1. **Apologies:** - Peter Nelson, Karu Esselle, Lesley Hughes, Tony Parker

2. **Matters Arising from the Minutes:** - no matters arising

3. **Occupational Health and Safety**

P&A - DC reported several incidents:-

- During the Astronomy Open night, a fire alarm went off in the store room under the Mason Theatre and in the chemistry labs in E7B. It is not clear whether this was a coincidence or smoke from a demonstration. This raises issues on the ability to isolate certain areas. KL asked whether there was increased security when smoke detectors were isolated. JtH thought so, but will confirm.

- Also during the Astronomy Open night, a removable bollard fell on the foot of a visitor causing damage to their toes. Security were able to assist as they are all have first-aid training. JtH reminded the committee they should be aware that when the campus is open to members of the public, the threats are different.

- DC advised that there had been a leak which looked like water. P&A staff had insisted it be tested before being cleaned up in case it was a chemical spill. He queried the training non-science staff receive when occasionally called upon to work in laboratories. JtH to check.

- A student who hurt her back lifting (reported in the minutes dated 23 September) has returned to China for treatment and support. A late incident report has been submitted. DC questioned the training given to HDR students and also the lack of information re appropriate medical care and insurance on the university’s website. It appears to be available for staff but not students. AL to speak to Michael Carley. It was felt this is a problem for international students in particular. Following on from this incident, AL stressed the importance of staff being aware that if they are on leave and they come to work and are injured, they do not have worker’s compensation cover.

- Following the removed of the A/C units from offices in E7A, DC advised that some of the rooms were unacceptably hot. KL responded that rooms on the northern side of the building that previously had A/C units, will have them replaced. At a future date the building will be fully airconditioned.
4. Budget Update
IB Advised that the 2012 budget is to be reviewed by the Deputy Vice-Chancellor, Chief Operating Officer, Peter Dodd, on Monday 21 November. Following this, meetings will be arranged with the HoDs to finalise the budget for 2012. ST reminded the committee that one of the budget unknowns is the outcomes of the ARC Future Fellowship applications. These will be released on 14 November.
For the 2011 budget, Therase Tran is currently meeting with HoDs and compiling the figures for October ytd plus the forecast for November/December. These figures currently appear to be quite tight and will be circulated to the HoDs and administrators.
The committee discussed the outcomes of the recent round of VS. It is thought that the capital costs will come from central funds for 2011. In 2012 the budget charge against income will be equal to that cost.

5. Dean’s Report
Science High Achiever’s Dinner is to be held on 22 November, MC’d by Adam Spencer. Three speakers are to make presentations and Academic staff will host tables. Table hosts are asked to get to know the guests on their table so they can follow up. There will be a further event next year. PR are covering the costs. The aim is to change the perception of Science at Macquarie.
Science Research Lecture Series to be held on 29 November in Y3A. Biological Sciences are taking the lead with two short talks advising the public about some of the best research currently being carried out in the Dept. Both talks will be recorded and released on U-tube. The aim is to develop a reputation for the research being carried out in the FoS that explains itself well. Other depts are to showcase next year and the Dean asked the HoDs to complete the spreadsheet (to be sent out later today) over the next two weeks, nominating an academic and student. This is part of the Faculty’s marketing for 2012. The series will be promoted in local papers, via schools and on our website.
Vacation Program – Research projects for HS teachers. Jason Elias has the list of projects and he has indicated that he will try and arrange some for the summer break but with the short timeframe some of the projects may need to be carried over to the mid-year break. The Provost has suggested we approach the DoE as it could possibly be part of a teacher’s development. The aim is to build relationships with interested teachers and re-position the way local schools see us and know about us. It is important it be done properly.
The 3-2-3 Proposal is to be presented to Academic Senate next week. The Dean reflected that if it goes ahead it is important that it is done well and the way forward should be carefully assessed. It will be important to give staff guidance to ensure this doesn’t turn into a two-year Honours project. The impact is to better prepare the student for study and shorten the length of time of the PhD. KD is currently looking at equivalents overseas and the Dean recommended the Faculty see what is being done centrally by the DVC (Research).

6. Any Other Business
Travel Diaries - IB is putting together an on-line travel system which will include the travel diary.
Information Day - January 4 2012. The Dean asked HoDs to ensure there were sufficient Academic Advisors available for the prospective new students.

The meeting closed at 10:15.

Date of next meeting - Friday 18 November 2011.