

## WELCOME

### To the RESEARCH SCHOOL OF ASTRONOMY AND ASTROPHYSICS MOUNT STROMLO OBSERVATORY

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#### LOCATION AND ACCESS

##### • Contact Details

Research School of Astronomy and Astrophysics  
Mount Stromlo Observatory  
Cotter Road, Weston ACT 2611  
Australia.  
Phone: +61 2 6125 0230  
Fax: +61 2 6125 0233  
Web: [www.mso.anu.edu.au](http://www.mso.anu.edu.au)

- **Where are we?**

The Research School of Astronomy and Astrophysics (RSAA) is located at Mount Stromlo. Mount Stromlo is located approximately 18 km from Canberra City centre (Civic) and from the main campus of the Australian National University.

- **Maps**

RSAA site map: [www.mso.anu.edu.au/images/mso-site3.gif](http://www.mso.anu.edu.au/images/mso-site3.gif)

Map of vicinity of Mount Stromlo: [www.mso.anu.edu.au/images/route5.gif](http://www.mso.anu.edu.au/images/route5.gif)

Interactive map of the ANU Campus: <http://campusmap.anu.edu.au/>

Discover ANU (prospective staff, students, alumni etc): [http://info.anu.edu.au/Discover\\_ANU/](http://info.anu.edu.au/Discover_ANU/)

About Canberra: [http://info.anu.edu.au/Discover\\_ANU/About\\_ANU/About\\_Canberra/index.asp](http://info.anu.edu.au/Discover_ANU/About_ANU/About_Canberra/index.asp)

Map of Canberra City: [www.arta.com.au/actmaps/canberra.html](http://www.arta.com.au/actmaps/canberra.html)

ACT Region map: [www.mso.anu.edu.au/images/actmap.gif](http://www.mso.anu.edu.au/images/actmap.gif)

- **Getting Here**

- **From the Airport:**

Follow the signs towards the City Centre and continue straight on along the Tuggeranong Parkway towards Woden and Tuggeranong. Shortly after passing over a bridge at about 10km past the city centre, take the left turnoff to the Cotter Road/Weston and turn right over the parkway. At the second set of traffic lights, take the right fork (Cotter Road) and follow this for approx 4km. The turnoff to Mount Stromlo Observatory is on the right, and is clearly signposted.

- **From Sydney:**

- **By Car**

Driving from Sydney to Mount Stromlo is generally the cheapest way to get here. It takes about three and a half hours for the journey. Once you are out of Sydney the journey is straightforward on good quality roads. If you are hiring a car at Sydney airport make sure it has a map of Sydney. Staff at the car hire company should be able to provide you with directions.

- **By Air**

A return flight Sydney/Canberra costs approximately \$AUD300 if bought in Sydney, but may be cheaper if booked as part of any travel package if you are coming from overseas. The flight takes 50 minutes. If you fly, you will need to take a taxi from the airport to Mount Stromlo unless you have arranged to collect a hire car at the airport. The drive from Canberra Airport to Mount Stromlo takes about 30 mins.

- **By Bus or Train**

There are regular bus and train services between central Sydney and Canberra. These services take about 3-4 hours (approximate cost \$AUD25-50 return). Contact Countrylink (132232) for trains and Murrays (132251) or Greyhound (131499) for buses.

• **Access to MSO Site**

Free parking is available on site. Access doors to buildings are normally kept locked. Keys are available from the reception in the Administration building (x50230). Boom gate cards are also available from the reception in the Administration building for after hours access.

• **Vehicles**

RSAA has a fleet of University owned vehicles which are available for official use only. Staff and Students must complete an 'Application to Drive a University Vehicle' form available from [http://info.anu.edu.au/Policies/\\_CFO\\_DFBS/Forms/Application\\_to\\_Drive\\_Uni\\_Vehicle.asp](http://info.anu.edu.au/Policies/_CFO_DFBS/Forms/Application_to_Drive_Uni_Vehicle.asp) to drive one of these vehicles. Each journey must be recorded in the log book, which is provided with the car keys. Bookings can be made through the Car and Room Booking System on the Administration page of the RSAA intranet. Please note that drivers are personally responsible for any traffic infringements.

• **Getting to ANU Campus**

If you are driving your own car to the ANU campus you may borrow an official ANU parking permit from the reception in the Administration building. Note: This permit is not valid in pay and display or parking spaces that are restricted to nominated vehicles.

• **MSO Site Security**

Any urgent security violations should be reported to ANU security (x52249). Less urgent matters to [handyman@mso.anu.edu.au](mailto:handyman@mso.anu.edu.au) or Graeme Blackman (x50278, mob: 0419 993 776).

• **MSO Site and Building Issue**

Any site and building issues should be reported to [handyman@mso.anu.edu.au](mailto:handyman@mso.anu.edu.au) including lighting, temperature, furniture, ordering name plates for your door, arranging a mailbox, etc.

**ACCOMMODATION**

• **Accommodation on and off ANU campus**

The ANU's Accommodation Services (UAS: <http://accom.anu.edu.au>) provides a variety of services to assist staff, students and visitors find accommodation, on or off campus, as well as other services. Information can be found at:

**For short term visitors,**

University House ([www.anu.edu.au/unihouse/](http://www.anu.edu.au/unihouse/)) offers a college atmosphere, comfortable rooms, good dining and an extensive wine cellar.

**For families, and for those staying longer,**

Comfortable furnished flats are available at Liversidge Court Apartments (<http://accom.anu.edu.au/UAS/189.html>) overlooking Lake Burley Griffin.

### • Accommodation at Siding Spring Observatory

Normally, observers at Siding Spring stay at the Lodge. This comfortable motel-like accommodation should be registered on your 'Approval to Travel' form and submitted to the reception in the Administration building as soon as the observing schedule is known. It is fully catered, and meal options should be discussed with the lodge staff on arrival. Please note any special dietary requirements on your travel form.

### LOCAL SERVICES

#### • Administration / Business Office

On arrival, all staff, students and long term visitors should check in with the reception in the Administration building. Visitors with grant should see the HR Officer as soon as possible after arrival about grant payment as processing can take time.

Stationery and other supplies are available from reception in the Administration building (x50230)

#### • Financial

Contacts: Mary McDonald, Business Officer (x50247, [mary.mcdonald@anu.edu.au](mailto:mary.mcdonald@anu.edu.au))

For assistance and information on grant proposals and funding contact the Grants Officer (x59805).

#### • Computing

RSAA Computing Section home page [www.mso.anu.edu.au/computing/](http://www.mso.anu.edu.au/computing/)

If you need a computer account during your stay at RSAA or SSO, download the form from: [www.mso.anu.edu.au/computing/userform.pdf](http://www.mso.anu.edu.au/computing/userform.pdf) and deliver or fax it back to the Computing Section (x50233). Note that you will need an account if you are observing on RSAA telescopes.

A guide to the local computing resources and organisation of the network can be found in the Local User's Guide ([www.mso.anu.edu.au/computing/](http://www.mso.anu.edu.au/computing/)). More detailed information about the various software packages installed on system is available at [www.mso.anu.edu.au/computing/userguide/documentation.php](http://www.mso.anu.edu.au/computing/userguide/documentation.php).

The Local Crib sheets ([www.mso.anu.edu.au/computing/docs/lcs/lcs.php](http://www.mso.anu.edu.au/computing/docs/lcs/lcs.php)) contain all you need to know about getting started with the computing system at Mount Stromlo.

The different machines on the network are summarised here:

[www.mso.anu.edu.au/computing/mso\\_mach.php](http://www.mso.anu.edu.au/computing/mso_mach.php)

We can set your laptop up in DHCP, but you need to supply us with the ethernet (MAC) address.

A 1 Gbps fibre-optic link to the main campus gives RSAA researchers ready access to the advanced computational facilities operated by the ANU Supercomputer Facility (ANUSF) and the Australian Partnership for Advanced Computation (APAC).

• **Library**

The ANU Library System has its main libraries on ANU campus. There is a growing collection of books and journals relevant to astronomy and astrophysics at Mount Stromlo (the original collection was destroyed in the January 2003 fires). A small collection is located at Siding Spring Observatory.

• **Social**

• **Tearoom**

Tea and coffee are available from the kitchen in the AITC building at 10:30am and 3pm. This is a user pays service - all permanent staff and students should pay for this service through the 'payroll deduction form'. The cost is just \$5 per fortnight. All other personnel should pay as they go.

• **Barbeque**

Every second Friday (pay week) at 12:30 there is a Stromlo BBQ. Both meat and vegetarian options are catered to, and there is a raffle. Proceeds are used to subsidise farewell parties and the Annual Christmas party. All staff should join one of the BBQ preparation teams ([bill.roberts@anu.edu.au](mailto:bill.roberts@anu.edu.au))

• **Tennis Court**

The tennis court is available for use by everyone at MSO. The tennis court may be booked using the on-line booking system ([www.mso.anu.edu.au/computing/cs\\_book/](http://www.mso.anu.edu.au/computing/cs_book/)).

• **Colloquia**

• **Seminars**

RSAA Seminars are generally held on Thursdays after lunch. Local travel expenses are paid for non-ANU speakers. All overseas visitors are encouraged to make a talk at RSAA part of their schedule.

• **Feast of Facts**

The Feast of Facts meetings are held on Fridays at 3pm in the Woolley Seminar Room. These usually consist of two half hour presentations by staff or students on their research activities and are followed by refreshments.

**HR Matters**

• **Salaries and Conditions of Employment**

You can view your pay details and leave accruals (including long service leave) through HORUS (<https://anubis.anu.edu.au/login.asp>). Information on how to use the system will be provided to you at induction at the Human Resources division on campus. This is a password protected system; contact DOI helpdesk on x59666 for your logon.

Staff receive an annual leave loading in the second pay of January each year.

**Useful websites:**

Salaries and conditions: [http://info.anu.edu.au/hr/Salaries\\_and\\_Conditions/index.asp](http://info.anu.edu.au/hr/Salaries_and_Conditions/index.asp)

Staff benefits: [http://info.anu.edu.au/fbs/Business\\_Functions/Purchasing\\_and\\_Contracts\\_Office/Staff\\_Benefits](http://info.anu.edu.au/fbs/Business_Functions/Purchasing_and_Contracts_Office/Staff_Benefits)

EBA on Staff Conditions: [http://info.anu.edu.au/hr/Salaries\\_and\\_Conditions/Enterprise\\_Agreement](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement)

Forms for personnel and HR administrative matters:

<http://info.anu.edu.au/policies/browse.asp?view=type&type=form&node=517>

ANU Human Resources: <http://info.anu.edu.au/hr/>

The National Tertiary Education Industry Union (NTEU): <http://www.nteu.org.au/>

• **Increments**

Salary increments, where applicable, fall due on the anniversary of appointment.

• **Career and Performance Development**

It is university policy that general and academic staff members participate in ongoing planning and performance review with their supervisor. Guidelines:

[http://info.anu.edu.au/hr/Training\\_and\\_Development/Career\\_Performance\\_Development\\_Scheme](http://info.anu.edu.au/hr/Training_and_Development/Career_Performance_Development_Scheme)

• **Promotion**

• **Academic staff**

The closing date for applications for promotion is 31 July each year and you will be notified in advance of this date of procedures.

[http://info.anu.edu.au/hr/Salaries\\_and\\_Conditions/Policy\\_Info/Academic\\_Promotions/index.asp](http://info.anu.edu.au/hr/Salaries_and_Conditions/Policy_Info/Academic_Promotions/index.asp)

• **Classification review for general staff**

Career progression is encouraged through selection to advertised vacant positions. However, in some circumstances, the classification level of a general staff member may be reviewed.

[http://info.anu.edu.au/Policies/\\_DHR/Forms/HR29.asp](http://info.anu.edu.au/Policies/_DHR/Forms/HR29.asp)

• **Leave Provisions**

Information on leave can be found at [http://info.anu.edu.au/hr/Salaries\\_and\\_Conditions/Policy\\_Info/Leave.asp](http://info.anu.edu.au/hr/Salaries_and_Conditions/Policy_Info/Leave.asp)

All absences (staff and students) should be cleared first with your supervisor. General staff and academic staff are required to formally apply for annual leave and any annual leave accrual not taken will be paid out on termination. This will apply to all staff from 2008. Submit completed Application for Leave Form ([http://info.anu.edu.au/Policies/\\_DHR/Forms/HR40.asp](http://info.anu.edu.au/Policies/_DHR/Forms/HR40.asp)) including supervisor and delegate signatures to the Administration office.

• **Flex leave** is also available for some general staff, and needs to be arranged with your supervisor. Flex and project hours can be recorded on the online time sheet ([www.mso.anu.edu.au/local/timesheets.php](http://www.mso.anu.edu.au/local/timesheets.php) email [timesheet@mso.anu.edu.au](mailto:timesheet@mso.anu.edu.au) to be set up) There is a 14 hour limit on accumulated flex hours, and this is monitored by supervisors regularly.

Academic staff should also take a look at the provisions for outside studies and professional development programs

([http://info.anu.edu.au/policies/\\_Documents/PDF/HR/hr-20.pdf](http://info.anu.edu.au/policies/_Documents/PDF/HR/hr-20.pdf))

• **Health Insurance**

Australians and permanent residents are covered by *Medicare*, Australia's health insurance scheme (<http://www.medicareaustralia.gov.au/>). For information on additional cover through private medical insurance, refer to: <http://www.iselect.com.au/>

Staff on temporary resident visas are not covered by *Medicare* and must take out private health insurance. A list of providers is attached to your offer letter.

Some visitors will be covered by *Medicare* through reciprocal health care agreements; others will need to arrange private medical and hospital insurance in their own country before departing for Australia. [http://www.medicareaustralia.gov.au/yourhealth/going\\_overseas/vtta.shtml](http://www.medicareaustralia.gov.au/yourhealth/going_overseas/vtta.shtml)

• **Local and Overseas Travel**

You should discuss your travel plans (local and overseas) with the grants and finance officer. An 'Approval to Travel' form ([www.mso.anu.edu.au/admin/ApprovalToTravelForm.pdf](http://www.mso.anu.edu.au/admin/ApprovalToTravelForm.pdf)), detailing your travel purpose and arrangements, needs to be completed, approved by supervisor and delegate and returned to reception in the Administration building.

You will need to supply a detailed itinerary for insurance purposes and supply a list of contact and e-mail addresses. The ANU travel insurance is supplied by ACE Assistance. In the event of the need for 24 hour medical advice, legal assistance, assistance with lost/stolen passports or baggage, call (+61 2) 9929 2210 (charges may be reversed). The ANU Policy Number is ABTVL000421NSW. ([http://info.anu.edu.au/fbs/Business\\_Functions/\\_Insurance\\_Office](http://info.anu.edu.au/fbs/Business_Functions/_Insurance_Office)).