



MINUTES

Forensic DNA Analysis – Management Team Meeting

Date: 05 February 2016

Time: 11am – 12:30pm

Venue: FSS CR611

1. Present

Allan McNevin (ARM)

Amanda Reeves (AJR)

Cathie Allen (CJA)

Kirsten Scott (KDS)

Kylie Rika (KDR)

Luke Ryan (LBR)

Megan Mathieson (MLM)

Sharon Johnstone (SMJ)

Wendy Harmer (WAH)

2. Apologies

Justin Howes (JAH)

Agenda items

Item	Topic
1.0	Confirmation of previous minutes - WAH
2.0	Conflicts of Interest - Nil
3.0	Action Register -
4.0	<p>Standing items</p> <p>4.1 Workplace Health & Safety Issues - All</p> <p>1 x OHS incident report submitted and it was minor (accident only). 1 x OHS incident report submitted last week for an ongoing issue – being dealt with by HSQ OH&S</p> <p>As Billy's 3 year term is coming to an end – MLM looked into this – after reading the terms, it appears that we are able to hold an election. CJA – action to follow-up on elections and who is responsible for running them.</p> <p>4.2 Analytical Issues of Note - MLM</p> <p>Still working on Q-Trio program for MPIIs, other than that all other instruments are going ok. Globalfiler Teachback in the afternoons has been valuable.</p> <p>4.3 AUSLAB Working Party Update – KDS</p> <p>Laura Hegarty – will go on Maternity Leave, as of this afternoon (05/02/2016). FSS Exec have been advised about this and CISSU have recommended a process to mitigate Laura's absence – this is yet to be approved.</p> <p>Discussed the recent issue where J and O drives were inaccessible and the feedback that was given to CISSU.</p> <p>4.4 Project Updates</p> <p>Project #145 - 3500 – LBR</p> <p>Final report has been signed (verification of B). Closed.</p>

Project #146 – GlobalFiler – LBR

TeachBack held this week (valuable for all staff involved with this), sessions held in the afternoon for Analytical processes. Baseline work is still ongoing.

Project #152 – Y-Filer Plus - LBR

Analysis is ongoing, getting towards the end on this.

Project #163 – Auto-Microcon Samples – SMJ (JAH)

Signed off on the final report. Closed.

Project #168 – Validation of QIA Symphony - LBR

Nearing the completion of the SP component. Inhibition experiments currently being prepared.

Project #170 – Reassessment of in-house stutter thresholds and stutter file used in STRmix – SMJ (JAH)

Nil update

Project #171 Verification of the Internal Lane Standard from CC5 to WEN (Promega) – LBR

Project Proposal has been signed off and baseline plates are being gathered.

Project #131 – PP21 Review

This report is out for comment with Management Team, Due Date 11/02/2016

Projects on-hold

Project #167 – Verification and Implementation of STRmix v2.3.06 – JAH – which is linked to Project #170

5.0**New business****5.1 HSQ Orientation – CJA**

Seeking a volunteer to attend this on behalf of all staff and to provide feedback.

5.2 HTER – CJA

4th MP11 replaced in 2014-2016 – this was brought forward to take advantage of having all the instruments replaced together.

ACTION: ARM to follow-up regarding Bone Crusher and if broken, can it be repaired?

5.3 Risk Assessments – KDS

Please follow up on the ones allocated to your teams.

5.4 Automated Platforms - LBR

Validation plans for the Hamiltons will be provided to Management Team in advance of their arrival – please review as a priority so that we are ready to go once the instruments have been delivered.

5.5 Budget – Labour – CJA

This needs to be completed by the end of March. ACTION: Please email CJA with names of staff that may be trying to get pregnant so that this can be accounted for in the budget –

	there aren't any ramifications if the pregnancy doesn't eventuate, however large ramifications if not accounted for. Confidentially will be maintained for any names put forward.	
	<p>5.6 Excessive Leave – CJA</p> <p>CJA will be running reports on this and letting all line managers know about excessive balances (after a check of the Leave Calendar has been completed).</p>	
6.0	New business – for noting	

Next Meeting

Date: 18 February 2016, 9.30am

Venue: CR611

ACTION REGISTER

Minutes Reference	Item Number	Subject	Action	Action Officer	Status
21/01/2016	4.4	Project #170	JAH to send an email to confirm decision re: use the highest value for stutter (to be consistent with previous)	JAH	Closed – as all agreed
21/01/2016	5.2		MLM to look for Artel documents - MLM was unable to locate any.	MLM	Closed