

# ADMINISTRATION AND SUPPORT SERVICES



*Dr Margaret Brumby,  
General Manager*



*Mr Murray Jeffs,  
Company Secretary  
Financial Controller*



*Ms Claire Tanswell,  
Human Resources  
Manager*



*Mr John Wilkins,  
Head, Graphic  
Production*



*Ms Josephine  
Marshall,  
Head, Library  
Services*



*Dr Elsmaree Baxter,  
Head,  
Laboratory Services*



*Ms Kathy Davern,  
Head, Media and  
Monoclonal  
Antibody Services*



*Dr Catheryn O'Brien,  
Head, Animal Services*



*Mr Hassan Sadafi,  
Chief Engineer*

## OVERVIEW

*The Institute staff and student numbers have continued to grow, exceeding 420 during this year. This has placed great pressure on staff of all the administration and support services, and on the building design and operation. This growth led to the commissioning of one of the building's original architectural firms to carry out a space audit to ensure the most efficient use of the building. Short, medium and long-term options are now being evaluated.*

*The administration team has assisted in the preparation of submissions to the Wills Review of medical research, to the NHMRC review of block funding, to the Australian Health Ethics Committee for the review of guidelines on Human Experimentation, and in the planning of an exciting new precinct proposal known as Bio 21. Considerable effort has been devoted to the management of the Institute's intellectual property portfolio.*

## Finance

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The Finance Department managed the Institute's finances, with a total income increasing 11.5% to \$31.5 million and operating expenditure increasing 17% to \$29.8 million. Grants totalling \$25 million, including \$3.4 million from the USA and Europe, were subject to financial monitoring and reporting. Twenty five bequests totalling \$2.58 million were received and capitalised.

Continuing activities include monitoring and refinement of laboratory budgets, internal management of superannuation and taxation matters, and administration of a complex chart of accounts.

## Human Resources

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Human Resources provides an internal consultancy service on matters including recruitment, employment conditions, employee relations, policy development, performance management, payroll, and WorkCover. Academic administration is a major area of responsibility with approximately 50 postgraduate students currently enrolled in the Department of Medical Biology.

The Institute recruited 159 new staff and students during the year, and there were 124 departures. Over 20 international visitors arrived in 98/99, comprising visiting scientists, postgraduate students and research trainees.

## Laboratory Services

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Purchasing and supply of equipment, reagents and consumables is a significant activity undertaken by Laboratory Services on behalf of the whole Institute. This is a technically specialised role requiring attention to detail at all stages of the process, including controlled temperature handling on delivery to store.

Provision, monitoring and instruction in the safe use of radio isotopes is undertaken by trained and experienced staff, who also collect and process all radioactive and chemical wastes. During the year, the Institute made a major investment in a customised 60 Cobalt irradiation machine from Theratronics Canada. Radiation services staff performed approximately 2000 irradiations for scientists within and outside the Institute, and also maintained and supervised the use of sophisticated equipment in the central Instrument Laboratory.

## Media and Monoclonal Antibody Services

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The Monoclonal Antibody facility has expanded over the past year to provide a variety of services at the Institute. Services provided include immunisation of animals, screening of sera, fusions and cloning of hybridomas, as well as small and large scale production of polyclonal and monoclonal antibodies.

Media services staff maintained the preparation of all tissue culture media, various buffers and special solutions used by research laboratories and service departments. Ongoing responsibilities include testing for mycoplasma contamination and maintenance of the liquid nitrogen laboratory.

## Animal Services

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The Institute employs over fifty animal services staff to care for in excess of 40,000 animals housed in experimental mouse rooms and SPF breeding facilities. In addition to routine technical and animal husbandry skills, an increasing number of staff are developing specialised skills in the harvesting and micro-injection of eggs and blastocysts, embryo transfers and freezing. In liaison with the Australian Quarantine and Inspection Service, 21 shipments of mice were imported and 23 were exported to Europe, North America and Japan.

The Transgenic Embryo Service successfully injected 14 constructs, resulting in mice carrying the transgene of interest. Seven of these constructs were for collaborators outside the Institute. A highlight was the recent success in producing a BAC transgenic mouse on a NOD background

## Graphic Production

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A video and animation facility has been established, to enable the editing and graphic presentation of visual material about the Institute's research. The facility includes digital non-linear video editing and recording, and expands on previous work to generate animated three dimensional computer graphics and visualisations. A promotional video was produced for the opening of the AGRF (see *Director's Report*), together with an animation of the behaviour in the bloodstream of the malaria parasite, to be used in the ABC's *Quantum* series.

Graphic databases were established for archived photographs and staff, and several intranet and extranet web pages were produced for conferences and specific purposes. In addition to production of the Annual Report, 12,000 presentation slides were processed and over 1100 jobs were undertaken.



## Library

The library supports, enhances and advances the research process by the provision of an effective, timely and innovative information service. Using the Internet, Institute staff have desktop access to a range of online databases including Medline, Current Contents and Embase, as well as an increased number of online journals.

The Institute's strong biomedical library collection is in constant demand by other libraries throughout Australia, and a fast and efficient document delivery service is provided to both outside libraries and internal users. A highlight of the past year was the subscription to the Dow Jones Fairfax Interactive Web Service which enables continual monitoring of developments in the media concerning the biotechnology industry as well as medical research in Australia and internationally.

## Engineering and Building Services

The Engineering Department is responsible for the maintenance, security and effective functioning of the Institute's buildings and building services including air conditioning, chilled and pure water supplies.

Particular achievements during the year included building a new bicycle compound with controlled access for security, the design of an urgently needed and technically complex upgrade of the Kew plant, installation of a new Carrier chiller to increase the refrigeration capacity of the chilled water ring main, and health and safety improvements at the Kew laboratories.

## SPOTLIGHT ON SAFETY

Educating and maintaining an awareness of safe practices and the correct handling of the many hazards in research laboratories is of utmost importance. This year we highlight the various committees as well as management of safety throughout the Institute.

### The Occupational Health and Safety Committee

Met four times to receive and discuss incident/accident reports, safety inspection reports and other safety matters brought to its attention, and to recommend action to improve safety procedures and facilities.

Actions arising from OH&S recommendations include:

- revision of the Institute Immunisation Policy
- systematic replacement of worn freezer door seals to minimise the amount of condensate dripping onto floors
- upgrading the emergency warning system in the Animal House
- regluing and repair of the carpet in the tea room and public areas to remove trip hazards
- provision of additional food storage refrigerator space for staff in the tea room
- addition of a mechanical raising platform in the washer production line at Kew
- purchase of a fork-lift for Kew
- revision training session to familiarise Faculty with building operations and emergency procedures
- preparation of a safety display and a series of safety video screenings to mark Victorian Occupational Health and Safety Week.

### The Institute Biosafety Committee

Met twice to review projects subject to the Genetic Manipulation Advisory Committee (GMAC) Guidelines

- gave advice on containment and procedural requirements
- assisted with the revision of the Institute Immunisation Policy.

### Safety Officers

The Institute has a designated Safety Officer, Assistant Safety Officer and Radiation Safety Officer. During the year they:

- provided formal training in safety and emergency procedures for the postgraduate student intake. Held regular (approx. monthly) safety orientation lectures for new staff and visiting scientists. Held emergency evacuation training sessions for fire wardens and Faculty. Gave informal training and advice (internal and external) as required.
- attended accidents/incidents to assist as required. Investigated accident/incident reports.
- carried out safety inspections and reported to OH&S committee
- met monthly with Area Safety Coordinators
- worked with Area Safety Coordinators to upgrade chemical record keeping and labelling to comply with the new Victorian Dangerous Goods legislation
- monitored the use and disposal of hazardous materials and worked with senior Animal Facility staff to revise all procedures in the Facility's Operational Manual to ensure that safety requirements are fully documented.

## Staff List

**Margaret N Brumby**, MSc *Melb* PhD *Surrey* DipEd *LaT*  
MAI Biol FAIM, General Manager  
Sue Cameron-Codognotto, Administrative Secretary  
Pamela Dewhurst, Personal Secretary to Professor  
Nossal  
Dimitria Katris  
Linda Scott, Personal Assistant to the Director  
Graeme Sibbald, Central Registry Officer

## Human Resources

**Claire Tanswell**, GCertBusAdmin *Swinburne*, Human  
Resources Manager  
Frank Draffen, Academic Administration Officer  
Deborah Goralski, Payroll Officer  
Rita Tiziani, Human Resources Officer  
Dianne Waddingham, Payroll/HR Systems Officer (to  
6/99)  
Betty Bravo, Senior Catering Assistant  
Madhu Dass, Catering Assistant

## Finance

**Murray Jeffs**, BBus(Accounting) *RMIT* CPA FCIS FSIA,  
Company Secretary, Finance Controller  
Malcolm Williamson, BBus(Accounting) *Swinburne* ASA,  
Accountant  
Robert Finch, BSc PGDip (Arts) *Melb* (to 9/98)  
Ralph Gray, BBus(Accounting) *VUT* CPA, Assistant  
Accountant  
Susan Janssen  
Elaine Patchett  
Sergio Presta

## Graphic Production

**John Wilkins**, BA(Hons) *LaT* MA Mon GradDipComp  
*Chisholm*, Head of Graphic Production  
Drew Berry, BSc(Hons) *MSc Melb*  
Ettly Bonnici  
Christine Bonny  
Rosie Falcone, Receptionist  
Peter Maltezos  
Brigitte Mesiti  
Melinda O'Brien (to 7/98)  
Simon Olding, BAppSc Photography *RMIT*  
Rachel Pocock, Receptionist (from 8/98)

## Library

**Josephine Marshall**, AALIA, Librarian  
Wendy Hertan, BA *VUT* GradDipLib *Melb*, Assistant  
Librarian

## Safety staff

### Safety Officers

Elsemaree Baxter, Safety Officer  
Wendy Carter, Assistant Safety Officer  
Denis Quilici, Radiation Safety Officer

### Area Safety Coordinators

Jamie Brady  
Dale Cary  
Kathy Davern  
Jane Langley  
Amanda Light  
Angela Milligan  
Susi Novakovic  
Kristy O'Donnell  
Kate Reid  
Jenny Thompson  
Elizabeth Viney  
Wayne Ward  
Jamie Wagglan  
Susie Ymer

## Animal Services

**Catheryn O'Brien**, BVSc *Melb*, Veterinarian, in  
association with The Royal Melbourne Hospital

### Angela Milligan

, Head of Parkville Animals

Paula Aldersea (from 11/98)  
Tracey Baldwin  
Tatiana Banjanin  
Denise Chapman  
Adel Elias (to 6/99)  
Brent Fullerton (to 12/98)  
Theresa Gibbs  
Katya Gray  
Kathy Hanzinikolas  
Katie Johnstone (from 10/98)  
Penny Kyriakou (from 5/99)  
Michelle Latimer  
Julie Merryfull  
Andrea Morcom (from 4/99)  
Gary Morgan  
Sally-Anne Morris (to 2/99)  
Andrew Naughton (from 2/99)  
Nicole Parker (to 8/98)  
Angela Porter (from 6/99)  
Fleur Rodda (from 9/98)  
Melanie Rowe  
Julie Scott  
Katie Sells  
Evette Shomali  
Brigid Shore, BA(Hons) *UK* (to 10/98)  
Giovanni Siciliano (from 8/98)  
Lisa Skene (from 4/99)  
Tania Templeton  
Catherine Tilbrook (from 12/98)  
Paul Trajcevski (from 3/99)  
John Uren  
Fiona Waters, BSc *LaT*  
Linda Weiher (from 3/99)  
Lisa Weston (from 7/98)  
David Wilson (to 10/98)

### Eren Loza

, Head of Animal House

Meagan James (from 2/99)  
Jose Jimenez  
Adrian Mifsud

### Terese Johns

, Head of Kew Animals

Angela Beccia  
Sharen Bert  
Kerry Betts (from 3/99)  
Julie Burke (to 10/98)  
Gillian Carter  
Claire Doran  
Shellie Drysdale  
Melissa Keeble (from 11/98)  
Con Koureskas  
Cameron McKenzie  
Jannie Marsham (from 5/99)  
Fiona Nelsen  
Sohrab Partow  
Alison Price  
Julie Rice  
Elizabeth Selman  
Jasmine Tan (from 2/99)  
Collette Turfrey-Datson

## Laboratory Services

**Elsmaree Baxter**, MSc Mon PhD *Lond*, Head of  
Laboratory Services/Safety Officer  
**Denis Quilici**, ARMIT, Radiation Safety Officer  
Thomas Nikolaou

### Steven Mihajlovic

, MSLA *Zagreb* BSc *Syd*, Head of

Histology  
Ellen Tsui

### Leonie Malcolm

, Senior Purchasing Officer

Luke Baltrunas, Storeperson (from 8/98)  
Mark Barden, Senior Storeperson  
Stella Kyvetos, Assistant Purchasing Officer  
Dot Pilarinos, Assistant Purchasing Officer  
Boris Trajcevski, Storeperson

## Media and Monoclonal Antibody Services

### Kathy Davern

, BAppSc *RMIT* MSc *Melb* Head

Merryn Ekberg, BSc BA (Hons) *Melb*  
Karen Mackwell, BAppSc *RMIT*  
Kaye Wycherley

### Phi Oanh Tran

, Senior Technician

Goran Arsovski  
Ridouan Bouhbouh (from 2/99)  
Jason Brady, BSc(Hons) *Swinburne* (from 2/99)  
Chaminda Gunasekara, BAppSc *Swinburne*  
Wendy Manley  
Josephine Pink

### Margaret Muir

, Supervisor, Preparation

Christine Bailey  
Wilma Hood  
Katherine Lotter  
Dianne Matthews  
Ngahua Morgan  
Heather Orange  
Wendy Ross  
Denise Stephen

## Building and Engineering Services

**Hassan Sadafi**, BMESc(Hons) *Sherif* GradDipAppSc *Mon*  
MAppSc *Swinburne* GradDipBus MBA *Deakin* MASME  
MIEEE MISA MAPESMA CEng MIEAust CPEng, Chief  
Engineer

### Geoffrey Cravino

, Supervisor

Peter Brown  
Marek Grostal  
Alf Mele  
Greg Menzies  
John Thom  
Derek Wates

### Graham Pratt

, Supervisor, Clive and Vera Ramaciotti

Laboratories, Kew  
Murray Spear