



Minutes

23 Feb 2015	E8C212	12.30pm
Attendance:	Dr Matthew Kosnik (Chair) Mr Andrew Irvine, Ms Amanda Sordes, Associate Professor Jane Williamson, Professor Rob Harcourt, Dr Ben Pitcher; Professor Marie Herbestein; Ms Sarah Collison	
Secretariat:	Mrs Marie Howitt (Biological Sciences)	
Apologies:	Dr Culum Brown	

Item	Discussion Point	Results of team discussions regarding admin priorities	Person Responsible	Deadline	Completed
0	Welcome Benjamin Pitcher to DBSAG & Marie Howitt as administrative support: MK	Dr Pitcher was confirmed as a full member of the DBSAG			✓
1	Discussion of potential additional members	Ms Sarah Collison was accepted as a member of the committee. It was agreed that she would be a deputy to Mr Irvine and if he was also in attendance she would be a non-voting member. Membership for Dr Josh Madin was discussed. It was agreed that Dr Madin should be invited to attend the meetings, but would not be a full voting member of the committee. It was not clear if the current terms of reference would allow addition of Dr Madin. It was acknowledged that there should be a balance between academic and technical staff and also postgraduate and postdoctoral representatives. It was agreed that the DBSAG should be able to invite staff with specific concerns and interests to attend meetings of the committee, but formal membership would be restricted to those members recognized as full committee members.	Chair Chair to report to next meeting on terms of reference in relation to membership of DBSAG	Next meeting Next meeting	✓
2	Diving activity report 2014 & proposed 2015 fees	Report attached. Ms Sordes reported to the meeting. There was discussion of fee arrangements for check out dives and other activities and the processes required for securing the strongest possible safety culture.	Sordes		complete
	Boating activity report 2014 & proposed 2015 fees	Mr Irvine also discussed use of fuel cards to ensure boats are fuelled before every trip. He also discussed maintenance schedules and costs. Chair to discuss options for fuel arrangements with the Departmental Administrator and report back to the Committee.	Irvine	Sent out via email / biology departmental matters.	complete

