

ACFR STS Meeting Minutes



THE UNIVERSITY OF
SYDNEY
—
Australian Centre
for Robotics

2025 Zoom Meeting ID: 811 2584 9958

<https://uni-sydney.zoom.us/j/81125849958?from=addon>

STS to meet fortnightly unless there is some urgent matter.

15-07-2025

Meeting commenced: 11.05 a.m.

Present: Graham Brooker, Annette Karydis, Lachlan Toohey, David Hickling, Matthew Geier, David Henderson

Apologies: Alex Lowe, Jeremy Randle, Javier Martinez

Absent:

PLEASE NOTE: if you are unable to attend the STS meeting, please send an email to all STS group

Overview

The meeting discussed recent incidents and safety protocols. A member fell into a river while crossing on stepping stones, emphasizing the need for flotation devices. A student locked himself in a meeting room and climbed out a window, highlighting the importance of reporting broken doors. Security patrols were confirmed for weekends. A fire safety audit is scheduled for July 28. Health and safety issues included outdated testing and tagging on equipment and clutter around fire extinguishers. Upcoming trips and projects were noted, including Cape Don and Apollo Bay. Sabrina Asri will join the admin team on July 28, replacing Anna. The need for better documentation and induction processes for equipment and trips was also discussed.

WHS Issues

Safety share – Graham recounts whilst on leave he was crossing a swollen river on stepping stones that were underwater, leading to a fall into the water. Unfortunately there is no video of the event. (But for anyone interested there is a still image here - <https://travelswithmandi.wordpress.com/page/2/#jp-carousel-16653>)

AK shares an incident where recently a student locked himself in a meeting room in J04 and escaped by climbing out of the window, highlighting the need for immediate work requests for broken doors. It is suggested that Security patrols the buildings on weekends and visits the building twice a day.

Fire safety audit

A fire safety audit happening on July 28th. All buildings will need the full complement of wardens in their positions

Safety walkthrough

Ak discussed recent health and safety walk-throughs with Vanessa Davie, highlighting issues like outdated testing and tagging on equipment, and clutter around fire extinguishers in AUV area. It was suggested that the older AUVs could be stored/displayed off the floor.

Spot Demonstrator Program and Safety Procedures

There maybe a need for updates on the "Spot" demonstrator program, including the creation of SOPs and risk management documentation. This might include developing operational procedures for Spot, such as "sit and stay" when a member of the public is nearby and different SOPs for different operators.

<p><u>Field Friendly Integration</u> AK discusses the need to sort out marine inductions and the possibility of using DocuSign for signed induction documents. Can Field Friendly integrate with other systems for better record-keeping? All trips are to be recorded in Field Friendly but there are challenges of getting approvals. There is a need for solid records of who signed off on what and the possibility of using Field Friendly for SOPs.</p> <p><u>New Items</u></p> <p><u>Leaks</u> No leaks found recently</p> <p><u>Trailers</u> DH – to check the repaired trailer for leaks</p> <p><u>STS Email List</u> The email list needs to be updated to remove Jason Webb. (and re-add David Henderson?) Do others need to be added? ITS or RTIHS?</p>	

<p><u>Ongoing Items</u></p> <p><u>Marulan Inductions - not discussed</u> DH and JR will meet to create a master spreadsheet of all inductions to the Farms which includes the category of person - e.g. staff, students, business etc This will be kept on the Confluence site with other documents of this type</p>	
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<u>Items to be put to academic meeting</u>	
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<u>Resolved (to be removed next meeting)</u>	
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<p><u>Workshop Jobs</u></p> <p>David Spray liaising with Workshop over several jobs</p> <p>TSS – all Workshop staff retrenched and positions to be interviewed. Future impact on ACFR is still unclear. DS is liaising with Alex and Duncan to try to maintain a good relationship with the workshop</p>	
<p><u>Upcoming Projects / Visits / Events</u></p> <p>AUV – SEQ, Norfolk, Solomon Islands, VIC AG – Cobbitty ongoing</p>	

Groundhog - upcoming field trips to Garden Island, but also scans of Little Queen Street ARIAM – Cape Don	
<p><u>Upcoming Leave</u> MG – September AK - Aug - September David Spray – August Tony Cimino – November David Hickling – end of September</p> <p><u>Departing Personnel</u></p> <p><u>New Personnel</u> new Admin 5 days – Sabrina Asri Monday 28 July (Anna will finish in September.)</p>	

Minutes: DH

Meeting closed: 11.50 a.m.