

*Research Fellows  
and  
Graduate Student  
General Services Handbook*



ARC Centre of Excellence  
**Coral Reef Studies**

James Cook University  
Townsville Qld 4811  
Australia  
Phone: +61 7 4781 4000  
Fax: +61 7 4781 6722  
Email: [info@coralcoe.org.au](mailto:info@coralcoe.org.au)  
[www.coralcoe.org.au](http://www.coralcoe.org.au)

**last updated: Thursday, 15 March 2012**

*Innovative science for sustainable use of coral reefs*



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# About the ARC Centre of Excellence for Coral Reef Studies

## Background

The ARC Centre of Excellence for Coral Reef Studies was established in 2005 under the ARC Centres of Excellence program, with ARC funding of \$12m over five years from 2005 to 2010. The Centre's performance was formally reviewed by ARC in September 2008 and the core funding has been extended to the end of 2013. The mission of the Centre is to be the world leader in providing the scientific knowledge necessary for improving coral reef management globally.

The ARC Centre of Excellence (CoE) is a partnership of James Cook University, the Australian Institute of Marine Science, the Australian National University, the Great Barrier Reef Marine Park Authority and the University of Queensland with formal collaborative links to 24 additional institutions in nine countries. A primary goal of the Centre is to develop and undertake research programs of international significance that transcend traditional disciplinary, institutional and geographic boundaries.

## Research

The Centre of Excellence's focus is on eight research programs:

### Program 1: Evolutionary and environmental change

Knowledge of the past improves our ability to predict future influences of natural environmental variability, human impacts, and climate change on coral reefs. Centre researchers use fossil and historical records to develop novel methods to identify potential causes of global change in biodiversity and ecosystem function. Together with ecological studies, this broad array of work provides a unique perspective on community change that ranges from centuries to millennia.

### Program 2: Understanding and managing coral reef biodiversity

Though widely recognised as a critical factor for the maintenance of robust ecosystems, biodiversity at local and global scales is poorly understood. The Centre aims to understand the mechanisms and processes that maintain coral reef biodiversity by using a combination of mathematical modelling, field studies and phylogenetic analyses. This multi-disciplinary approach informs knowledge-based management of biodiversity resulting in environmental, social and economic benefit to tropical maritime nations.

### Program 3: Marine reserves and reef connectivity

Networks of marine reserves (no-take zones) are used to manage biodiversity and fisheries. Consequently, zoning for multiple levels of usage and protection is fast becoming the principal mechanism in the management of maritime resources. An improved understanding of marine connectivity and barriers to dispersal is central to this endeavour.

### Program 4: Genetic, molecular and physiological processes

This diverse program seeks to understand coral reef processes at a molecular and physiological level to examine potential mechanisms for adaptation and acclimatization to environmental change. Specific areas of study include biochemical analysis of coral-zooxanthellae interactions, coral bleaching, physiology, sub-lethal stress indicators, energetic modelling, coral diseases and genomics.

## **Program 5: Resilience of linked social-ecological systems**

This program seeks to provide new solutions to managing resilience and coping with change, uncertainty, risk and surprise in complex social-ecological systems. The objective is to improve the governance and management of natural systems and enhance their capacity to sustain human and natural capital. Innovative multi-disciplinary research combines expertise on coral reef biology, management, governance, economics and social sciences.

## **Program 6: Conservation planning for a sustainable future**

The next generation of systematic planning tools to promote sustainable use of the natural resources in marine, freshwater and terrestrial environments will be developed by this program. It will assist agencies, non-government organisations, statutory authorities, and community groups to decide where, when and how to allocate management resources to benefit biodiversity and ecosystem services.

## **Program 7: Policy development, institutions and governance of coral reefs**

Program 7, launched in 2009, addresses the multi-faceted challenges of improving coral reef governance. Because it is people, rather than fish or coral that must be managed, this multi-disciplinary research program covers cultural, political, historical, and economic aspects of coral reef management at multiple scales. Program 7's activities are global, with a major focus on the Great Barrier Reef, on the rapidly evolving coastal resource management and governance challenges in Melanesia and the Coral Triangle, and in countries throughout the Indo-Pacific region.

Program 7 addresses the global political and economic drivers of resource-use at several scales, and focuses on understanding the cultural, social and political dimensions of coral reef tenure systems and resource use, both contemporary and historical. We are engaged in capacity-building activities in many countries, working with NGOs and national governments. In the Solomon Islands and Papua New Guinea, Simon and co-workers are developing locally relevant and culturally appropriate educational resources for improving coral reef fishery management.

## **Program 8: Genomics and metagenomics of coral reefs**

This cutting edge program, launched in 2009, is based around the structure and function of the genomes of corals, their dinoflagellate symbionts and associated bacterial communities – the “holobiome”. The long-term aim of Program 8, in association with Program 4, is to understand how the “holobiome” functions under normal and stressed states. The key elements of this program in the immediate future are:

- Sequencing the coral genome and dinoflagellate transcriptome using the latest high-throughput molecular technologies.
- Identifying the genes and pathways of particular interest for functional analyses in the holobiont, enabling the application of genomic, biochemical and genetic approaches.
- The application of large scale genomic approaches to better understand key biological traits of corals. Which include symbiosis, calcification and disease-induced mortality.

This program will provide unique perspectives on a range of important issues including coral disease, stress responses and the consequences of climate change. Ultimately it will improve our capacity to predict how whole reefs will respond to these environmental challenges.

## ***How does the Centre Support its Postdoctoral Fellows (Research Fellows) and Students?***

### **Research Costs**

The Centre is the world's largest provider of graduate training in coral reef science. A substantial part of the ARC Centre budget is used to support the research costs associated with the direct research interests of Postdoctoral Fellows. Conference travel and other costs associated with the direct research interests of students are also covered by Centre funding to graduate supervisors.

Students and Postdoctoral Fellows are heavily involved in multi-nodal (video-conference) research seminars and quarterly review/planning meetings for each of the Centre's Programs. Students and Postdoctoral Fellows are invited to take an active role, and to present their research. The Centre's seminars are advertised by email and listed on the CoE website at URL <http://www.coralcoe.org.au/>

### **Centre Events**

#### **Annual Centre Symposium, Public Forum and Postdoctoral Retreat**

The Centre's Annual Symposium and Public Forum brings together the collective research capabilities of the Centre; to meet and learn from each other; to showcase the Centre's research achievements to other researchers, industry groups, government and the wider community. The Postdoctoral Retreat is held just prior to the annual symposium.

#### **National Student Mentoring Day**

The Centre convenes a national student mentoring day following the annual Australian Coral Reef Society Conference. A range of mentoring activities is targeted at all graduate students. Sessions are focused on enhancing students' research and publication skills. The Mentoring Day facilitates interaction with other researchers and assists students with career development activities.

#### **ARC Fellowship and Grant Writing Workshops, and mentoring**

The workshop assists early career researchers and PhD students to attract funding to further their careers. Professor Terry Hughes runs this workshop at UQ and JCU to coach Postdoctoral Fellows and graduates in the methods and techniques for writing successful grant applications.

Ongoing one-on-one mentoring through the grants applications process is also provided.

### **Centre Website**

The Centre's website at <http://www.coralcoe.org.au/> provides the global community with the latest information on the Centre's research activities and achievements and, importantly, gives its members (YOU!) the opportunity to be introduced to the world.

- Postdoctoral Fellows and their projects are highlighted on the Research Fellows' web page at <http://www.coralcoe.org.au/people-postfellows.html>.
- Students and their projects are highlighted on the Student's web page at <http://www.coralcoe.org.au/people-students.html>.

Important: To keep the Centre's website up to date please provide the following:

- For students - current short biography (where you are from, your course of study i.e. PhD or Masters, what your thesis is about, who supervises you, what you enjoy doing in your spare time, your family/kids etc), accompanied by a recent photo of yourself and your thesis title.
- For Postdoctoral Fellows – current short biography, research interests and select publications.

## Media

The Centre assists with promoting Postdoctoral Fellows' research to the world via the Centre's media advisor, Julian Cribb.

Forthcoming publications provide the Centre with an opportunity to organize a media release, so you are encouraged to let the Centre know in plenty of time. Please contact Jenny Lappin ([jennifer.lappin@jcu.edu.au](mailto:jennifer.lappin@jcu.edu.au)) who will liaise with Julian regarding a media release on your behalf. The Centre's media releases can be found at <http://www.coralcoe.org.au/news.html>.

## Research and Centre Publications

The Centre maintains a record of all work published by staff and students. Publications are promoted on the Centre's website and printouts of most of these works are available from the publications boards located upstairs in Building 32 and Building 44.

Students and Postdoctoral Fellows are required to email a copy of their research publications (in PDF format) to Lewis Anderson ([lewis.anderson@jcu.edu.au](mailto:lewis.anderson@jcu.edu.au)). As well, Postdoctoral Fellows are required to enter their publications into JCU's bibliographical database found at [ResearchOnline@JCU](#). Many of these publications will also be included in the calculation of the Centre's Research income, hence the importance of regularly adding your publications to ResearchOnline@JCU.

The Centre produces an annual report which is submitted to the Australian Research Council in March of each year.

## Acknowledgements and address

Postdoctoral Fellows and students are required to include the Centre's address on papers and acknowledge funding from The Australian Research Council, e.g. "This research was supported by an award to the ARC Centre of Excellence for Coral Reef Studies".

Address: ARC Centre of Excellence for Coral Reef Studies, James Cook University, Townsville, Queensland 4811.

The Centre's policy on acknowledgements and address is detailed at: <http://www.coralcoe.org.au/members/members.html>

## Centre Alumni

Students and Postdoctoral Fellows are asked to provide the Centre with an update for the Alumni page on the Centre website so that the Centre can continue to promote your research and career development. The Centre would like to know where you have moved on to, if you have taken up a new position, what you are doing and the organisation you may now be with. Please refer to <http://www.coralcoe.org.au/people-alumni.html> for some examples.

## Code of Conduct for the Responsible Conduct of Research and Intellectual Property Policy

The Centre has a responsibility to ensure that all academic and research staff and HDR students have a copy of the guidelines which set out the responsibilities of researchers under the Code and the IP Policy.

The full code and policy can be found at:  
[http://www.jcu.edu.au/policy/research/allresearch/JCUDEV\\_009786.html](http://www.jcu.edu.au/policy/research/allresearch/JCUDEV_009786.html) [Code]  
[http://www.jcu.edu.au/policy/research/allresearch/JCUDEV\\_009787.html](http://www.jcu.edu.au/policy/research/allresearch/JCUDEV_009787.html) [IP Policy]

## Research Data: Storage and Management @ JCU

The following outlines current and future directions for **storage and management of research data** at James Cook University. The document is designed to make researchers and their Head of Schools aware of their obligations and the obligations of the university relating to research data management. In particular, we would like to draw attention to **current** and **future options** for the storage and management of data at JCU.

### Why store your research data centrally, and share it?

There are many reasons why catalogued central storing, and subsequent sharing and re-use of data can contribute significantly to the effectiveness of research in all disciplines:

- Most storage media (like CDs & USB sticks) degrade over time eventually becoming unusable, so-called 'bit rot'
- Often data collection cannot be repeated because it relates to a particular time or event, or was difficult or expensive to collect
- Once data is lost or destroyed it is gone forever. However, if kept secure, archival data can potentially contribute to new research, enabling fresh discoveries and supplement new investigations
- The data underlying published research results can be verified years after the research has concluded
- You can share centrally stored data with a select group of colleagues, including yourself (secure back-up) enhancing your capacity to collaborate
- Discoverable data storage and sharing will encourage and foster research collaboration
- Many difficult problems the world faces are multi-disciplinary in nature that benefit from drawing data from different fields of research (e.g. climate, water, health, energy, etc.) and different locations
- Preserved and curated data (with updated file formats) can contribute to time series research spanning generations
- Duplication of research effort can be avoided
- [Data Citation](#) is becoming common place, providing a reference to data in the same way as researchers routinely provide a bibliographic reference to other forms of publication.

There is currently a suite of publicly funded initiatives aimed at helping Australian researchers and institutions address the issues of data storage, discovery and reuse. These are national services that enable research data to be published and discovered, and provide recognition for doing so. Two such services are the Australian National Data Service ([ANDS](#)) and the Australian Research Collaboration Service ([ARCS](#)). Australian Competitive Grants schemes are favouring applicants who are users of national data storage, discovery and access facilities such as ANDS and ARCS.

### Current research data storage options for JCU researchers

**Internal data storage** options for JCU researchers currently include:

- Tropical Data Hub - JCU's research data repository (currently in beta development)
- Local network file server storage (contact your school IT administrator or [InfoHelp](#) for support)
- [eResearch Spaces](#) – create and manage web accessible spaces for collaboration focused on a shared project
- [JCU High Performance Computing](#) - CPU-intensive software programs and data analytics, as well as data storage and hosting (requires opening of an [HPC account](#) and a short project description)
- [eGRS](#) – a portal for higher degree research students and supervisors to store and share documents and data

Further options for research data storage, collaboration and data analysis, or information about the Tropical Data Hub (TDH), are available from the eResearch Centre (<http://eresearch.jcu.edu.au/>).

Some examples of **External data storage** and collaboration options currently available to JCU researchers include:

- The Australian Research Collaboration Service ([ARCS](#)) – 25GB free storage on the Data Fabric: login using JCU username and password for collaborative data services and video collaboration, and also cloud computing.
- [SkyDrive](#) - available via Live@EDU, is your personal online storage space with 25GB of anywhere access
- The [Australian Social Science Data Archive](#) – an active national service for the storage and publication of data relating to social sciences
- [Drop Box](#) – 2GB free storage, web accessible
- [ADrive](#) – 50GB free storage, web accessible

## Research data management: Obligations of Universities and Researchers

The [Australian Code for the Responsible Conduct of Research](#) (the Code), to which all Australian universities are signatories, outlines the responsibilities of institutions and researchers in the management of research data and primary materials.

- **Institutions** are required to provide secure research data storage and record-keeping facilities for the retention of data, identify ownership of data and ensure security of confidential research data.
- **Researchers** are obligated to manage research data in accordance with the Code by retaining, storing and cataloguing their data and maintaining confidentiality of research data and primary materials where necessary.

Compliance with the Code is a prerequisite for **ARC** and **NHMRC** funded projects; the NHMRC requires researchers to deposit their data and any publications arising from a research project in an accessible institutional repository, while the ARC encourages it. Increasingly, major funding bodies like the NHMRC, NSF, NIH and Wellcome Trust require researchers to submit a research data management plan with their application, which will most likely also become a prerequisite of applications to all Australian Competitive Grants.

Furthermore, the Code stresses that unless prevented by ethical, privacy or confidentiality matters, research data should be made available for use by other researchers. For this to occur, people need to be able to discover the existence of the data, assess its relevance for them, gain access to it, and be able to effectively re-use it. Therefore, stored research data needs to be catalogued with other information (meta-data) to give it meaning and context.

### Tropical Data Hub: Forthcoming research data storage and management at JCU

A project is currently underway at JCU to implement the infrastructure changes required to meet our obligations under the Code and facilitate research data capture and management across the University and to provide a Tropical Hub that will be the centre of a range of eResearch services and outputs from various research organisations such as government bodies and universities involved in tropical R&D. The project will assist researchers in managing data in accordance with the Code, as well as providing an institutional process for providing access to our research data. This project is partly funded by ANDS, in collaboration with the Queensland Cyber Infrastructure Foundation ([QCIF](#)), and aims to:

- Develop data management guidelines and data management plans
- Establish a process for storage, curation, retention and preservation of research data
- Record information about the data and its location to provide meaning and context (meta-data), essential for discovery and re-use by potential collaborators
- Develop a central research data framework and associated meta-data management repository
- Integrate research data and research information at JCU

The services that will be made available to researchers through the infrastructure and interfaces created by the TDH project will include the ability to register and store data collections through an online repository (similar to [ResearchOnline@JCU](#)), record meta-data (like research discipline, location, time), link data collections with grants, publications, other parties involved, a researcher's profile, and provide a legal basis for access rights, re-use and citation of data. With appropriate permissions, this information will also be published through the ANDS' [Research Data Australia](#) website as a web portal for discoverable information about (inter)national research data. This provides researchers the opportunities to share data, find new collaborators and increase their research exposure.

## Extra Postdoctoral Fellow Information

### Research Funding

#### External funding

The Centre assists early career researchers to attract funding to further their careers. A workshop is offered – see section “Centre events” on page 5.

If you are successful in obtaining a grant or need assistance or advice in relation to recent research funding and grants please contact Research Services or visit their webpages at: <http://cms.jcu.edu.au/researchservices/index.htm>.

#### Centre funding

A research allocation is made annually to cover Centre Fellows research related expenses. This allocation is managed by the Fellows and monitored by the Finance Manager.

To get a new research account set up please provide the Finance Manager with you user name/unix ID and advise SEO, RFCD codes (max 3 of each) and Type of Research.

For example,

<b>Name:</b>	John Smith
<b>User name/Unix ID:</b>	jc146238
<b>SEO</b>	770106 – 40%
	760101 – 30%
	730103 – 30%
<b>RFCD</b>	270708 – 100%
<b>Type of Research</b>	Pure Basic – 50%
	Strategic basic – 30%
	Applied Research – 20%

For more information on the above codes please go to:

<http://www-public.jcu.edu.au/researchservices/data/classification/index.htm>.

### If you are a Supervisor

If you are a supervisor:

- please advise your students that costs associated with their proposed research should be discussed and agreed with them and charged to your account. Students should seek advice from the Office Manager/Administration Officer before making any purchases. Please note that a JCU account number should not be used outside of the University – it is an internal system only.
- Refer to Supervision of Research Higher Degree Candidates at [http://www.jcu.edu.au/policy/research/supervision/JCUDEV\\_009944.html](http://www.jcu.edu.au/policy/research/supervision/JCUDEV_009944.html).

### Key Performance Indicators

Key Performance Indicators (KPIs) are measures of performance in key areas which are set by the Australian Research Council (ARC). The Centre is contractually obliged to report KPIs to the ARC annually. Funding for all or part of your research and/or appointment has been provided by the ARC and you are obligated to supply your KPI data to receive this support. You will be required to complete a KPI workbook each quarter and forward it to the Centre’s KPI Officer. Your new workbook will be emailed to you by the KPI Officer.

The purpose of KPIs is to impress upon the ARC how valuable our research is in terms of producing the outcomes. It is to demonstrate that someone is using or paying for the knowledge the Centre produces. This includes consultancies, research services, industry partnerships, advice to NGOs and governments, influence on policy, training services etc.

## Extra Student Information

### What are our goals for the Centre students?

- To build human capacity and expertise in coral reef science, by supporting and training outstanding students from countries all over the world.
- To further the career development of students and early career researchers, and to have strategies in place to achieve this goal.
- To focus on graduate student's career building aspects: mentoring, career development, generic skills, etc.
- To encourage students to interact with Centre researchers from alternative nodes, and to move student activities around to recognise activities of a national centre.

### Student Committee

The Centre has established a student committee with representatives from each node of the Centre. Membership of the Committee is determined annually through nomination/self nomination.

The Centre's Student Committee is provided with a \$40,000 annual budget towards graduate student activities which will bring the Centre's students together and to enhance the graduate experience beyond their direct research project and interests.

Terms of reference:

- Point of liaison for students with CoE management
- Point of contact for students.

Committee members are:

- |                                 |  |
|---------------------------------|--|
| • Pip Cohen (Chair, JCU)        | <a href="mailto:pip.cohen@jcu.edu.au">pip.cohen@jcu.edu.au</a>   |
| • Christina Hicks (JCU)         | <a href="mailto:chrstina.hicks@my.jcu.edu.au">chrstina.hicks@my.jcu.edu.au</a>                         |
| • James Tan (JCU)               | <a href="mailto:james.tan@my.jcu.edu.au">james.tan@my.jcu.edu.au</a>                                   |
| • Amelia Wenger (JCU)           | <a href="mailto:amelia.wenger@gmail.com">amelia.wenger@gmail.com</a>                                   |
| • Renata Ferrari Legorreta (UQ) | <a href="mailto:renata.ferrarilegorreta@uqconnect.edu.au">renata.ferrarilegorreta@uqconnect.edu.au</a> |
| • Sandra Binning (ANU)          | <a href="mailto:sandra.binning@anu.edu.au">sandra.binning@anu.edu.au</a>                               |
| • Dominique Roche (ANU)         | <a href="mailto:dominique.roche@anu.edu.au">dominique.roche@anu.edu.au</a>                             |
| • Jessie Short (UWA)            | <a href="mailto:shortj02@student.uwa.edu.au">shortj02@student.uwa.edu.au</a>                           |

### Travel Assistance between Nodes for Centre Students

Student Committee funds: Travel assistance aims to create a Centre-based environment that students can feel part of. The assistance is not intended to provide funds for a student to pursue their research project. This is the responsibility of the supervisors. The idea of the Centre funding travel for students between nodes is to allow for collaborations above and beyond the student's research project to strengthen inter-nodal communications, collaborations and networks which will "add- value" to the student's graduate experience.

Supervisor funds: Cross-nodal supervisory arrangements are strongly encouraged. More than 50 graduate student members of the Centre currently have multi-institutional supervisory arrangements. Students may approach their major supervisor if they would like to avail themselves of additional expertise on their supervisory committee from the ANU, UWA, JCU and UQ nodes of the Centre.

## Virginia Chadwick Awards and Prizes for Students

To promote, highlight and reward the significant research contribution that ARC Centre of Excellence graduate students are currently making in their field of study, five Virginia Chadwick 'Awards for Excellence in Scientific Publishing' (\$1,000 each) are offered annually for outstanding student publications. To be eligible for an award:

- students must be enrolled at JCU, UWA, UQ or ANU and be supervised by a Centre Chief Investigator or Postdoctoral Fellow;
- students must be the first author but not necessarily the sole author;
- the paper must be published within the preceding calendar year;
- the publication must be based on Masters or PhD research;
- research must be in the field of coral reef studies;
- the ARC Centre of Excellence address must be included in the paper;
- the student must have completed the GBRMPA database input.

Students should forward a PDF of those publications they wish to enter for these awards to the Graduate Coordinator. The deadline for submission is 31 January of the following year. Publications will be assessed by the Centre's Scientific Management Committee based on the quality of the research and the prestige of the journal the paper was published in. Where possible, winning students' will be required to present a seminar on their paper.

# People

## Postdoctoral Fellows and Graduate Students

Approximately 170 exceptional PhD, Masters and Honours students from 39 countries are supported and supervised by ARC Centre of Excellence Chief Investigators and Postdoctoral Fellows at JCU, UQ, UWA, ANU, AIMS and GBRMPA.

## Contact People

### Director

Professor Terry Hughes is the Centre Director and can be contacted via the Office Manager, on 07 4781 4000.

### Assistant Director

Professor David Yellowlees can be contacted via email: [david.yellowlees@jcu.edu.au](mailto:david.yellowlees@jcu.edu.au), ph: 07 4781 6249 or fax: 07 4781 6722.

### Chief Operations Officer

Mrs Jennifer Lappin is the Centre's Chief Operations Officer. Jenny oversees various aspects of Centre management including; staffing and funding. She can be contacted on 07 4781 4222, fax: 61 7 4781 6722 or via email to [jennifer.lappin@jcu.edu.au](mailto:jennifer.lappin@jcu.edu.au).

### Graduate Coordinator/Finance Manager

Olga Bazaka is the Centre's Coordinator for the ARC CoE students. As Graduate Coordinator she can assist you with any of the CoE student related activities. Olga can also help you with setting up your research account. She can be contacted on 07 4781 6748 or fax 07 4781 6722 or via email to [olga.bazaka@jcu.edu.au](mailto:olga.bazaka@jcu.edu.au).

### Office Manager

Rose-Marie Vasiljuk is the Centre Office Manager. Rose-Marie manages multiple roles which bring together various aspects of the coordination of the Centre, as well as being the personal assistant to the Centre Director and the KPI officer. She can be contacted on 07 4781 4000, fax 07 4781 6722 or via email to [rosemarie.vasiljuk@jcu.edu.au](mailto:rosemarie.vasiljuk@jcu.edu.au).

### Administrative Officer

Janet Swanson is our Administrative Officer who works within our general administrative office and can assist you in relation to general enquiries, travel and purchasing needs. Janet can be contacted on 07 4781 6787, fax 07 4781 6722 or e-mail: [janet.swanson@jcu.edu.au](mailto:janet.swanson@jcu.edu.au).

### Administrative Assistant

Louise Lennon is our Administrative Assistant who works within our general administrative office and can assist with general enquiries. She can be contacted on 07 4781 6360, fax 07 4781 6722 or e-mail: [louise.lennon@jcu.edu.au](mailto:louise.lennon@jcu.edu.au).

### Postgraduate Liaison Officer (PLO)

Professor David Yellowlees is the Centre's Postgraduate Liaison Officer. If you are a student and you feel that there is a problem with your supervisor(s) over any issues in your research, please contact David. If the supervisor is the PLO, and students feel the need to discuss an issue or problem, they should contact the Centre Director, Professor Terry Hughes.

### Safety Officer

The Centre Safety Officer is Rose-Marie Vasiljuk. She can be contacted on 07 4781 4000 or via email to [rosemarie.vasiljuk@jcu.edu.au](mailto:rosemarie.vasiljuk@jcu.edu.au).

## First Aid Officers

Most researchers have first aid certificates. Our appointed first aid officers are: Ashley Frish (Rm 110) x5281; Vimoksalehi Lukoschek (Rm 112) x6294; and Vanessa Messmer (Rm 121) x5531

## Fire Wardens

The Centre wardens are Rose-Marie Vasiljuk x4000 (Building Warden), Janet Swanson and Sally Keith (Fire Wardens).

## Confidentiality

Information concerning the personal details of staff and students will not be released unless written permission has been obtained from the person concerned.

## Who can help you?

FUNCTION/PROBLEM/ISSUE	ARC CoE STAFF RESPONSIBLE/ABLE TO HELP  (please contact in order listed)
Enrolment	International Student Centre/Graduate Research School
Settling in and orientation	Supervisor / Graduate coordinator/ISC/GRS
Initial contact/orientation	Supervisor / Graduate coordinator/ Office Manager/International Student Centre/Graduate Research School
Infrastructure support (desk space, keys, laboratory space furniture)	Office Manager /Supervisor / Graduate coordinator
Travel/purchasing/general queries	Administrative Officer / Office Manager / Graduate Coordinator
Problems with University/Graduate Research School administration	Graduate coordinator / Assistant Director / Chief Operations Officer
Research project related issues	Supervisor / Postgraduate Liaison Officer
Eligibility to do research	Supervisor / Graduate coordinator / Postgraduate Liaison Officer
Funding	Supervisor or Graduate coordinator
Problems with a supervisor	Mentor/ Postgraduate Liaison Officer
Confirmation of candidature	Supervisor / Graduate coordinator
Exit seminar	Supervisor / Graduate coordinator
Academic progress issues	Supervisor
Deadlines	Supervisor / Graduate coordinator
Completion	Supervisor / Graduate coordinator
Submission of proposal, literature review, project reports	Supervisor
Examination of proposal, literature review, project reports (minor thesis)	Supervisor
Personal problems impacting progress	Supervisor / Graduate coordinator/ Mentor/ Postgraduate Liaison Officer and /or Student counselling service
Social integration into ARC CoE/JCU student body	Supervisor / Graduate coordinator

## General - JCU

### James Cook University - the Centre's Administering Institution

As James Cook University (JCU) is our administering institution, we need to comply with their policies and procedures and therefore you may on occasion need to liaise with the university administration. Always refer to the JCU campus map if you need to locate a building or to find a room at: <http://www.jcu.edu.au/maps/>

### Main Administration Centre (Ken Back Chancellery Building DA1)

Building DA1 is the main administration centre of the university and a hub for the following departments:

- Financial and Business Services;
- Human Resources; and
- Student Administration.

### Graduate Research School (Building DB32, Ground Floor)

The Graduate Research School (GRS) provides a service to research students and their supervisors. The GRS administer:

- all research masters, PhD and research professional doctorate programs offered by JCU;
- scholarships for research students;
- a structured program for all research students;
- induction sessions for research students in Townsville and Cairns;
- a generic skills program of workshops and seminars in Townsville and Cairns; and
- a statistical support service.

GRS enquiries should be directed to Phone: +61 7 4781 5861, Fax: +61 7 4781 6204, Email: [researchstudenthelp@jcu.edu.au](mailto:researchstudenthelp@jcu.edu.au). The website is: <http://www.jcu.edu.au/grs/>

### Research Services (Kevin Stark Building DB19, Ground Floor)

Research Services aims to advance research at James Cook University, the reputation and performance of JCU as a major international research university focussing on tropical research issues through the provision of high quality administrative support. It is the prime point to get information about grants, research data and policies, research commercialization, ethics and integrity as follows:

- External Grant Schemes
- Internal Grant Schemes
- Funding Opportunities Databases
- Grant Applicants
- Recent Research Funding
- Research Commercialisation
- Research Contracts & Consultancies
- Intellectual Property
- Legal Support
- Research Information Management System (RIMS)
- Research Publication Collection
- Research Classification Codes
- Research Statistics Compendium
- Research Performance Model
- Research Policies
- Animal Ethics
- Human Ethics
- Aboriginal and Torres Strait Islander Research
- Clinical Trials
- Research Integrity.

Research Services enquiries should be directed to Phone: +61 7 4781 5011, Fax: +61 7 4781 5521. The website is: <http://cms.jcu.edu.au/researchservices/index.htm>

## **General - Centre of Excellence Office**

### **Administration Office**

The Centre's Administration Office is located on the top floor of Building DB32 (Sir George Fisher Building), Room 131, James Cook University Townsville QLD 4811. It is located at the end of Green Close off the Ring Road. All initial enquiries for the Centre should be directed to this office.

### **Centre Property**

It is important to note that any equipment, software, hardware etc purchased from a Centre account remains the property of the James Cook University.

All equipment over \$5,000 is allocated an asset number (marked on the item concerned), which is tracked by a central University database. Regular asset audits are completed at James Cook University and staff/students may be required to produce any assets they are using on request. All other equipment purchases, no matter what the value, are registered on a Portable and Attractive Register and are audited internally by either the Office Manager or Graduate Coordinator/Finance Manager.

This property **MUST** be returned to the Centre on your departure from the Centre.

### **Conference/Meeting/Seminar room**

The Centre of Excellence has two meeting rooms:

- DB32, Room 114 - the main video conference room; and
- DB44, Room 9.

Seminars and formal meetings are held in DB32, Room 114. The room is equipped with videoconferencing and data projection facilities, whiteboards and a Polycom (conference phone). The rooms can be booked in the meeting room diaries provided in the CoE office or if you are off campus through the Office Manager.

Graduate students are welcome to use the DB44, Room 9, especially as a forum to interact socially with other students and staff.

### **Equipment**

Equipment, located in dedicated rooms and laboratories under no circumstances should be moved without prior permission from the Laboratory Manager.

### **Housekeeping**

Students are required to keep their working areas safe, tidy and uncluttered. Food must only be kept in the kitchen fridges, NOT in the laboratory fridges. Food and drink must only be prepared in designated areas within approved rooms.

### **Keys/Locks**

Please see the Office Manager to obtain your room allocation and keys. If you lose a key, you will need to cover the replacement costs. You will be issued with a building key, a room key and a lab key (if required).

For security reasons, the building is locked each night by 9.00pm. For further details refer to the 'Security' section.

Please return your keys on completion of your employment/degree. A \$30 penalty fee for non-return of keys will be charged.

Keys should not be lent to anyone. Copying of keys is not permitted.

## **Kitchen Facilities and the Coffee Club**

There are microwave, coffeemaker, fridge and dishwasher facilities in the Centre kitchens. You are responsible for your own crockery. It is asked that everyone clean up after themselves and not leave empty containers in the fridge.

The Centre operates a Coffee Club. Please notify our Administration Officer (Janet Swanson) should you wish to become a member. Member contribution is \$3.50 per week, which is spent on purchasing milk (for coffee and tea only – not your breakfast), coffee, tea and an occasional party. Payments should be made in advance to Janet Swanson.

## **Mail/Parcels**

In-coming mail is delivered at approximately 2:30pm Monday - Friday. At that same time, out-going mail is also collected from the Centre.

We sort and place the mail in the pigeon holes (located in DB32-113) by 4pm each day. Parcels are delivered to the main office, usually separate to the mail (throughout the day) and you will be notified via email if a parcel arrives for you.

### **External mail**

To send mail external to JCU, you are to charge the cost of mailing to your account. Please:

- use an official JCU envelope,
- write your account number (students can obtain the account number from their supervisor) on the upper right hand corner of the envelope, and
- place the mail in the mail box which is located on the wall (near the water dispenser) on the ground floor of DB32.

### **Internal mail**

To send internal mail (within JCU Townsville and JCU Cairns only) please:

- use one of the re-useable envelopes kept in Room 113. Cross out the last addressee and re-address to the person/department to which you are mailing. There is no charge for internal mail.
- place in the mail box (location as mentioned above).

### **Private mail**

Private mail with stamps attached, can be placed in the mail box (location as mentioned above).

## **Mulfi-Function Device (MFD) (printing, fax, photocopying, scanning)**

The Centre has three MFDs:

- DB32, Room 106 and Room 115 (just off the conference room kitchen)
- DB44, in the central open area.

The MFDs are not to be used for personal purposes. The Centre cannot accept cash payments for personal use of the MFD.

### **Access**

Access to the Multifunctional Devices (MFDs) is gained through the completion of an MFD Access form which is available from the Office Manager.

## Fax

Faxes can be sent through the Centre's MFD located in the printing areas at DB032-106, DB32-113 and DB044 (Pizza Hut). The fax numbers for these machines are:

+61 (0) 7 4781 6722 at DB032-106 (Sir George Fisher Building)  
 +61 (0) 7 4781 3115 at DB032-113  
 +61 (0) 7 4781 5315 at DB044 (Pizza Hut)

## Photocopying

To photocopy you require a staff/student card.

## Printing

We encourage double-sided printing where possible. Printing charges will be coded to either your SSA, IRA etc account or to your supervisor's account.

## Scanning

You can scan documents and email to yourself.

## Copyright

Staff/students wishing to photocopy books, articles, etc. or any other copyright material must comply with the provisions of the Copyright Act, see [http://www-public.jcu.edu.au/libcomp/JCUPRD\\_031272](http://www-public.jcu.edu.au/libcomp/JCUPRD_031272).

## Parking

Designated areas are set aside for parking. These areas are classified as either free or permit parking areas. For further information go to: <http://www.jcu.edu.au/fmo/services/parking/forms/index.htm>

General Permits for students and staff are on sale at the JCU Bookshop at Townsville at the beginning of the year. Applicants should take a completed application form to the bookshop cashier who will accept payment of the fee and issue a permit sticker. You will be fined if you park in a permit area without having a permit.

## Telephone and Voice Mail

Telephones are not to be used for personal purposes – phone usage is monitored. The Centre cannot accept cash payments for use of phones for personal needs or international calls.

### Internal, local and national telephone access and faxes:

- Internal calls/faxes within JCU are made by using the last four digits of the JCU phone/fax number, e.g. 4781 4000 would be called internally on 4000. No charge applies.
- Local and STD (national) telephone calls related to your project will be covered by the Centre. International dialling access is not provided.

## Voice Mail

Each telephone has a voice mail facility. For full instructions on how to set up your voice mail go to: [http://www.jcu.edu.au/itr/units/communications/servicesprovided/JCUPRD\\_049092.html](http://www.jcu.edu.au/itr/units/communications/servicesprovided/JCUPRD_049092.html).

## Tuesday Morning Tea

The Centre holds morning tea for staff and research students every Tuesday morning at 10.30am in the Centre's conference room, Building 44, Room 9.

## Showers

Change and shower facilities are available on the first floor of the Sir George Fisher Building (DB32). Once again you are required to keep these areas tidy and free from wet towels and toiletries to allow for cleaning.

## IT Facilities

JCU policies on the conditions of use of University computing and communications facilities is available at <http://www.jcu.edu.au/libcomp/>

### Access

- All Centre staff and students receive access to our computing facilities upon commencement of their employment/studies.
- No staff member or student may authorise or permit any other person, whether a University staff/student or not, to use their account for any purpose. Doing so will result in account suspension.

### Computers

Computers are generally ordered and in place for a student's arrival. In some cases, staff may require specialist computing, so we do not normally order a computer until you have arrived and advised us of your requirements.

Our computers are loaded with all basic programs required for everyday use, including Microsoft Office, Microsoft Outlook (for email) and are equipped with CD Burners.

### Email

All staff and enrolled students are automatically provided with JCU email accounts. Students should refer to <http://www.library.jcu.edu.au> for more information about accessing email. Any enquiry's regarding email access should be directed to Info Help **ext 5500** (located on the first floor of the JCU library).

### Internet

All staff and students are allocated an annual internet quota for internet usage. Usage is monitored automatically and on the rare occasion when your quota has been 75% exhausted, an automatic email advising of this will be sent.

For computing or phone assistance Info Help should be contacted on **ext 5500** or email [Infohelp@jcu.edu.au](mailto:Infohelp@jcu.edu.au)

### Usage Rules

- Accounts allocated to staff/students may be used only for purposes related to normal research activities and only for work related to the Centre or for which Centre has given specific approval.
- Do not attempt to install software onto the computers. If you require software that is not installed, please consult with Supervisor/Office Manager.
- Be considerate of your fellow staff/students. Any complaints regarding noise, music, untoward behaviour etc can be directed to the Centre Management and appropriate measures will be taken.

# Security

## Building

### Internal

Staff and students should not leave valuables lying around in obvious places - theft of personal belongings has been reported at the University.

On leaving your area for the day:

- turn off the lights
- close and lock the door/s (this serves two purposes: isolation of areas in the event of fire and disincentive to theft).

Any missing Centre furniture and equipment should be reported to the Office Manager or Graduate Coordinator.

### External

All entrances to the building must be locked after hours and on weekends. On weekends, security patrols frequent the building at regular intervals. Please remember to pull the door closed after you to ensure it is secure on leaving the building after hours.

## Building Evacuation and after Hours Emergency Procedures

Evacuation maps are posted on notice boards around the buildings. Familiarise yourself with the building exits and the assembly points.

Everyone MUST evacuate the building (to our designated assembly point/s immediately when a fire alarm is sounded) and follow the instructions of the building wardens and other emergency response personnel.

## Electrical Apparatus

These should not be constructed or modified by unqualified persons. Consult with the laboratory supervisor or the Safety Officer should you have special electrical requirements.

## Fire Extinguishers

These are sited in corridors and in laboratories. Please familiarise yourselves with the location, types, application and method of use of extinguishers in their area.

## First Aid Kits

- First aid kits are located at the CoE Reception Office (DB32) room 131, in both kitchens in DB32, in Lab 4 in DB32 and at the Reception Counter in DB44.
- Any deficiencies in the kit should be reported to the Centre Administration immediately.
- First Aid kits for field trips are also available by completing a camping requisition; students should see the Safety Officer to obtain the form. Students are required to familiarise themselves with the contents **BEFORE** going into the field. First Aid and resuscitation courses are run during the year; students should seek approval of their supervisor and then contact the Safety Officer if they want to attend any of these courses.

## Fume Cupboards

These differ in their specific applications to various chemicals. If you want to use any of these units, please consult the Safety Officer before doing so. FUME CUPBOARDS ARE NOT GENERAL STORAGE AREAS.

## **Hazardous Substances**

Prior to using chemicals for your work, staff/students should ask themselves the following questions: Do I really need to use this chemical? What are the hazardous properties of the chemical? How do I use it safely? Where can I use it safely? Can I substitute a safer chemical? If staff/students do not know the answer to any of these questions they should consult the Safety Officer before they use the chemical.

## **Personal Safety after Hours**

Should you at any time become worried about your safety, please ring the Security Guard on **ext. 5555**. A guard will be sent to assist you, or escort you to your car. If you are working late, you are encouraged to park your car as near to the building as possible after 5:00 pm.

## **Protective Clothing and Equipment**

Sturdy footwear that covers the toes, eg running shoes, is required in laboratories and workshops. Open toed sandals and thongs are banned from research laboratories, workshops and preparation areas. The Footwear Policy is strongly enforced.

## **Workplace Health and Safety (WH&S)**

Workplace Health and Safety within the University comes under the Workplace Health & Safety Act and Regulations.

The WH&S Policy can be found at: [http://www.jcu.edu.au/policy/safety/JCUPRD\\_051837.html](http://www.jcu.edu.au/policy/safety/JCUPRD_051837.html)

Students and staff should speak to their Supervisor if they are uncertain about the safety aspects of any item of equipment, procedure or chemical when working in the Centre lab.

## **Smokefree Workplace**

Please read the JCU policy at: [http://www.jcu.edu.au/policy/safety/JCUDEV\\_008609.html](http://www.jcu.edu.au/policy/safety/JCUDEV_008609.html)

## **Field Trip Health and Safety**

Please read the JCU policy at: [http://www.jcu.edu.au/policy/safety/JCUDEV\\_011015.html](http://www.jcu.edu.au/policy/safety/JCUDEV_011015.html)

## **Ergonomic Assessment**

Please see: <https://www-internal.jcu.edu.au/whs/>

## **Medical Services**

### **Dentist**

A dentist is not available on campus, however if you are a Health Care Card holder they may visit the Townsville Hospital Dentist (in Eyre St, North Ward) at no cost. The nearest private dentist is located in the Medi-link Retail Building almost directly opposite the Uni Health Medical Centre.

### **Pharmaceutical**

The nearest pharmacy for filling of prescriptions is located in the suburb of Annandale.

### **24-Hour Medical Services**

Most of the services above have limited opening hours in the evening and on the weekend. You are encouraged to enquire about available after hours medical centres. In cases where urgent medical consultation and/or treatment are required, you may choose to contact the Queensland Ambulance service - phone '000'.

### **Uni Health Medical Centre**

The Uni Health Medical Centre is located at Shop 7 in the Medi-link Retail Building adjacent to the Townsville Hospital, 100 Angus Smith Drive, Douglas and within 100 metres of the JCU Campus. Opening hours are 8.00am to 6.00pm weekdays, telephone 4759 6300.

Note: If you cannot attend a scheduled appointment at Uni Health you must cancel your appointment. It is practice policy that a non-attendance fee may be charged for appointments that have not been cancelled.

## Operations

Costs associated with students undertaking their proposed research should be discussed and agreed with their supervisor. All purchases from this account must be approved by the student's supervisor.

Costs associated with staff undertaking their proposed research should be discussed and agreed with COO and /or Assistant Director.

### Procurement and Payment of Goods and Services

Goods and services may be procured and paid for by a variety of means:

- via petty cash (low risk items);
- via the purchasing card/purchase order (low risk items and significant purchases); and
- direct invoicing/claims (low risk items and significant purchases).

### Petty Cash

Transactions with a total cost of less than \$50.00 may be paid from petty cash. Janet Swanson is the sole Petty Cash custodian. Petty cash is not permitted for any items related to travel.

### Purchasing Goods - Purchasing Card/Purchase Order

Any item purchased relating to specific travel needs is to be budgeted for on a travel requisition (for students/OIC) and approved by the student's supervisor and the Chief Operations Officer prior to purchase. Once approved you may purchase these items and then seek reimbursement, or you may liaise with the Administration Team and provide the necessary paperwork (quote or invoice) and they will organise payment.

In regards to any other items to be purchased against your research account **PLEASE SEEK APPROVAL FIRST**, and then once again you may purchase and seek reimbursement or liaise with the Administration Team for payment.

Please be aware that the University has preferred supplier agreements and in certain categories (eg: stationery), you are not able to purchase outside of these agreements. If unsure please seek clarification from the Administration Team.

Items costing over \$2,000 require quotes to be obtained (unless they are a preferred supplier).

### Quotes

- Items costing less than \$2,000 are deemed low value and do not require formal quotes to be obtained (although you must ensure that value for money is being obtained);
- Items costing between \$2,000 to \$10,000 require a minimum of two written quotes to be attached to the Purchase Requisition; and
- Items costing between \$10,001 to \$100,000 require a minimum of three written quotes to be attached to the Purchase Requisition.
- Items purchased under a Preferred Supplier arrangement do not require formal quotes to be sought from other suppliers.
- All Purchase Requisitions must be approved by a financial delegate before they are passed to a Purchasing Officer.
- The Purchase Order must be issued prior to delivery of the goods/services.
- An official Purchase Order must be used for all such purchases.

## Purchase Order Amendments or Cancellations

If you require an amendment or cancellation on the original purchase order, you will need to contact the Administration Team. A purchase order amendment/cancellation form will be entered into the system and an amended purchase order can be mailed/faxed to the supplier (if required).

If the original order is cancelled it will cancel the commitment of funds for the purchase order on your account and allow you to spend those funds on something else. It is always wise to chase up your orders.

Important:

- Requisition Forms are available from the CoE General Office (DB 32 office 131).
- The requisition number is not the purchase order number. (It should not be quoted through to the supplier.)
- Catalogues, fliers and price lists are not legal and binding quotes.
- Consider your purchasing requirements as far in advance as reasonably possible. Due to delays in deliveries from some suppliers, it is in your best interests to avoid requesting purchasing services at short notice.
- Before arranging a purchase, ring up all possible suppliers of your order, both local and interstate, and obtain the best prices. Remember to inquire about special University prices (some suppliers give special discounts for University buyers).
- Under no circumstances are you to tell a Supplier to add items to the purchase contract. Payment above contract price will not be honoured.
- Under no circumstances are you to raise an Order without an official JCU Order Form. The University may refuse to reimburse you, as this practice is illegal.
- Under no circumstances are you to spend your own money on research related goods and services, if you wish to be reimbursed, without the approval of your supervisor.

## Direct Invoicing/Claims

Certain costs are incurred without the raising of a purchase requisition. Examples include building utility costs (rates, electricity, telephone expenses), renewals of memberships and subscriptions, legal costs and non travel reimbursements. Renewals of memberships or subscriptions (non-travel related) may be paid for with the Purchasing Card.

The other types of payment require a Payment Request to be raised and approved by a financial delegate.

## Delivery of Goods

Once goods have been received, any packing slips, tax invoices or freight dockets must be submitted to the CoE General Office so that it can be processed appropriately. If required, payment will be made from this paperwork. Please SIGN this paperwork to authorize payment and/or receipt of goods "Goods received, OK to pay".

If you have not received your goods in the time period requested on the purchase order, contact the Administration Team. It is important you keep track of your orders.

## Purchasing of Stationery

JCU has a sole-supplier contract with Corporate Express. No reimbursement for stationery purchased in Townsville can be given through Petty Cash/Payment request/Cash Expense Reimbursement in Spendvision.

## Human Resources

### Casual Appointment of Personnel

From time to time it may be necessary to appoint personnel to provide research assistance. A 'Casual Appointment Form – Research Employees' needs to be completed prior to commencement of work.

Form is available on the JCU website at [James Cook University Casual Appointment Form](#)

The University has strict policies and procedures with regard to the appointment of staff, and a supervisor will consult with the administrative staff prior to engaging their students to undertake any work. Failure to comply with University policy may result in difficulties and delays in payment, and in some cases it may prove almost impossible to pay casual or part time staff who has not been appointed in the correct manner.

This includes payment for revision of papers, transcribing of interviews, etc. If students have been asked to perform work for any University staff member or student, it is in their best interest to ensure they have completed the above mentioned form. International students should check their visa conditions to ensure they are allowed to work in Australia.

### Claim Forms

Payment claims for students who have undertaken work on a casual appointment should be made electronically through Workflow. Payment will not be made until a claim form is electronically submitted.

The link for Workflow is

<https://www.jcu.edu.au/NASApp/pae/ProcessExpress.npm?eventId=OnLoginProcessExpress>.

Please ensure that when submitting your workflow claim that you select "Janet Swanson", and not accept the default approvers list. This ensures that your claim is submitted to the correct person.

Pays are processed fortnightly. Workflow claims need to be submitted by 12 pm Wednesday, the week prior to the pay period end (8 days before payments are made).

### Staff – Annual Leave

To apply for **annual recreational leave** check with your supervisor/Chief Operations Officer to discuss the dates and duration of your leave.

Once recreation leave is approved email to the Office Manager (with a copy to the COO) advising that their leave (from XX to XX) has been approved.

### Staff – Other Leave

For any leave other than recreational leave Centre research staff should apply via JCU Workflow which is available on the JCU website at <http://www.jcu.edu.au/staff/>

If you have any problems with this process, or any questions, please speak to the Administrative Officer.

### Students - Leave of Absence from Study

The JCU "Leave of Absence from Study" policy specifies:

- how and under what circumstances a student may take approved leave from a course of study,
- student entitlements when on leave of absence and when returning from leave of absence,
- the consequences of discontinuing a course of study without formally applying for leave.

The text of this policy can be found in the Student Chapter of the Policy Library at:

[http://www.jcu.edu.au/policy/student/admission/JCUEDEV\\_017707.html](http://www.jcu.edu.au/policy/student/admission/JCUEDEV_017707.html)

## **Tax File Number (TFN) Declaration Form**

If students have not been employed within the last 12 months by the University, you will be required to complete a TFN Declaration form (available from Administrative Officer). Failure to do so will result in the application of the top taxation rate. A change of circumstances during the appointment (e.g. finishing a second job and wanting to claim the Tax Free Threshold through the University) is processed by completing another TFN Declaration Form.

# Travel

All travel for staff/students' research must be arranged through the JCU travel provider. The full James Cook University Travel Policy detailing all procedures can be found on the JCU website [http://cms.jcu.edu.au/fabs/JCUPRD\\_037550](http://cms.jcu.edu.au/fabs/JCUPRD_037550).

## Arranging Travel

Domestic Air Fares must be booked through the Travel Management Company (TMC) World Travel Professionals via:

- e-res - online travel booking tool (available via with JCU Travel website <http://www.jcu.edu.au/fabs/> );
- email – [jcu@worldtravel.com.au](mailto:jcu@worldtravel.com.au);
- telephone 1300 652 461, (07) 3220 2277 – 8.00am to 6.00pm Monday to Friday.

Overseas air fares must be booked through either TMC - World Travel Professionals or Escape Travel via: World Travel Professionals:

- e-res - online travel booking tool (available via with JCU Travel website <http://www.jcu.edu.au/fabs/>);
- email – [jcu@worldtravel.com.au](mailto:jcu@worldtravel.com.au);
- telephone 1300 652 461, (07) 3220 2277.

Escape Travel:

- email – [jcu@escapetravel.com.au](mailto:jcu@escapetravel.com.au);
- telephone 1800 019 222, (07) 4724 1061 – 8.30am to 5.00pm Monday to Friday.

## Student Travel

### Approval to Travel

All travel must be approved prior to being booked and undertaken. See [http://www.jcu.edu.au/policy/finance/expenses/JCUDEV\\_008290.html#\\_1\\_APPROVAL\\_TO](http://www.jcu.edu.au/policy/finance/expenses/JCUDEV_008290.html#_1_APPROVAL_TO)

- domestic travel must be approved by your Supervisor and the Chief Operations Officer;
- overseas travel must be also approved by your Supervisor and the Chief Operations Officer, and the Deputy Vice-Chancellor; and
- a Travel Diary must be completed and submitted for approval.

**A travel requisition, with supporting documentation, must be completed for:**

- all travel that occurs outside the boundaries of 50 km and any travel within 50 km boundaries that involves the payment of travel costs; and
- for all field trips undertaken please complete trip tracker found at: <http://ftt.jcu.edu.au/ftt/>.

**Note: you must have a fully authorised travel requisition before you organise conference payments, airfares, accommodation, etc. This is your responsibility.**

**Travel Requisition to be completed as follows:**

1. Travel Requisitions available from the Centre Admin Office.  
Complete and submit your travel requisition to Janet Swanson ASAP (at least 3 weeks prior to overseas travel, and 1 week for domestic). Ensure all the fields are completed and signed off by your supervisor, with all necessary supporting documentation attached, including a travel plan / diary – link as follows: [James Cook University Travel Plan/Diary](#)
2. Once travel is approved you will be notified via email so that you can book your airfare and make any other conference or accommodation bookings, etc.

3. Once flights are confirmed please email itinerary and tax invoice to Janet Swanson ([janet.swanson@jcu.edu.au](mailto:janet.swanson@jcu.edu.au)).
4. Flights must be booked through JCU's travel providers, either WorldTravel at [jcu@worldtravel.com.au](mailto:jcu@worldtravel.com.au) or Escape Travel (international only) at [jcu@escapetravel.com.au](mailto:jcu@escapetravel.com.au).
5. Following travel you will need to sign off on the yellow copy of your travel requisition (held in the Admin Office, DB 32 Room 131), confirming that you did travel.
6. Upon completion of travel, part 2 (yellow copy) of the travel requisition needs to be signed off and any claims/expenses must be submitted within 21 days of the travel return date, using the ARC CoE Receipt Reconciliation spreadsheet – <http://www.coralcoe.org.au/members/members.html>. Your completed ARC CoE Receipt Reconciliation spreadsheet and a clear copy of your receipts should be emailed to Janet Swanson ([janet.swanson@jcu.edu.au](mailto:janet.swanson@jcu.edu.au)), and the original spreadsheet and receipts (please ensure that your receipts are TAX INVOICES) handed in to Janet when returning signed off part 2 (yellow copy) of the travel requisition.

#### **Hints and tips to help you complete your expense reconciliation spreadsheet**

- Enter your name and travel request number (if applicable) in Column C. Save this spreadsheet as 'Last Name, Travel Requisition Number (if applicable)' before sending to Janet Swanson.
- **IMPORTANT!** To make things easier write a sequence number on each original receipt (top right hand corner). Receipt numbers should correspond with their numbers in Column A. You will need to do currency conversion ([www.oanda.com](http://www.oanda.com)) when processing overseas receipts as amounts can only be entered in AUD. Domestic receipts may include GST and a GST formula (Column E) will calculate it automatically. However, GST can be overwritten/erased if necessary. NO GST can be claimed on overseas charges. Account numbers are to be keyed in Column F and use codes picked out from the dropdown menu in Column G.

If a volunteer is travelling, a volunteer induction form must be completed prior to commencement. Form located in following link: [http://www.jcu.edu.au/mtb/resources/JCUDEV\\_018464.html](http://www.jcu.edu.au/mtb/resources/JCUDEV_018464.html)

## **Rail or Bus Travel**

Where travel by air is inappropriate or unavailable, second-class travel by rail or bus will apply for domestic travel, including any surcharge for seat bookings and/or sleepers where necessary. For international travel, the equivalent value will apply to determine the appropriate class of travel. Rail and bus travel may be booked through the contracted agent by quoting the Travel Requisition number.

## **Taxi Fares**

Ground transport fares to and from airport or other point of departure will be reimbursed on approval by students' supervisor and the Centre Director. They need to be satisfied that those costs were reasonably incurred and receipts are produced.

It should be noted that students are entitled to claim only for actual allowable expenditure of the most economical and practical form of travel. Receipts must be retained.

## Staff Travel

### Field Trip Requisition – Officer-in-Charge

In addition to each traveller completing an electronic travel requisition through Spendvision, the field trip Officer In Charge (OIC) must complete a field trip requisition via manual/paper travel requisition for all expenses.

See

[http://www.jcu.edu.au/policy/finance/expenses/JCUDEV\\_008290.html#\\_1.5\\_Field\\_Trip\\_Requisition](http://www.jcu.edu.au/policy/finance/expenses/JCUDEV_008290.html#_1.5_Field_Trip_Requisition)

The OIC is required to enter all field trip related information including:

- a travel budget for group travel expenses that will be covered by the University, and are not included in an individual traveller's travel requisition. (For example, items such as groceries, vehicle hire and equipment hire would normally form part of the field trip budget);
- the start and end date; and
- the reason for the field trip.

Where expenses are segregated and incurred by individual travellers, those expenses should appear in the individual traveller's electronic travel requisition, not the manual field trip travel requisition completed by the OIC.

Safety and transportation documentation relating to the field trip must also be completed prior to undertaking travel (refer to Field Trip Forms for details), as well as the electronic Field Trip Tracker (see below, pg 30).

### Corporate Credit Card – JCU travel only

As staff you will be supplied a JCU corporate credit card for you to pay for any travel that you may undertake. You are not able to purchase items using your JCU credit card as it is to be used for travel only.

See <https://www-internal.jcu.edu.au/fabs/finops/Travel/index.htm> for further information.

### Spendvision

A **Travel Requisition** must be completed for any domestic or international trip via Spendvision which can be found at: <http://www.jcu.edu.au/staff/>

Training must be undertaken prior to using Spendvision. Please contact [spendvision@jcu.edu.au](mailto:spendvision@jcu.edu.au) to book one-on-one training.

The Centre has specific guidelines for completing a Spendvision travel requisition. Also refer to the James Cook University Travel Policy on the JCU website at: <http://www.jcu.edu.au/fabs/>.

## General Travel Information for Staff/Students

### Bench Fees

When an occasion of travel includes a visit to a Research Facility, the Research Facility will often impose a charge to the Centre. These charges are known as Bench Fees (or Facility Fees). Ordinarily, Bench Fees are payable on a purchase order and may include fees for student's accommodation, meals, laboratory charges, permits etc.

### Camping Allowance

Where students are required to camp out overnight and food and beverages are not provided, a camping allowance of is payable. This allowance is also payable for travel to Orpheus Island. For further information go to: [http://www.jcu.edu.au/policy/allatoh/JCUDEV\\_008486.html](http://www.jcu.edu.au/policy/allatoh/JCUDEV_008486.html).

### Diving and Boating at James Cook University

James Cook University is a government workplace. As such, all diving and water-related activities are subject to workplace health and safety regulations. A summary of the correct procedures to undertake for diving are listed below, however final authority in all diving-related matters rests with the University Dive Officer, Phil Osmond (Phil can also be reached on **ext. 4729**). A list of the requirements for Scientific Diver Certification at JCU can be found here at: [http://www.jcu.edu.au/mtb/resources/JCUDEV\\_018463.html](http://www.jcu.edu.au/mtb/resources/JCUDEV_018463.html).

**Before undertaking any diving at James Cook University, students must be on the university diving register.** This involves contacting the University Dive Officer, and organising a mutually-convenient time to meet. Phil will have to view students' dive qualifications, and proof of dives (log book). Students will need to have at least a rescue diving qualification, a current AS2299 (or equivalent) commercial dive medical, as well as a current oxygen, first aid and CPR qualification. Following this, Phil will organise a time with students to undertake a practical assessment of their skills in the university pool. Before seeing Phil, ensure students have filled out a Diving Register form (or a Snorkelling Register form if you are not using SCUBA). If students plan to take a JCU boat, they must also have a valid boat licence.

**Each year students must fill out and submit a Boating and Dive Application:**  
[http://www.jcu.edu.au/mtb/resources/JCUDEV\\_018463.html](http://www.jcu.edu.au/mtb/resources/JCUDEV_018463.html)

**For all field trips undertaken please complete trip tracker, link as follows:**  
<http://ftt.jcu.edu.au/ftt/>.

### Field Trip (boating and diving):

The Centre requires that Field Trip Tracker be completed at least 1 week (preferably earlier) before domestic field trips, and 3 weeks before overseas field trips. Students and Staff must submit their Field Trip Tracker and ensure that they receive an approval notification of their field trip before commencing travel.

Field Trip Tracker must be completed - <http://ftt.jcu.edu.au/ftt/>.

The following templates can be found at: [http://www.jcu.edu.au/mtb/resources/JCUDEV\\_018463.html](http://www.jcu.edu.au/mtb/resources/JCUDEV_018463.html) and loaded into Field Trip Tracker.

- Dive Plan
- Field Trip Operation (Diving)
- Acknowledgement of fieldtrip induction
- Emergency Assistance Plan
- Volunteers on Field Trips
- Boat Requisition (if req.)
- Orpheus Island Reservation (if req.)

Just prior to departure, students must submit a Boating and Diving Pre-Departure Checklist form.

After the field trip, students need to submit a University dive operations log form.

## Field Trip (non-boating):

Field Trip Tracker must be completed - <http://ftt.jcu.edu.au/ftt/>.

The following templates can be found at: [http://www.jcu.edu.au/mtb/resources/JCUDEV\\_018464.html](http://www.jcu.edu.au/mtb/resources/JCUDEV_018464.html) and loaded into Field Trip Tracker.

## Insurance

The University's insurance provides cover for overseas travel for personal accident, medical expenses, loss of luggage/personal effects and cancellation/alteration of travel. Specific details on the University's travel insurance can be found at: <https://www-internal.jcu.edu.au/fabs/finops/Travel/index.htm>

## Vehicles

### University Vehicles

University vehicles may be used for travel on official University business in accordance with the provisions outlined in the policy at: [http://www.jcu.edu.au/policy/facilities/JCUDEV\\_010027.html](http://www.jcu.edu.au/policy/facilities/JCUDEV_010027.html)

To book vehicles go to: <http://www.jcu.edu.au/fmo/>

### Hire Cars

Hire cars may be used where the Supervisor certifies that other forms of transport are neither available, nor suitable or cost-efficient, and the Centre Director authorises the hire. Car hire bookings should be made through the Travel Management Company who have secured preferential rates.

### Private Vehicle

A private vehicle may be used for travel on Official University Business only in cases where:

- public transport is not available or is deemed by your supervisor and the centre Director to be unsuitable or inappropriate; and
- a University vehicle is not available
- a hire vehicle or taxi is not available.

If a private vehicle is the only alternative, then it is necessary for the approving officer to include a statement detailing the circumstances necessitating the use of the private vehicle. The traveller may claim a mileage allowance, which has been calculated to include reimbursement for fuel, maintenance and insurance costs or reimbursement of fuel costs on production of receipts. In cases of extended use, a detailed log of travel should be maintained to verify the mileage allowance claimed. Students will also ensure that the vehicle has:

- current registration; and
- Comprehensive insurance.

This covers damage to their vehicle as well as damage to any other vehicle or property involved in an accident held to be staff/student's fault. Staff/students should check with their insurance company to ensure that their vehicle will be covered.

### Mileage Allowance

If travel by a private vehicle to a destination normally serviced on a regular basis by air transport will attract payment of a mileage allowance, which is the lower of either the cost of a Qantas Flexi Saver fare (i.e. the cost to JCU of the fare if manually booked through the Travel Manager, including all relevant discounts) where one exists (or else the nearest alternative); or mileage allowance at the appropriate rate.

If staff/students travel in the same vehicle with other Centre staff or students, only one may claim the allowance. In all other cases, the payment of a private vehicle allowance will be made at the appropriate rate as outlined below.

Where a travel allowance is payable in connection with travel away from the University by private vehicle, such travel allowance will be calculated on the basis of the elapsed time had travel been by air. If this is inappropriate in a given situation, the actual time elapsed will be used as the basis for calculation.

Mileage allowance is to be paid at the rate published by ATO as the rate for the previous financial year. Current rates can be seen at <http://www.jcu.edu.au/fabs/>.

Claims should be made on the Form at: <http://www.jcu.edu.au/fabs/>.

## Travel Alerts

The University will not approve travel to countries where DFAT recommends that 'All travel should be deferred'. If staff/students are already in an area that is subject to a Travel Alert they will be required to leave the area and maintain contact with the University (via their supervisor) until further advice is issued. However, if staff/students are a national of the area that is subject to the Travel Alert they can remain in the area as long as they do not stay in accommodation or visit areas that are likely to be a threat under the Travel Alert.

## Acronyms

ACRS	Australian Coral Reef Society
AIMS	Australian Institute of Marine Science
ANU	Australian National University
ARC	Australian Research Council
CoE	Centre of Excellence
FaBS	Financial and Business Services
GBRMPA	Great Barrier Reef Marine Park Authority
JCU	James Cook University
MFD	Multifunctional Device
SGFB	Sir George Fisher Building
SMTB	School of Marine and Tropical Biology
UQ	University of Queensland
UWA	University of Western Australia