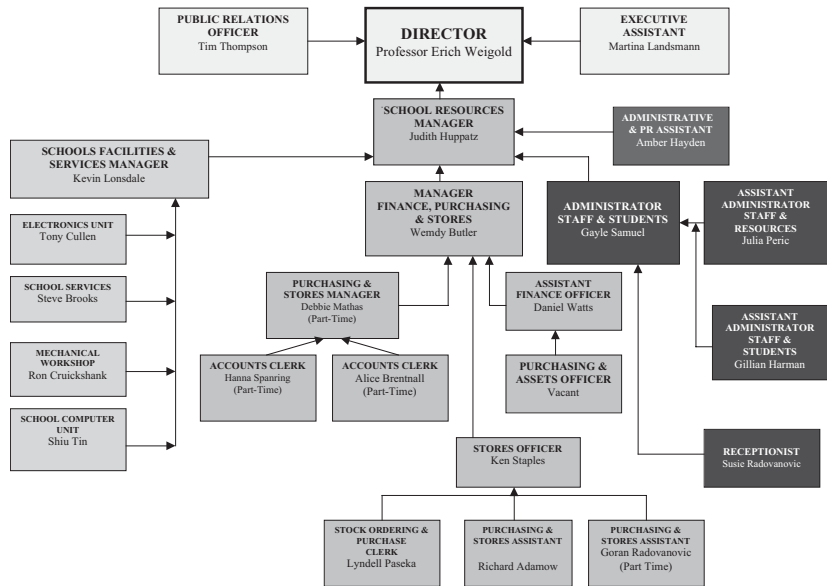




Administrative structure of RSPhysSE



ADMINISTRATIVE STAFF

School Resources Manager

Judith Huppertz BA(Econ) Liverpool,
GradDipProfAcctg Canberra, CPA

Executive Assistant to the Director
Martina Landsmann

Administrator; Staff & Students
Gayle Samuel

Assistant Administrator; Staff & Resources
Julia Peric

Assistant Administrator; Staff & Students
Gillian Harman
Amber Hayden (from May)

Manager Finance; Purchasing & Stores
Wendy Butler (until December)

Assistant Finance Officer
Sally Trotter (until March)
Daniel Watts (Acting from April)

Accounts Clerk

Alice Brentnall (part-time)
Hanna Spanring (part-time)

Purchasing & Stores Manager
Debbie Mathas (part-time)

Purchasing/Assets Officer
Daniel Watts (until March)

Stock Ordering/Purchasing Clerk
Lyndell Paseka

Head Storeman
Ken Staples

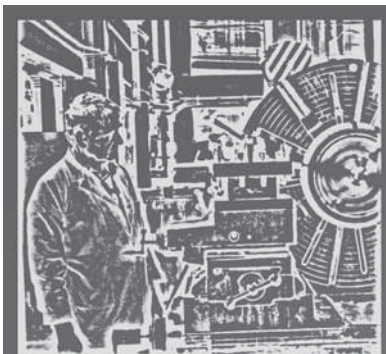
Stores Staff
Richard Adamow
Goran Radovanovic (part-time)

Public Relations
Tim Thompson

Reception
Susie Radovanovic

School Librarian
Annette Styles

Technical Support



The support provided for the research of this School by this group is outstanding by any measure. No matter how big or small, how arduous or menial, all jobs received the same meticulous and dedicated attention from this technical support group. The dedication and attention to detail has been recognised with a Council Medal for General Staff Excellence to the electronics team, another medal to add to that awarded to a mechanical workshop team in 1999.

Cryogenics

The modifications carried out in the last two years have improved the reliability of the helium installation. These modifications have allowed approximately 4,000 litres of liquid to be made in 2001.

Electricians

The team of George McEwan and Bruce Johnson have undertaken strip outs and installation of electrical systems in Nuclear Physics and the Laser Physics Centre. In addition, George and Bruce have provided an outstanding maintenance service to the whole of the School. No job is too small or too big. They always achieve a first-class outcome.

Electronics Unit

The Electronics Unit is a team of multi-skilled staff servicing researchers needs by developing and maintaining experimental electronic equipment used in the School's research program. Much of the work involves adapting current and emerging technologies into prototype electronic equipment. Fault diagnosis and repair of the School's diverse research equipment is a key aspect of the Unit's role. The Unit also loans general-purpose electronic instrumentation and advises on equipment purchases, measurement/control techniques and new technologies.

A major challenge in 2001 was the Group coming to terms with the death of our friend and leader, Tom Rhymes. The members of the Group supported one another both emotionally and technically during the year resulting in a strengthened bond between group members. The appointment of Kevin Lonsdale to the demanding role of School Facilities and Services Manager has significantly aided the recovery through his leadership.

Some of the more notable events for this group in 2001 were:

- Being honoured with the Council Medal for General Staff Excellence for sustained efforts in teamwork over the past decade.
- The Council Medal came with a cash prize that the group used to fund a School BBQ and expansion of its reference library.
- Training for two new Trainee Technical Officers dominated the work early in the year.
- Michelle Harnos left the Group in April for an accounting position with the Department of Treasury.
- Wasantha Ramasundara joined the Group in August bringing a broad background in the telecommunications industry.
- The reference library was overhauled and catalogued by the Trainee Technical Officers.
- Michael Blacksell advanced his First Aid credentials during the year and Celia Higginbottom joined the School's list of First Aid officers.
- The Group shared their knowledge by presenting a seminar to commemorate the anniversary of Tom Rhymes' death.
- The Group's aging computer systems were overhauled to enhance individual productivity.

- A trial of multiple projects running concurrently in the Unit highlighted the disadvantages of stretching resources too thinly. Delays to product delivery were the major outcome!

Examples of the project work undertaken by the Group in 2001 include:

- Completion of a major new and innovative device to remotely control electron guns. This large project involved the whole Group at various stages of the development and presented many technical and operational challenges for individuals.
- Development of safety equipment to control access to the School's new X-Ray facility.
- Expanded use of LabView in equipment design by developing applications to control the new electron-gun electronics and the replacement of the School's aging Secondary Ion Mass Spectrometer (SIMS) control unit.
- Working closely with nuclear researchers to develop and build a multi-channel signal splitter and delay unit.
- Enhancing the hardware design of Nuclear's new data-collection logic-control unit.
- Develop a novel attachment to the Atomic Force Microscope (AFM) that allows operators to "feel" molecular forces while making measurements.
- Design and installation of optically-coupled remote controls for the ex-Radio Australia transmitter used to heat plasma in the Heliac experiment.
- Changing the technology used for a multi-channel, high-voltage electrostatic lens unit to meet performance and budget issues.

As usual the group delivered timely support, keeping experimental equipment functioning. There were numerous events throughout the year displaying its breadth of knowledge

and understanding of client needs. In all, 107 separate service reports were written and the maintenance activity consumed more than 1800 hours of effort.

This is a democratic group that continues to flourish using self-managing team strategies together with a strong client focus.

Joinery

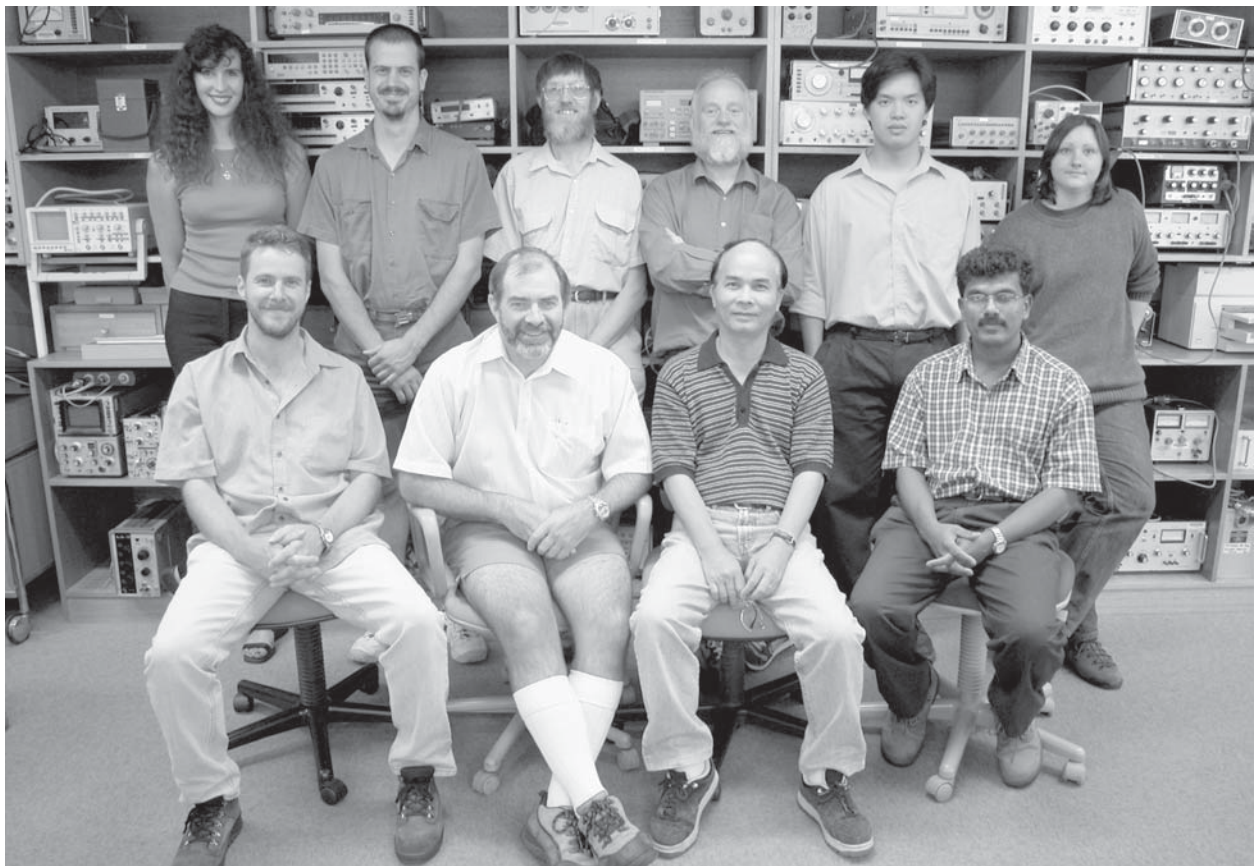
The team of Steve Brooks and Anthony Mackey have undertaken a number of office fit-outs. The never-ending building maintenance work is undertaken with a high degree of professionalism and pride always with a focus on customer service.

Mechanical Workshop

The research efforts of the School, since the beginning of this year, have been furthered by the completion of some 204 jobs by the mechanical workshop (MSW) team. These ranged from individual parts to large assemblies.

The MWS team was fortunate to start Gareth Crook as an apprentice this year. Gareth is already producing work to a very high standard. Both Stephen Holgate and Gareth Crook are making excellent progress learning to program and operate the CNC machines.

Tom McGuinness, using the CNC Wirecutter and CNC milling machine, capably machined some complex Ti analyser sectors for the Molecular Radical Beam experiment. This is a joint project with Flinders University. Owen Kershaw and Alex Mesics constructed the substantial Al support structure for this



Staff of the School Electronics Unit

project. As usual, Miro Peric produced some highly innovative work on the large tee chamber for this project.

Another collaborative project, in this case with the University of Western Australia, has been the e2e Analyser. Peter East produced some fine work on the Ti lens elements and also the field correction rings for the toroidal detectors for this apparatus.

Tony Barling and Stephen Holgate, with a great team effort, produced the Time-of-Flight Analyser Cone section for AMPL. Tony Barling also produced a new Electron Gun for the Solid-State Electron Momentum Spectroscopy project.

Ben Danaher and Tom McGuinness formed the backbone of our CNC Milling, having completed numerous parts for apparatus in most departments.

Owen Kershaw has again provided the School with valuable support in the area of welding and cutting. Owen's finely honed welding skills were put to good use on various vacuum chambers and bellows throughout the year.

Stephen Holgate and Tom McGuinness assisted with some high-quality quadra-pole lenses for the University of Melbourne/University of Amsterdam. These had a very high accuracy requirement over the parabolic-shaped pole tips, and utilised the wirecutter around the clock.

Another outstanding job was produced on the wirecutter by Andy Sullivan who extended it to its limits to produce accurate 12 mm diameter holes through 300 mm of stainless steel. The requirement was for a 0.1 mm taper end to end and a high surface finish. The parts were for a polymer synthesising press used by Laser Physics in their polymer optical-fibre pulling project.

The Mechanical Workshop has again proved its value as a training ground and source of technical staff within the departments with Gary Picker helping out in the UV Physics section.

Overall the Mechanical Workshop team, throughout the year 2001, has again facilitated the research efforts of the School by providing much of the hardware required by our researchers.

School Computer Unit

The SCU provides support for the information technology infrastructure of the School including the computer network and the diverse range of hardware and software used in the School.

In 2001, there have been significant improvements in the School's computer network infrastructure as part of the University Integrated Communications Network (ICN) program. As a result, the network cabling of all areas in the School has been upgraded to meet the recommended structured cabling standard of the University and all network hubs in the School were upgraded to 10/100MB switches.

Other major projects carried out in SCU in 2001 includes:

- Upgrade of the PC/Macintosh backup facilities
- Upgrade of the Unix Operating System
- Development of financial report for School administration
- Development of the School staff database

STAFF

School Facilities and Services Manager

Kevin Lonsdale, AssocDipMechEng DDIAE, B Tech
USQ, PGCertCnflctMgt Macq

Electronics Unit

Tony Cullen (Head)

Engineers

Michael Blacksell
David Kelly

Technical Staff

David Anderson
Dennis Gibson
Michelle Harnos (until April)
Huan Van Tran
Wasantha Ramasundara

Trainee Technical Officers

Celia Higginbottom
Steven Huynh

Mechanical Workshop

Ron Cruikshank (Manager)

Technical Staff

Tony Barling
Ben Danaher
Peter East
Owen Kershaw
Tom McGuinness
Miro Peric
Anthony Sullivan

Apprentices

Gareth Crook
Stephen Holgate

School Computer Unit

Shiu Tin, BSc Hong Kong, PhD
Julie Dalco, BA
James Irwin, BIT UC
Dean Larkman, BSc, Grad Dip Comp UC, MIT UC

School Services Staff

Steve Brooks
Bruce Johnson
Anthony Mackey
George McEwan

Equal Employment Opportunity Issues



Professor Jeffrey Harris is the School representative on the University Equity and Diversity Group. The role of this group is to initiate and provide a means for the implementation of policies and practices in the local work areas.

The School has nominated the following staff members as gender equity officers:

Professor Jeffrey Harris (senior academic)
 Ms Judith Huppatz (senior general staff)
 Ms Gayle Samuel (equity officer)
 Professor Neil Manson (student affairs)

School Policy on Gender Equity Issues

1. The School's "Career Development Group" will meet from time to time to examine how career prospects for young academic staff members might be enhanced.
2. The School endeavours to ensure that there is proper gender balance on all committees.
3. The School provides for a system of mentoring to the academic staff beginning from the time of appointment. At this time, the Head of Department meets with the new staff member to discuss Department and School expectations and how they fit into the university context.
4. The Head of Department identifies a mentor for the new staff member for the coming year. The mentor may be the new staff member's supervisor, or another member of the Department or School staff. The mentor is to act as a trusted adviser, assisting the new appointee to integrate into the research environment and, over time, to help the staff member succeed in advancing his or her career.
5. Mentoring arrangements are to be reviewed and modified each year as part of the annual performance review process, which sets mutually agreed objectives and performance indicators for the staff member in accordance with criteria established by University policy.
6. The School encourages applications from qualified women applicants when advertising at senior as well as junior levels, and provides opportunities for advancement and promotion.
7. Staff members responsible for performance assessments ensure that gender equity achievements, provision of mentoring, and committee activities are properly recognised.
8. The School encourages departments to allow staff to undertake part-time work when other responsibilities make it difficult to work full-time.

Report on changes to staffing and committee profiles.

Gender balance on committees in the School continues to be a problem as a result of a lack of women in senior academic positions. However, the School has tried to include at least one woman on as many committees as possible during 2001.

Report on management of sexual harassment matters.

No issues arose during the year.

Report on Equity & Diversity Certificates.

No certificates were received during the year.

School Committees

School Advisory Board

In the past, the role of the School Advisory Board has been to assist the School to identify strategic priorities and advise the Director on the appointment of continuing academic staff. In 1997, Faculty Board endorsed the current terms of reference. They agreed that an important role for external members of the School Advisory Board was to lobby on behalf of the School, within the public and private sectors, and to advise on factors in the external environment which impact on the School. It was therefore deemed appropriate to appoint more than one industry representative. Several other changes to the composition of the Board were also agreed at that time. Members are:

Professor Erich Weigold, Director, RSPHysSE (Chair)
 Professor Hans Bacher, Head, Department of Physics, Faculty of Science, ANU
 Professor John Hearn, Deputy Vice-Chancellor (Research), ANU
 Professor Stephen Hyde, Head, Applied Mathematics, RSPHysSE
 Professor Keith Nugent, Head, School of Physics, University of Melbourne
 Associate Professor John O'Connor, Director, Centre for Materials, University of Newcastle
 Dr Scott Rashleigh, Managing Director, ADC Australia Pty Ltd
 Professor Robert Watts, Chief Scientist, Broken Hill Propriety Limited, Melbourne

Ex Officio Members:

Professor Stephen Buckman, Associate Director (Academic), RSPHysSE
 Professor Neil Manson, Associate Director (Students), RSPHysSE
 Professor Jim Williams, Associate Director (Resources), RSPHysSE

Faculty Board

Together with meetings of Heads of Departments, Faculty Board is the principal mechanism for advising the Director on a regular basis. It reports to the Board of the Institute of Advanced Studies. The Board spends a significant proportion of its time on issues affecting the environment in which the School operates — especially funding and the impact of industrial and other legislation — rather than on strictly academic issues. Members are:

Professor Erich Weigold (Chair)
 Professor Rod Boswell (Chair of Faculty)
 Professor Stephen Buckman, Associate Director (Academic)
 Professor Neil Manson, Associate Director (Students)
 Professor Jim Williams, Associate Director (Resources)

Heads of Departments

Professor Stephen Hyde, AM
 Dr Brenton Lewis, AMPL
 Professor John Love, DU
 Professor Yuri Kivshar, DU
 Professor Chennupati Jagadish, EME (until July)
 Professor Rob Elliman, EME (from August)
 Professor Barry Luther-Davies, LPC
 Professor George Dracoulis, NP
 Professor John Mitchell, OSC
 Professor Jeffrey Harris, PRL
 Professor Robert Dewar, TP (until September)
 Professor Vladimir Bazhanov, TP (from October)

Student Representative

Mr Ian McCulloch (until September)
 Mr Darryl Scott (from October)



Elected by Faculty

Professor Vladimir Bazhanov (until September)
Dr Nanda Dasgupta
Professor Robert Dewar (from October)
Professor Robert Elliman (representative, Faculty on BIAS)

By Invitation — non-voting (continuing)

Mrs Judith Huppertz
Mr Kevin Lonsdale

Secretary – Mrs Gayle Samuel

Faculty

The Faculty of the School consists of all academic staff, including long-term visitors and postgraduate students. Faculty functions as a means for informing academic staff on activities within the School.

Chair – Professor R.W. Boswell

Secretary – Mrs Gayle Samuel

Heads of Departments

Heads of Departments meetings with the Director continued to be held throughout 2001 and, where appropriate, senior administrative staff attended. Aspects of the School budget and strategic planning dominated the meetings. Because of the School's requirements for major items of equipment, consideration of bids to the ARC Research Infrastructure (RIEF) and the University Major Equipment Committee was again given high priority. Issues concerning the Institute Planning Committee grants and the Vice-Chancellor's Plan for Growth Fund were also of importance.

Professor Erich Weigold (Chair)
Professor Stephen Buckman, Associate Director (Academic)
Professor Neil Manson, Associate Director (Students)
Professor Jim Williams, Associate Director (Resources)
Heads of Departments/Centres

Advisory Groups

At the beginning of 1998 the Director established a number of internal groups to offer advice regarding major School activities to optimise the academic functions of the School. Together with the Heads of Departments meetings, they prove extremely effective in formulating a cohesive approach to School management.

Academic Staffing Advisory Group

Professor Stephen Buckman (Acting Chair until August)
Professor George Dracoulis (Acting Chair from September)
Professor Stephen Hyde
Professor Bob Dewar
Professor Chennupati Jagadish
Professor Jeffrey Harris (from August)
Secretary – Mrs Gayle Samuel

Budget Strategy Advisory Group

Professor Erich Weigold (Chair)
Professor Stephen Buckman
Mrs Judith Huppertz
Professor Jim Williams

Commercialisation Advisory Group

Professor Jim Williams (Chair)
Professor Rod Boswell
Professor Jeffrey Harris
Professor Barry Luther-Davies
Dr Tim Senden

External Grants Advisory Group

Professor Stephen Buckman (Chair)
Professor Jeffrey Harris
Professor Yuri Kivshar
Professor Barry Luther-Davies
Dr Mark Ridgway
Professor Jim Williams

Major Equipment & RIEF Advisory Group

Dr Brenton Lewis (Chair)
Professor Stephen Buckman
Professor Robert Elliman
Dr Keith Fifield
Professor John Love

General Staff & Facilities Advisory Group

Professor Stephen Buckman (Chair)
Ms Julie Dalco
Dr Keith Fifield
Mrs Judith Huppertz
Mr Kevin Lonsdale
Mr Ian McRae
Dr David Weisser
Secretary – Mrs Gayle Samuel

Student Advisory Group

Dr Neil Manson (Chair) and Convenor, Graduate Program in Physics
Dr Aidan Byrne
Dr Steve Gibson
Dr John Howard
Professor Chennupati Jagadish
Professor John Love
Dr Tim Thomson
Mr Ian McCulloch (Student Representative, Faculty Board) (until September)
Mr Darryl Scott (Student Representative, Faculty Board) (from October)
Secretary – Ms Gillian Harman

Other School Committees (alphabetically)

Career Development Group (until mid-2001)

Professor Jeffrey Harris (Chair)
Dr Kenneth Baldwin
Dr Mahananda Dasgupta
Dr Jenny Wong-Leung
Mrs Helen Hawes
Mrs Judith Huppertz
Professor Neil Manson
Secretary – Mrs Gayle Samuel

Colloquium Committee

Professor Yuri Kivshar (Chair)
 Professor Robert Crompton
 Professor Rob Elliman
 Professor Neville Fletcher
 Dr Rowena Ball
 Dr Miklos Gulascsi
 Dr Tim Senden
Secretary – Ms Martina Landsmann

Computing Policy Advisory Committee

Dr Boyd Blackwell (Chair)
 Dr Gordon Foote
 Dr Stephen Gibson
 Mr Heinz Horn (from April)
 Professor Stjepan Marcelja (until September)
 Mr Ian McCulloch (until April)
 Professor John Mitchell
 Dr Elena Ostrovskaya
 Dr Marek Samoc
 Dr Adrian Sheppard (from September)
 Dr Hark Hoe Tan

Executive members:
 Mrs Judith Huppatz
 Mr Kevin Lonsdale
 Dr Shiu Tin

Editorial Committee – Annual Report

Dr Marek Samoc
 Dr Mark Ridgway
 Dr Timothy Thompson
 Ms Martina Landsmann

Library Advisory Committee

Mr Paul McNamara (Library) (Chair)
 Dr Adrian Ankiewicz
 Dr Kenneth Baldwin
 Professor Rob Elliman
 Dr Serdar Kuyucak
 Dr Brenton Lewis (Representative on SCILAC)
 Dr Craig Savage (The Faculties)
 Dr Michael Shats
 Dr Ralph Sutherland (RSAA)
 Professor Ray Spear
 Ms Annette Styles (Physical Sciences Library)
 Dr David Williams

Fixed-Term Academic Appointments Committee

Core members
 Professor Jeffrey Harris (Chair)
 Dr Nanda Dasgupta
 Professor Bob Dewar
 Professor George Dracoulis

Occupational Health & Safety Committee

Dr Keith Fifield (Chair)
 Mr Alan Cooper
 Mr Anthony Hyde (from September)
 Mr Kevin Lonsdale
 Mr Ian McRae
 Dr Maarten Vos
 Mr Tony Watt (until August)
 By invitation:
 Mr Stephen Atree-Williams (ANU OH&S Unit)

Public Relations Committee

Dr Tim Thompson (Chair)
 Professor Rod Boswell
 Dr Aidan Byrne
 Dr Stephen Gibson
 Dr Miklos Gulascsi
 Dr John Howard
 Professor John Love
 Professor Neil Manson
 Dr Tim Senden
 Professor Jim Williams
 Ms Elena Wilson (Student representative)
Secretary – Ms Amber Hayden

Promotions Committee Academic Levels B, C and D

Professor Erich Weigold (Chair)
 Professor Rodney Baxter
 Professor Rob Elliman
 Professor Stephen Hyde
 Dr Brenton Lewis
 Dr Frances Shannon (JCSMR)
Secretary – Mrs Gayle Samuel

Promotions Committee Academic Levels E1 and E2

Professor Erich Weigold, Director (Chair)
 Professor Rodney Baxter
 Professor Leo Radom (RSC)
 Professor Jim Williams
 Professor Adrienne Hardham (RSBS)
Secretary – Mrs Gayle Samuel