specialising more in your chosen field as well as broadening your career prospects. As enlightening as the Honours year can be, it can often be rather daunting and it may be helpful to note that achieving perfect results will be rare. The greatest success is achieved by demonstrating your ability to solve problems along the way.