

ACFR STS Meeting Minutes



THE UNIVERSITY OF
SYDNEY

Australian Centre
for Robotics

Zoom Meeting ID: 837 1550 4913

30-04-2024

Meeting commenced: 10.34 a.m.

Present: Graham Brooker, Annette Karydis, Javier Martinez, Lachlan Toohey, Matthew Geier, Jason Webb, Alex Lowe, David Hickling, Jeremy Randle, David Henderson, John Gardenier, James Ward

Apologies: Khalid Rafique

Absent:

WHS Issues

Action Item from Audit:

“To develop a system and procedures for documenting any major changes or modifications of plants/equipment/robots, reviewing the risks arising from such changes, and updating relevant risk assessment and control measures as appropriate.”

Proper documentation is necessary as evidence that more than an individual member of a Workgroup has considered the consequences/risks/dangers of any modifications to a robot platform. This could be in an appendix to the SOP where after a team meeting the Leader approves the addition to the document/s.

This should track the design changes and add any changes to the risk assessment, if any.

For example, the extension to DIPPeR is a design change, and even though the risks have not changed the appendix was updated to document this change.

This change in RAs will then flow on to SOPs which will capture approvals for design changes.

These will all be done at the Workgroup level.

These documents will be stored in a central location where they are visible to all. Teams in conjunction with SharePoint will be suitable as this is accessible for Audits.

AK will create folders for all RAs and SOPs in Teams. The latest University templates will be added to this folder in Teams so they are all uniform for ACFR.

An Archive will also be added for reference.

A distinction will also be made between platform and project RAs. Site specific RAs will be integrated into Field Friendly, which in turn can be exported into Teams as a reference.

Teams permissions will be granted to all STS.

These procedures will be assessed in future meetings for any possible improvements.

ECO Procedures

Another point from the audit was that all Eco handbooks should be updated to mention the frequency of emergency exercises.

New Items

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

STS to meet fortnightly unless there is some urgent matter.

<p><u>Email</u> JR noted that there have been problems with email especially with regard to Gmail addresses. Could all staff send problems to MG for reference - Matthew is still working with ICT on this.</p> <p><u>J19 Back door</u> JR noted that the back door of J19 can be quite noisy when it closes and that this has the potential to annoy the neighbours. Could we be mindful of this and maybe an email should be sent to remind all ACFR</p> <p><u>Video Camera in J18 level4 meeting room</u> This is an ongoing problem and needs to have a permanent solution. The AV team have proposed a \$60K solution which is unfeasible</p>	
<p><u>Ongoing Items</u></p> <p><u>Security Alarms</u> New sounders to be installed this week</p> <p><u>Marulan Inductions</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>	
<p><u>Items to be put to academic meeting</u> Nothing to put forward.</p>	
<p><u>Resolved (to be removed next meeting)</u></p>	
<p><u>Workshop Jobs</u> Work for RTCMA – DIPPeR - completed No immediate planned work – D Spray JM to look at informal process</p>	
<p><u>Upcoming Projects / Visits / Events</u></p> <p>AUV Group: 3 days botany bay – Thales approx. 11th April.</p> <p>AG Group: Casino 14th-19th May. On campus 29th May. Field trips to Oakdale TBC</p> <p>RTCMA Group: Taking DIPPeR to Utah TBC.</p> <p>ITS Group:</p> <p>ACFR Lunch in J19 Wednesday 1st May</p> <p>PhD info night TBC</p>	
<p><u>Upcoming Leave</u> Tony Cimino taking leave after the Utah trip? Graham Brooker- middle - late July</p> <p><u>Departing Personnel</u></p>	

<u>New Personnel</u>	
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Minutes: DH

Meeting closed: 11.28 a.m.