### 10.0 Fauna Park - Induction

**Purpose**
The Macquarie University Fauna Park stretches over 11Ha; and is committed to non-intrusive research. Induction is required To ensure the Health & Safety of all visitors and to assist Fauna Park Staff when required.

**Guideline**
The Fauna Park induction is designed to familiarize you with the facilities and provide you with some useful information for accessing further documents and systems.

#### Specialists in the Faculty and other useful contacts
- Animal Welfare Officer: Miriam Meek x7758
- BioHazard Committee: Andy Holmes x9728
- BioSafety: Elsa Mardones x8233
- Chemical Safety: Jenny Minard x8169
- Radioisotopes or irradiated material: Robert Willows x8146
- Terrestrial Field Work: Craig Angus x8249
- The most important resource of all is your Supervisor
- Admin Support, Veronica x9235; Marie x8173; Laura x8226; FAX x8245
- Fauna Park Manager: Robby Miller x4109; 0425 213 420
- Scientific Officer, BBE Laboratory Facilities: Maria Castillo-Pando x9241
- ScienceIT Support: Call 9553 or see [http://web.science.mq.edu.au/it/](http://web.science.mq.edu.au/it/) for self help information or to lodge a request
- Network / Phone problems: call x4357 or lodge a help request at [https://help.mq.edu.au](https://help.mq.edu.au)
  - Car availability (view only)
  - Field cages W19J & W19K
  - Request quiet zone around experiments
  - W21A Tinbergen meeting room
- W19F Seminar room

A few Rules

• Animals are to be treated ethically at all times in accordance with the *Australian code of practice for the care and use of animals for scientific purposes*.

• Tools - all tools belong to labs. Do not borrow without asking the Lab Head.

• The Tool Shed has some common gardening tools and a workbench. Please return items and keep tidy for the next person. Materials stored in the shed belong to labs; do not borrow. Materials behind the shed are leftovers for anyone to use.

• Kitchen - Clean the microwave, stove oven, grill after use.

• Fridges - Discard your old stuff

Keys and access to buildings

Keys are supplied following your supervisor's request and an induction.

Your first card is free; any replacements will cost you $25. Lost stamped keys $15, Bio-Loc keys $30, Fob $50 and locker keys $5.

Please don't pass your keys on to anyone else. When you leave BBE they must come back to me, failing to do so we will send you an invoice for the keys you sign for.

Front gates should be locked after 6:00pm and on weekends and holidays. Internal gates should remain closed. If your building is empty, lock it on leaving. If locked in, or out, call Security.

Motion detectors automatically come on at 9:00PM. Anyone here will need to turn off the alarm with a single swipe at the door at 9:00PM.

When leaving after 9:00PM: Check if you are the last person in the After Hours Register and, if so, double swipe the Cardax reader to *activate the alarm* (1.5 seconds after the first swipe - you will hear one beep).

Security patrol the grounds three times a day. Please be aware that this is a secure facility and any research work on animals is potentially sensitive in the community. If you see anyone acting suspiciously or out of place, please call the Fauna Park Manager /
Security immediately.

**Building repairs or maintenance**

All building problems electrical, plumbing, cleaning, maintenance or repairs must be notified to BBE office. If office is unattended please lodge a request on: [http://buildings.science.mq.edu.au/form.php](http://buildings.science.mq.edu.au/form.php) and send a copy of the reply email to Robby and Maria.

**Services**

- **Animal Technicians** are available if you need extra help for your animal care or maintenance of plants, not for experiments
  
  Cost: $14.50/hr (2012) charged to your account code.

- **Car bookings or availability**, send a request to Maria [maria.castillo-pando@mq.edu.au](mailto:maria.castillo-pando@mq.edu.au) or call x9241 or contact Robby x4109. Do not forget to put your Account Code and refill the tank if petrol is below ½ full, using Shell or Caltex Card (PIN 2109). The charges are 70c/Km. Please leave the car clean.

- **Stationery** for office use is available in W21A 102. It is not for use in experiments

- **Printers and Photocopiers** are available in W19A 101, W19F 110 & W21A 105
  
  Please limit your use of paper by filing and communicating electronically. We aim to be sustainable

- **Parking** - Car parks at W19F & W21A require a University permit. Informal car park on the corner is permitted for staff and students only. Use Tallavera Rd entrance; park on the gravel. Last car out lock the gate.

- **Gurni** - high-pressure water spray, up to 90°C, for cleaning cages. Training by Robby is required.

- **Mail**
  
  Mail bag direct to Biology Office on side of pigeon holes in W21A; collected daily at 11:00AM.
• General internal and external mail can be left in the tray in front of pigeonholes.

• TNT and Express Post services are available but restricted

• bbe_all@mq.edu.au mail list, contact: veronica.peralta@mq.edu.au

• Rubbish removal

• Yellow contaminated waste bin in W21A car park – for soiled animal products etc. NB. Frozen animal carcasses may be put in bin ONLY on Tuesday afternoons. A key is available in each lab or at the W21A Office.

• General rubbish - red lidded recycling bins in W19F & W21A car parks.

• Office paper recycling - in W19F 110 or blue bin in W21A car park.

• Skip in Tallavera Rd car park, for large items of non-recycled waste.

• Cleaning: notify Robby if the rubbish has not been collected from your lab or office. Floors are cleaned on Thursday night.

• If you need cleaning supplies please contact Robby or Maria

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<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
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