

*Annual Report 2001*

*For and on behalf of the Council*



*Jeremy Ellis  
Chancellor*

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## Chancellor's statement

As part of an ongoing focus on effective governance, Monash University Council has continued to monitor and review the university's strategic planning framework, authorise all major initiatives and developments, revised the membership and terms of reference of committees of Council, and actively contributed to the university's quality assurance processes. In order to enhance the operational efficiency of Council, members have participated in several workshops and individual performance review discussions. Council's efforts have resulted in an improved operating framework that has enabled it to make not only a positive contribution to the achievements of Monash University but also facilitated Council meeting its objectives, accountabilities to the Victorian Government and its responsibilities to staff, students and the community.

To my fellow Council members and all Monash staff, I would like to express my appreciation for their commitment and dedication that has enabled 2001 to be a year of outstanding achievement.

Jeremy Ellis  
Chancellor

## Vice-Chancellor's statement

Universities around the world are facing diverse demands from governments as well as from students and their future employers. Technological advances, economic fluctuations and increased international instability provide an uncertain higher education environment.

Against this challenging background, Monash and its people continue to make their mark as leaders both in Australia and overseas.

During 2001, a number of key second tier planning documents were revised and finalised to underpin *Leading the Way: Monash 2020* which sets the strategic vision for the university. The revised *Global Development Framework*, the medium term directions for *Global Development: 2002-2006* and a strategy for *Monash in North America* were all adopted by Council. The university's *Learning and Teaching Plan*, the remaining second tier document, will be reviewed and revised during 2002.

At the end of 2000, Council agreed to the establishment of Monash Commercial to ensure effective governance of the range of commercial entities arising out of core university endeavour. During 2001 a wide range of entities were transferred to Monash Commercial.

Monash's responsibility is to educate scholars and professionals, advance and apply knowledge, and to serve its various local, national and international communities. Monash has moved to further internationalise its curriculum and ensure that more of its programs are sufficiently flexible to be taken by students anywhere in the world, increasingly on-line.

The university collaborates closely with business and industry partners and has forged strong links with key research institutions around the world. Monash and the other Group of Eight leading Australian universities continue to work together across a range of issues of common concern and the Melbourne-Monash Protocol provides the framework for a number of collaborative academic ventures and for shared infrastructure.

Among the wide range of high points and successes in 2001, during which Monash reached the fortieth anniversary of its first student intake, have been:

- ◆ the Victorian Government's announcement of \$100 million toward the nation's first synchrotron facility to be located adjacent to the Monash Clayton campus;
  - ◆ the opening of the Monash Centre in Prato with Professor Bill Kent as Director;
  - ◆ the graduation of the first 300 students to complete the whole of their degree course at Monash Malaysia;
  - ◆ The Centre for X-ray Physics and Imaging opened as part of the new School of Physics and Materials Engineering;
  - ◆ Monash Institute of Reproduction and Development making the US Government's elite register of institutions whose stem cell lines may be used to gain access to \$480 million in US Federal research funds;
  - ◆ A grant of US\$1.6m from the Malaria Vaccine Initiative in the USA, funded by the Bill and Melinda Gates Foundation, to Professor Ross Coppel and associates to develop a candidate malaria vaccine for clinical testing;
  - ◆ Award of prestigious Victoria fellowships to PhD candidates Paul Cullen of the Department of Microbiology and Suhasini Kulkarni of the Department of Medicine;
  - ◆ the Victorian Government's announcement that the Gippsland campus would be the site of a new \$12 million education precinct;
  - ◆ the launch by Ministers Minchin and Brumby of the Monash Science Technology Research and Innovation Precinct, the Monash 'STRIP';
  - ◆ Monash's new International Institute of Forensic Studies opened by High Court Justice Michael Kirby;
  - ◆ the establishment of Olympic Games Knowledge Services, combining the skills of the International Olympic Committee and Monash University for the transfer of Olympic Games knowledge;
  - ◆ the formation of Monyx, from a number of student and service organisations to ensure that all students have access to coordinated, quality services regardless of location;
  - ◆ Scientists from the Centre for Green Chemistry developing a form of non-addictive morphine to give pain relief to drug addicts;
  - ◆ Medical student Nathan Grills being awarded Victoria's 2002 Rhodes Scholarship;
  - ◆ Monash and the St Kilda football club announcing a strategic alliance, the first of its kind between an AFL club and a university;
  - ◆ the adoption by Council of the Monash Gippsland Academic Plan;
  - ◆ the first general staff exchanges between Monash University and King's College London,
  - ◆ Monash College commenced partner-supported programs in the cities of Guangzhou and Hangzhou in the People's Republic of China, as well as in Western Australia;
  - ◆ Monash being placed third in the Australian University Games;
  - ◆ Monash Environment Institute receiving two national awards; for Environmental Management awarded by the Business/Higher Education Roundtable and the Banksia Environmental Foundation Award for Socially Responsible Investment.
- On the basis of the university's activities and achievements in 2001, it is clear that Monash continues to be a highly regarded institution that attracts excellent people and has staff who teach well, generate ideas, apply knowledge and engage actively with the broader community. Monash is indeed a leader among universities.

Professor David Robinson  
Vice-Chancellor and President

## Establishment

Monash University was established under an Act of the Victorian Parliament on 30 May 1958. A body politic and corporate under the name 'Monash University', it has perpetual succession, a common seal and is capable in law of suing and being sued. The responsible minister in the Victorian parliament is the Minister for Education and Training.

## Objectives, functions, powers and duties

The objectives of the university, as stated in section 5 of division 1 of the *Monash University Act*, are:

- ◆ to provide facilities for study and education and to give instruction and training to all such branches of learning as may from time to time be prescribed by the statutes, including, without limiting the generality of the foregoing, pure science, applied science and technology, engineering, agriculture, veterinary science, medicine, law, arts, letters, education and commerce;
- ◆ to aid by research and other means the advancement of knowledge and its practical application to primary industry and commerce;
- ◆ to confer after examination the several degrees of bachelor, master and doctor and such other degrees and diplomas as are prescribed by the statutes; and
- ◆ to provide facilities for university education throughout Victoria and elsewhere by the affiliation of existing institutions, organisations or bodies to the university, by the creation of new educational institutions, organisations or bodies to be affiliated to the university, by the establishment of tutorial classes, correspondence classes, university extension classes and vacation classes and by such other means as the Council deems appropriate.

The governing authority of the university is the Council. Its subordinate standing committees, other boards and committees, the vice-chancellor and senior officers of the university, advise the Council.

## Services

The university provides post-secondary education and study facilities primarily to the Victorian community on campuses at Clayton, Caulfield, Frankston, Gippsland, Berwick, and Parkville, and at campuses in Malaysia and South Africa. In addition, the university has over 100 bilateral institutional links which enable academic and research collaboration and student exchange programs. The university also provides distributed learning to students in approximately 40 countries.

Faculties of the university are Arts; Art and Design; Business and Economics; Information Technology; Education; Engineering; Law; Medicine, Nursing and Health Sciences; Science; and the Victorian College of Pharmacy. Each provides undergraduate and postgraduate degrees and diplomas.

In addition to these faculties there are centres that express the research interests of staff members and provide specialised nuclei for postgraduate and some undergraduate study. Many of these act as a focus for interdisciplinary research. The work of the university is expanded and supported by affiliated institutions, which cooperate in various ways with teaching and research programs at Monash.

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Guideline 9.1.3 (i) (d) (i)

## Administrative Structure

From 1 January 2001 to 31 December 2001 the following members constituted the University Council.

■ *Chancellor*

Jeremy Kitson Ellis MA Oxon HonDEng C.Qld. FTSE FAICD FAusIMM  
Hon.FIEAustCPEng

■ *Vice-Chancellor and President*

David Antony Robinson BA PhD Wales FRSA(UK) FAIM

■ *Chairperson of the Academic Board*

Alan William Lindsay BSc DipEd MEd(Hons) Syd. PhD Macq.

■ *Three persons elected by and from the staff of the university prescribed by the statutes*

*Professorial staff member*

Tam Sridhar BTech (Madras) ME (IISc) PhD Monash FISE FIEAust

*Non-professorial academic staff member*

Paul James BA(Hons) PhD Melb. from 20 April 2001

Andrew Markus BA(Hons) Melb. PhD LaT. until 12 February 2001

*General staff member*

Dale Halstead BA BSocWork Melb. GradDipEdAdmin HwthnInst

■ *Two persons elected by and from the students enrolled at the university prescribed by the statutes*

*Undergraduate member*

Manisha Blencowe

*Postgraduate member*

Eleina Tava BSc(Hons) GradDipEd

■ *Six persons appointed by the Governor-in-Council*

June Margaret Hearn MA PhD Melb.

John Charles Hutchinson DipMechEng ED FIEAust. MAICD MAIM

Wendy Peter BJuris LLB Mon. LLM Cantab.

Paul Henry Ramler AM DipBusMktg HonMbus CIT ACIT FAIM AFAMI

Mark Andrew Schapper BSc(Hons) MSc PhD Melb. FIEAust FTSE

Ann Caroline Sherry BA Qld. GradDipIndusRels QUT

■ *One person appointed by the Minister*

Akim Bannikoff from 12 November 2001

■ *Six persons appointed by the Council*

Louise Adler BA(Hons) Reading MA MPhil Columbia



Glenn Barnes BAgSci *Melb.* CPM FAMI FAIM FAICD FAIBF FRSA  
Colin J Bourke MBE BCom BEd *Melb.* LLB *Adel.* MED *Canb* TPTC *Geelong* FACE  
FAIM  
Penelope FE Hutchinson BA (Hons) CA AMusA AICD  
John B Laurie BE *Adel.* FICE FIEAust ACEAust AATSE  
Dorothy Ruth Pizzey AM BA BEd *Melb.* FACE

*Membership of Audit Committee*

Jeremy Kitson Ellis MA *Oxon* HonDEng *C.Qld.* FTSE FAICD FAusIMM  
Hon.FIEAustCPEng  
Penelope FE Hutchinson BA (Hons) CA AMusA AICD  
Wendy Peter BJuris LLB *Mon.* LLM *Cantab*  
Graham Peirson MEd *Adel.* SCPA  
David Antony Robinson BA PhD *Wales* FRSA (UK) FAIM

*In attendance:*

Alison Crook AO BA (Hons) *UNE* MBA *Qld.* DipLib *S.Aust.* DipEd *Adel.* HonDUniv  
*S.Aust.* HonDLitt *Macq.* FALIA FRIPAA FAIM FAICD  
Greg Connell – Executive Officer and Secretary

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Guideline 9.1.3 (i) (d) (ii)

## Senior officers

■ *Visitor*

John Landy AC MBE BAgSci *Melb.* HonLLD *UBC* HonDRurSc *UNE* FAIAS  
Governor of Victoria

■ *Chancellor*

Jeremy Kitson Ellis MA *Oxon* HonDEng *C.Qld.* FTSE FAICD FAusIMM  
Hon.FIEAustCPEng

■ *Deputy chancellors*

June Margaret Hearn MA PhD *Melb.*

Paul Henry Ramler AM DipBusMktg HonMBus *CIT* ACIT AFAIM

■ *Vice-Chancellor and President*

David Antony Robinson BA PhD *Wales* FRSA(UK) FAIM

■ *Deputy Vice-Chancellor and Vice-President (Research and Development)*

Peter LePoer Darvall BCE(Hons) *Melb.* MS *Ohio State* MSE MA PhD *Prin.* DipEd  
FIEAust FTSE

■ *Deputy Vice-Chancellor and Vice-President (Academic and Planning)*

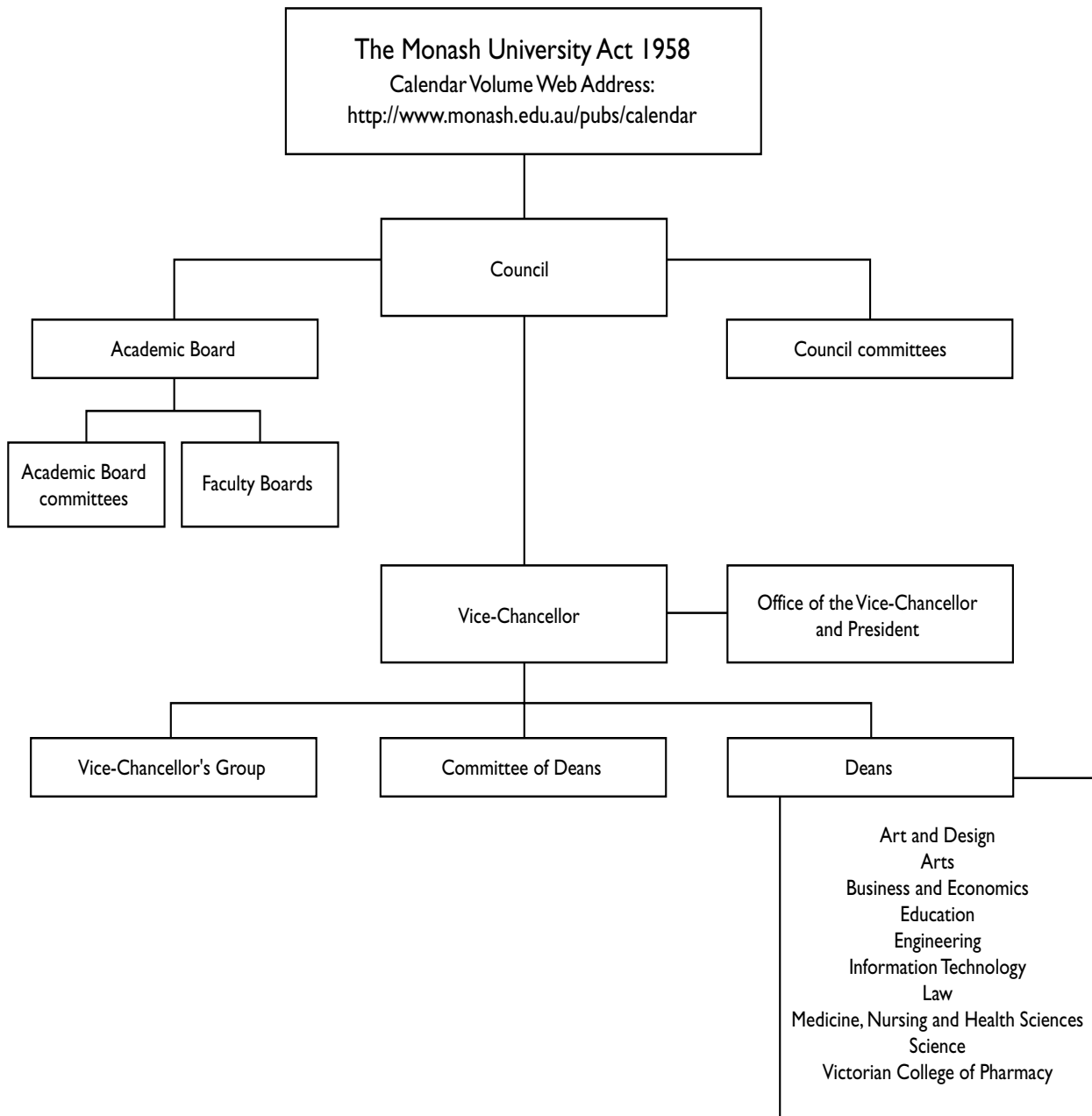
Alan William Lindsay BSc DipEd MEd(Hons) *Syd.* PhD *Macq.*

■ *Deputy Vice-Chancellor and Vice-President (Resources)*

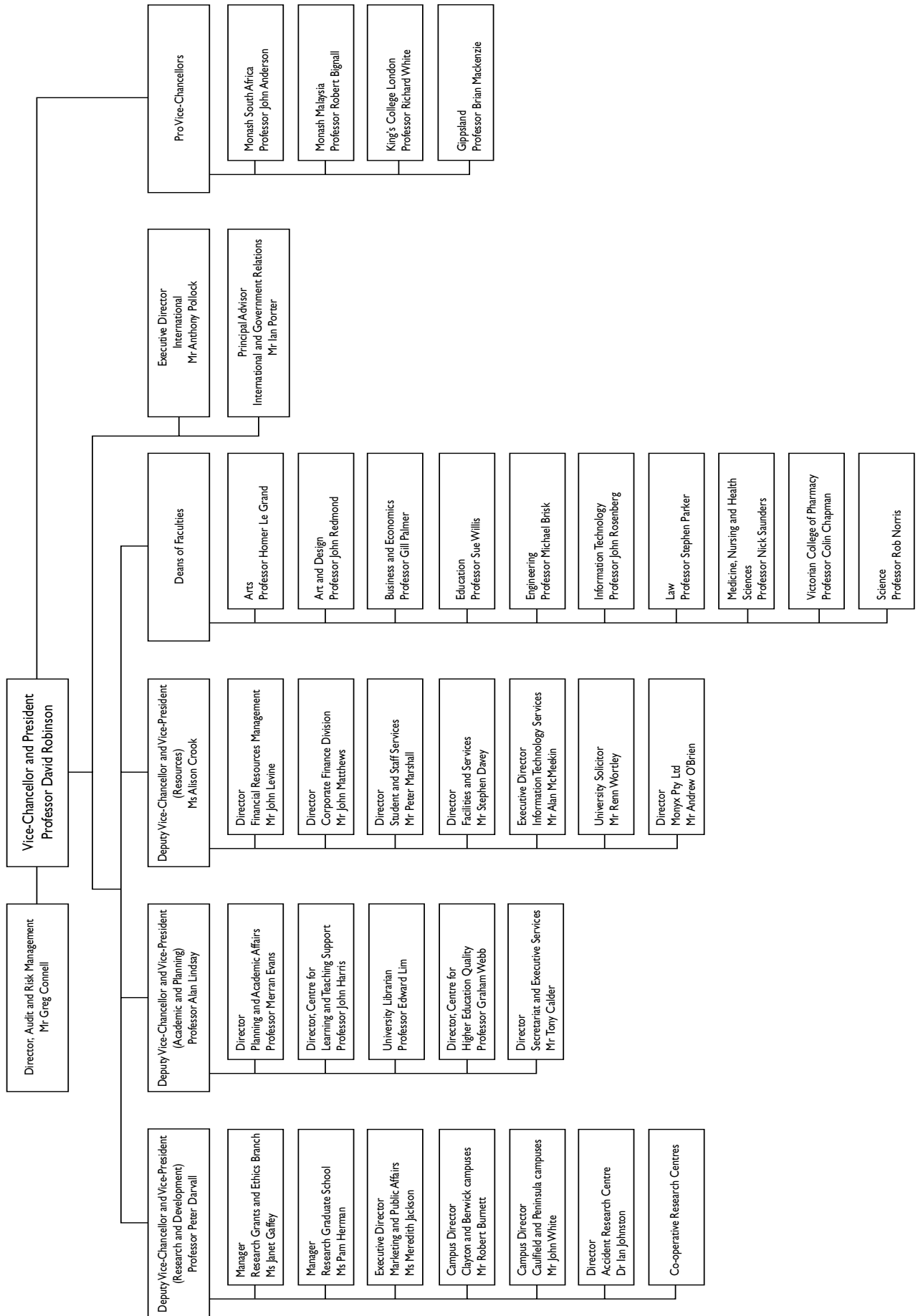
Alison Crook AO BA(Hons) *UNE* MBA *Qld.* DipLib *S.Aust* DipEd *Adel.* HonDUniv  
*S.Aust.* HonDLitt *Macq.* FALIA FRIPAA FAIM FAICD

# Organisational charts

## Overall governance and management



# Monash University senior management



## Major financial and performance statistics

The financial statements comprise a separate section of the report. The table below sets out a summary of the financial results for 2001 with comparative results for the preceding four financial years.

<i>Year</i>	<i>Net result \$000</i>	<i>Revenue \$000</i>	<i>Expenses \$000</i>	<i>Assets \$000</i>	<i>Liabilities \$000</i>	<i>Equity \$000</i>
2001	10,402	710,735	701,241	1,373,226	343,317	1,029,909
2000	33,882	695,492	661,615	1,315,135	295,967	1,019,168
1999	34,510	627,743	593,233	1,163,432	335,375	828,057
1998	27,687	605,972	578,285	1,138,672	366,204	772,468
1997	37,528	576,402	538,874	976,056	231,238	744,818

## Operational objectives and initiatives

### Teaching and Learning

In 2001 academic development activities were focused on the following areas:

- ◆ In line with the university's strategic and operational planning process, Faculty Operational Plans and Campus Directional Statements were reviewed to ensure they aligned with key institutional plans. Other initiatives included further development of the academic planning for the Monash South Africa campus and refinement of the processes for the collection, reporting and analysis of statistical data to support academic planning initiatives.
- ◆ Teaching and Learning Initiatives included the allocation of five grants totalling \$282,498 to support the development of innovative approaches to teaching and learning that are designed to enhance the quality of the learning environment. These projects involved developing online approaches to teaching and learning, the development and assessment of graduate attributes and internationalisation of the curriculum.
- ◆ A new web-based Academic Policy Bank is being developed and will provide an accessible, coherent and comprehensive repository of university policies to underpin planning and quality endeavours. Policies associated with admissions, academic progress and strategic allocation of scholarships have been reviewed along with the continuing focus on the transition process to university. A revised Transition website was short-listed for the 2001 Australian Educational Publishing Award.
- ◆ A university-wide approach to quality was developed in the document 'Quality at Monash: Values and Principles'. Following from this, university-wide approaches to both academic and support services review were also developed. An institutional self-review was initiated. The review team visited all campuses, held numerous focus groups and developed an on-line survey for staff and students. A draft report was produced for the end of the year which will be refined prior to implementation in early 2002.

- ◆ Monash College, one of three Access pathway programs operated by Monash International on behalf of the University (the others being the Monash University English Language Centre and the Monash University Foundation Year) commenced operations in late 1998 and now has an annual intake of over 750 students at its Clayton campus location. Monash College commenced partner-supported programs in the cities of Guangzhou and Hangzhou in the People's Republic of China, as well as in Western Australia.
- ◆ A library portal was developed enabling students and staff to search and retrieve information within its analogue and digital resources. The first library based flexible learning space, the Matheson Annex which provides networked computers, printers, photocopiers, the reserve books collection and innovative study areas designed to facilitate collaborative learning, was opened. The Annex has extended opening hours that provide opportunities for part-time and off-campus students to obtain access to the library's resources.
- ◆ Other initiatives included a newly built and fully equipped library opened at Roodepoort, on the Monash South Africa campus, integration of Monash Library's Alfred Hospital sub-branch library with the libraries of the Baker Medical Research Institute, the Macfarlane Burnet Centre and the Alfred Hospital to form the Ian Potter Library which will provide services for the Alfred Medical Research precinct, and the establishment of the Digitisation Centre in the library at Clayton campus to enable copying and scanning of teaching and learning materials at a centralised location.
- ◆ In support of the introduction of Web Course Tools (WebCT) as the university's learning management system, the Centre for Learning and Teaching Support (CeLTS) has developed a major program of staff development workshops. Other initiatives included the development of exemplars of multimedia courseware which have been short-listed for four national awards.

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Guideline 9.1.3 (iv) (f) & 9.1.3 (ii) (c)

## Major research and development activities

The Australian Government's White Paper, *Knowledge and Innovation: a policy statement on research and research training* was published in December 1999. The revised funding policies outlined in that document are leading to changes which will affect all universities. A key outcome of the White Paper is a new funding model for research training. Under the new Research Training Scheme (RTS) which will be fully operational by 2002, Commonwealth-funded higher degree by research places will be allocated to institutions on a formula, rather than these places being part of an overall student load target. The formula has three components:

- ◆ 50% for research completions (weighted differentially for high/low cost, and PhD/Masters)
- ◆ 40% for research income
- ◆ 10% for publications

In a second competitive funding formula, to distribute block funding for universities' research activities other than research training (the Institutional Grants Scheme (IGS)), weightings assigned to the three components of the formula will be:

- ◆ 60% for research income
- ◆ 30% for funded research student load
- ◆ 10% for research publications

Completions thus ultimately become the *driver* for both funding allocations since completions will influence funded load and publications within the IGS formula.

In 2001, during the transition to the new formula-driven funding arrangements, the university has assessed the implications of these significant changes to government policies. Specific strategies and targets were included in the university's revised *Research and Research Training Management Plan* strategies and targets, endorsed by Council at the end of 2000.

A major analysis of the completion rates and times for the 1993-5 commencing scholarship cohorts is now underway to ascertain those factors which either retard or promote prompt completions. The results of this research will inform subsequent policy initiatives which will seek to maximize timely completions. Tighter annual progress report procedures have also been implemented to identify difficulties so that early remedial action may be taken. Through improved supervision training programs, a well-regarded and expanding generic skills training program, extended research scholarship and grant schemes, together with new student study accommodation in research graduate centres on the larger campuses, Monash will ensure a research environment conducive to the production of high quality theses in the shortest possible time.

Monash anticipated the Commonwealth Government by determining scholarship allocation for 2001 on the basis of the RTS formula. Fifty per cent (50%) of each faculty's quota for awards commencing in 2001 was derived by applying a slightly modified RTS formula, while for 2002 allocations will be made entirely on the basis of this formula. A similar process has operated in the allocation of commencing student load to faculties.

Given the Commonwealth Government's intention to cap Higher Degree by Research (HDR) places for domestic students, Monash has investigated options for attracting additional high calibre international students to its research programs. The new Monash International Postgraduate Research Scholarship (MIPRS) scheme has in one year tripled the number of scholarship living allowance/tuition fees packages to approximately 50. The broad range of research degrees are also intended to meet the research preferences of overseas candidates.

Until 2001, the research component of funding to faculties was essentially the Research Quantum (RQ), or some 11% of the funds available for formula allocation to faculties. Allocation was on the basis of performance using a Monash-weighted form of the composite index. However, a significant change was made in the 2001 budget, when the proportion, allocated on the basis of a research performance index was increased to 20%. The index used for allocation of the 2001 research component was a transitional one, foreshadowing the introduction of IGS and the RTS, and combining the components of those two allocation formulas in the ratio 1/3:2/3.

This is the first of a number of budget-related measures which are being implemented to encourage faculties to focus their priorities, and potentially their staffing, on achieving enhanced research outcomes.

Further details can be found at: <http://bass.adm.monash.edu.au/publications/>

During 2001, Monash researchers submitted 1035 applications to 214 separate schemes, a larger number of schemes than for a number of years. Of these, 348 were successful, representing a success rate of about 34%, an increase over 2000. The first year of funding of these successful applications totalled \$20.8m.

The Australian Research Council (ARC) introduced a revised suite of competitive grants in 2001, for funding from 2002. Discovery Grants essentially comprise the former Large Grants and Fellowships scheme, Linkage – Projects replace Strategic Partnerships with Industry – Research & Training Grants, and Linkage – Infrastructure replaces the former Research Infrastructure – Equipment & Facilities Program.

In the 2001 selection round, Monash University was awarded 46 Discovery Grants, worth a total projected allocation of \$8.0m for the period 2002-2006. This result ranked Monash fifth, in terms of both number of projects and support funding. In addition, Monash received funding for 17 ARC Linkage Project Grants (for an allocation 2002-2006 of \$2.25m), and maintained its record of obtaining infrastructure – Equipment & Facilities grants, which are for collaborative infrastructure projects, with eight successful Linkage Infrastructure proposals, worth \$2.25m., and being a partner in five Linkage – Infrastructure projects submitted by other institutions.

The university was awarded two Linkage – International Awards, which carry funding of \$73,500 for the period 2002-2004.

In the 2001 National Health & Medical Research Council (NH&MRC) selection round, Monash was awarded 34 new project grants, with support funding of \$11.7m for the period 2002-2004. Monash was also rewarded with funding to support eight research fellowships, three Career Development Awards and six Training Fellowships. A Strategic Research Development grant was also obtained for the 2002-2003 period. Equipment grants totalling \$413,500 were also received.

The university provided \$7.2m from its own resources for the support of research, via the Monash Research Fund. This support is intended to help Monash researchers in positioning themselves for winning funding support from external sources. Of the funding made available internally, about 68% was transferred into the Strategic Monash University Research Fund (SMURF). SMURF funding was split 50:50 between funding for proposals aimed at creating and extending research strengths, and formula-based allocations to reward past research performance.

In its annual reporting to the Department of Education, Training & Youth Affairs, Monash University reported 2481 research publications in the four publishing categories (books; book chapters; papers published in scholarly refereed journals; and refereed conference proceedings).

Monash established the Logan Research Fellowships in 1996, to build on the university's research reputation and to expand its research efforts. Up to five postdoctoral fellowships, with funding for up to six years, may be awarded. The fellowships also marked the retirement of vice-chancellor Professor Mal Logan. In 2001, five new Logan Fellows were named:

- ◆ James Whisstock, Biochemistry & Molecular Biology;
- ◆ Johnson Mak, Biochemistry & Molecular Biology;
- ◆ Geordie Mark, Geosciences;
- ◆ Laure Bourgeois, Physics & Materials Engineering;
- ◆ Guang-Zhen Sun, Economics.

Since November 1999 the Monash Research Graduate School (MRGS) has sought to bring together a diversity of research training elements, to coordinate postgraduate research effort and to improve the quality of the postgraduate research environment. While acknowledging that Monash is traditionally a decentralized institution with faculties assuming primary responsibility for the academic supervision of research programs, the MRGS has oversight of: review and development of postgraduate research training policies; review and expansion of research degrees to meet the changing expectations of students; identification and implementation of best practice; and the development of support programs which benefit all postgraduate researchers.

A number of key initiatives have marked the second year of the school's operation:

- ◆ A biannual forum at which postgraduate research coordinators meet to discuss policy issues of common concern and to share examples of good research practice,

remains a focus of the Research Graduate School's activities. A third induction forum was also held in early February 2001 for the benefit of newly appointed graduate coordinators and research supervisors.

- ◆ the exPERT program of employment and research training, comprising general and specialised workshops, has grown from 10 workshops a year in 1997 to over 50 in 2001. Over the last 10 semesters the university's 2700 research graduate students have been able to choose from over 30 workshop titles. More than 70 seminars under the general exPERT program have been held over that time. All these two-hour workshops have been run on a voluntary basis by academic and administrative staff and the students themselves. Typically, between 70 and 120 research students attend each seminar/workshop of the general exPERT program. In a recent survey 73% of respondents rated the program as 'excellent' while 85% indicated they would 'highly recommend' the program to others.

In addition to the general workshop scheme, the Statistical Consulting Service has provided a workshop series, a lunchtime drop-in centre, and one-to-one tutoring for research students. A second specialist program, exPERT Communication (run for the first time in 2001), offered research students practical advice on various modes of communication, written, visual and oral.

The exPERT seminar program details may be accessed via the Monash Research Graduate School web page at: <http://www.monash.edu.au/phdschol/seminars/>

Substantially refurbished with open-plan study areas converted to shared office space, the Research Graduate Centre on the Clayton campus was the first central facility of its type at Monash. More detail can be found at: <http://www.monash.edu.au/phdschol/pgcentre/>

The Initiatives Fund of the Director of the MRGS has supported a range of grants and developments including the refurbishment and expansion of the Clayton campus centre and others, the provision of IT facilities and support for postgraduate researchers, expansion of the exPERT generic training program, and marketing and publicity initiatives. The major new tuition fees award program for international students, the MIPRS, supported by a 3% levy on international student fees, has become the linchpin of the university's endeavours to attract more high calibre international postgraduates to its wide range of research programs.

In the Postgraduate Research Scholarships and Awards 2000-2001 selection rounds:

- ◆ 740 applications were received for 90 Monash Graduate Scholarships (MGS) and 108 Australian Postgraduate Awards (APA). Only four Australian universities received a larger allocation of APAs than Monash.
- ◆ 49% of applications were from females (57% for domestic applicants, and 32% for international students).
- ◆ of the APA-eligible applicants, 7.6% had interstate addresses, which suggests that at least in part, the low level of mobility amongst Australians can be attributed to student choice rather than institutional policy.
- ◆ just on 57% of applicants (419) were deemed to hold either first class honours or an equivalent qualification, of which:
  - nearly 25% (105) had been favourably assessed by one of the university-wide H1 equivalence panels which met in late November 2000 to review the academic and research qualifications of all those applicants whom the faculties wished to rank but who did not hold standard Australian first class honours degrees. About 21% of applications submitted to these panels were not successful in gaining H1 equivalence.
  - 58% of eligible applicants received offers (242) of stipend awards.



Of the 242 stipend scholarship offers made,

- 41% were made to applicants who held non-Monash qualifications (compared with 43% in the previous year).
- almost 92% of Monash graduates accepted offers, only 60% and 83% of students holding qualifications from other Australian or overseas institutions respectively, accepted offers.
- the number of MGS awards taken up by international students increased from 47% in 2000 to 56% in 2001.

- ◆ the university received 16 International Postgraduate Research Scholarships (IPRS) for 2001, the same as for the previous year.
- ◆ the Monash University International Postgraduate Research Partial Tuition Scholarships program was phased out and the first full-fee Monash International Postgraduate Research Scholarships (MIPRS) were taken up in the 2001 academic year. An initial annual budget of nearly \$0.7m in 2001 allowed 20 MIPRS awards to be made centrally, and an equal number by faculties. (The program complements the Australian Government's IPRS awards so that more than 50 stipend/tuition fee scholarship packages may now be offered under the two schemes).
- ◆ In addition to the 90 Monash Graduate Scholarships on offer, again in 2001, a further ten were offered to faculty-nominated areas of research strength and priority.
- ◆ at the 2001 mid-year round a further 7 MGS and 4 IPRS were offered, representing awards not taken up in the previous main selection round. Given the exceptional calibre of applicants nominated at mid-year, four additional stipend awards supported by 50:50 centre: faculty funding were also made available.

Other scholarships and related programs:

- ◆ under the Strategic Partnerships with Industry-Research Training scheme (SPIRT), Monash received 13 APAI awards for commencement in 2001.
- ◆ 15 ICT scholarships awarded by the Victorian Government at the close of 2001 will also support the university's initiatives in information technology and communications.
- ◆ The Monash Postgraduate Travel Grant budget was increased from \$180,000 to \$200,000 in 2001, allowing the full airfare to be met by the grant for the first time. In 2001, 248 students were supported by the scheme, compared with 230 awardees in 2000. In 2001 the Conference Organisers' Grants scheme continued to provide financial support to postgraduate researchers who intend to plan and run a Monash, state, national or international conference, seminar or workshop. Eight grants totalling \$5000 were made in 2001.
- ◆ the Postgraduate Publications Grant program maintained its budget of \$120,000 in 2001, assisting approximately 24 doctoral or research masters students under examination, to write up papers based on their research. Tenure is for up to three months.
- ◆ the Monash University Postgraduate Teaching and Research Fellowship schemes are open to both part-time and full-time students undertaking research projects in designated areas of faculty research strength and priority. Awards are made via faculty nominations, with a central component of between \$5000 and \$6000 for each award. In 2001, eighteen teaching and research fellowships were offered.
- ◆ the Mollie Holman Doctoral medal is awarded for the best doctoral thesis in each faculty, where there are nominations of sufficient calibre to merit such a prestigious award being made. A third round of awards was made in 2001.

Total expenditure in 2001 for MGS, APA, APAI, IPRS, partial scholarships, and postgraduate grants, was in the order of \$13.9m compared with \$12.9m in the

previous year, with about 1000 postgraduate researchers in receipt of stipend scholarships and 106 on fee-paying awards.

### **Doctoral Candidature and examinations**

- ◆ A total of 2779 students were enrolled for higher degrees by research in 2001, including 841 students commencing programs. 1879 were doctoral candidates.
- ◆ in 2001 three new doctoral programs (a PhD in the speciality of Music Composition (to be examined by performance) and two professional doctorates, a Doctor of Business Administration (DBA) and a Doctor of Juridical Science (SJD)), were approved.
- ◆ several research masters programs, the PhD and the EdD may now be undertaken by external mode. It is anticipated that programs such as these will lead to some significant collaborative research programs, especially with overseas research institutions, possibly under cotutelle or joint badging arrangements.
- ◆ major reviews of policy guidelines for higher and professional doctorates were also undertaken in 2001.
- ◆ the university seeks to achieve a 100% increase in international research admissions by 2005, in accordance with Monash Research and Research Training Management Plan targets. International students currently represent over 12% of postgraduate research load.
- ◆ a major review of supervision training was concluded in 2001.
- ◆ Exit surveys indicate 67% and 9% of recent higher degree by research graduates are in full- or part-time employment respectively with another 16.6% pursuing further study.
- ◆ Seventy-eight per cent (78%) agreed that they were welcomed as a contributor to the research environment of their academic unit, 87% indicated their supervisors were readily available for consultation, while 83% confirmed that they were able to consult with other academic staff should their research require it. Overall 89% expressed satisfaction with their research training experience.
- ◆ two hundred and seventy nine (279) candidates submitted doctoral theses for examination in 2001, compared with 256 in 2000. (50% were from women, compared with 36% in 1994).
- ◆ in 2001, 265 students were awarded a doctoral degree, compared with 282 in 2000.
- ◆ the average submission time for doctoral theses is currently 48.9 full-time equivalent months, or a median of 47.5 months.
- ◆ the average age of doctoral students awarded the degree ranges from 28 years in Pharmacy and 31 years in Science, to 39 and 53 for Arts and Education respectively.
- ◆ approximately 80% of all submissions are made by Australian citizens or permanent residents.
- ◆ the average length of examination is 7.2 months, or a median of 6.0 months.
- ◆ about 88% of doctoral examinations are concluded without further examination being required.

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Guideline 9.1.3 (ii) (c)

## **Support Services**

Support for the core functions of the university has remained a focus for 2001. Continued implementation of a seamless approach to the delivery of student and staff services, the development of customer service standards, optimising the use of technology to ensure efficiency, quality and global capacity and the further development of student systems to enable students to manage their administrative

interactions with the university have all supported the learning and teaching and research activities of both students and staff.

Initiatives for 2001 included:

- ◆ a review of the performance management scheme for academic staff and development of a performance management framework for general staff which builds on the performance scheme;
- ◆ continued development and rollout of the new student administration system Callista and improved design and usability of the Monash University website;
- ◆ completion of customer satisfaction surveys on services provided by Student and Staff Services to identify key areas for the improvement of service quality – this included process and workflow redesign in consultation with faculties;
- ◆ further development of strategic cost management across the university including the initial development of service level agreements;
- ◆ the introduction of the balanced scorecard and key performance indicators for support services;
- ◆ commencement of University Space Management Project covering implementation of a university-wide timetabling, five year rolling capital development plans, five year rolling maintenance plans, a framework for the management of space and a charging structure for the use of university space;
- ◆ concept launch for the Monash Science Technology Research and Innovation Precinct (STRIP), receipt of tenders for construction of the first major building and multilevel car park and planning for staged development of the precinct over the next ten years. The STRIP is designed to foster an interdisciplinary approach to research and development where business and industry can be part of Australia's largest aggregation of researchers. The synergistic environment will provide a range of expertise to support the rapid development of new products and processes from pure and applied research through incubation to emerging industries;
- ◆ incorporation of Monash Commercial Pty Ltd as a wholly owned subsidiary of Monash University to govern and manage the university's commercial activities; and
- ◆ establishment of the company Monyx Pty Ltd to bring under one umbrella Monsum Pty Ltd, Unicom Pty Ltd, Monash Sports and Recreation, Monash University Bookshop and the student organisations.

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Guideline 9.1.3 (ii) (c)

## Faculty of Art and Design

The Faculty of Art and Design continued its focus on improving operational and budgetary efficiencies and systems across all areas in 2001. The development and maintenance of high-quality education in the disciplines of art and design were continued, further developing its flexible and student-centred approach to teaching and learning. In an ever-increasingly competitive environment, continued efforts were made to enhance the overall profile of the faculty, its staff and students.

A number of faculty courses achieved increases in first preferences in 2001 (Design 51.28%, Industrial Design 25.4%, Interior Architecture 24.24%, Visual Communication 22.44% and Fine Arts Sculpture 150%).

During 2001 the Faculty Gallery played a key role by consistently mounting high quality exhibitions of the work of students, graduates and high profile artists and designers. In consequence, numerous print media, television and journal features reported on and reviewed Faculty Gallery exhibitions throughout the year.

Exhibition highlights during the year were *Fred Williams 1959-1981* and *Festival of Drawing* which coincided with the faculty Open Day.

A number of seminars and conferences were hosted during the year, including the Ausglass Conference 2001 which attracted around 350 participants. This event included lectures and demonstrations by noted glass artists from Australia, Germany, the United States and the Czech Republic. A direct marketing program to target schools, which are key feeder institutions for both Monash Art & Design, was introduced in 2001. Sixty-one visits were conducted as well as the introduction of an education program for the Faculty Gallery and a highly successful VCE Seminar.

Staff research activities and achievements were also acknowledged and promoted throughout the year including the awarding to Troy Innocent of one of the first grants from the Cinemedia Digital Media Fund. This provides \$166,000 over two years to develop a digital artwork for Platform 1, the media gallery planned for Federation Square.

Efforts were continued in 2001 to increase the quality of final year student exhibitions which have seen over the past two years a substantial improvement in the presentation of a number of the student shows.

International undergraduate and postgraduate research applications have risen above target levels. Full fee paying international student enrolments for 2001 were ahead of target with an enrolment exceeding 100 students representing a 53% increase on 2000 enrolments.

A Memorandum of Understanding with Hoseo Computer Technical College, Korea was finalised in 2001 with continuing dialogue between the faculty and other possible strategic partners. Exchange arrangements have been established with Glasgow School of Art and an agreement has been formalised with Chiba University, Japan and Kookmin University, Korea. One further potential agreement, with Suzhou University in the Peoples' Republic of China, is being developed.

Work towards establishing a foundation program for international students was initiated in 2000 and this has been developed throughout 2001 in association with Monash College with the first intake projected for July 2002. An alternate form of pre-university studies is being trialed in the form of six-week study programs during the summer and winter periods. This will initially be offered to Korean students but will potentially open up similar transitional arrangements for students from other countries.

Marketing of the faculty's courses has also increased over the past year most notably, with the development of a video and CDROM, produced for the international market, which highlights the faculty's unique culture and educational excellence. An International Strategy Development group was formed to further examine the range and potential of its international activities.

This year the faculty developed a Semester Abroad program for Monash overseas centres. The first of these was implemented at the Prato Centre in second semester, 2001 and was launched by the Premier of Victoria, The Honourable Steve Bracks MP. Twenty-two undergraduate and two postgraduate students participated in the program which was taught by two faculty staff members. The program proved to be a great success, both for the faculty staff and students.

The level of higher degree by research student load in the Master of Fine Arts and PhD programs increased by 44% in 2001. A marketing strategy was implemented to advertise the faculty's postgraduate programs and raise its profile in order to increase the number of high calibre research students. Emphasis continues to be placed on the importance of ensuring high quality research supervision with strategies implemented to achieve improvements in this area.

# Faculty of Arts

In 2001, major focuses in the Faculty of Arts have included building its financial strength, research and research training performance. The faculty increased its marketing and recruitment activities for international students and achieved a 16% growth in international undergraduate students commencing study in Australia. Postgraduate enrolments have not grown and a number of measures, discussed below, have been put in place to address this. There has been further work in implementing Strategic Cost Management and in strengthening the staffing in schools for resource planning.

For 2001-2003, the faculty planned to increase annual income from the Australian Research Council (ARC) and other external grants by 8% per annum. In 2001, although there has been a drop in National Competitive Grants of 23% (\$1.24M to \$947k), there has also been an increase in external grants of 123% (\$562k to \$1.26M) giving an overall increase of 22%. The faculty was recently awarded six new ARC Discovery grants, two Monash based and two shared ARC Linkage project grants and one shared ARC Linkage -Research Infrastructure Equipment and Facilities grant for 2002, equalling its performance for 2001. The faculty again offered a range of grant schemes to support new research with a focus on team projects, Early Career researchers, enhancing research strengths and enabling the timely completion of projects and the publication of results.

In 2000 the faculty addressed the need to improve completion rates and times of its higher degree by research candidates by developing a comprehensive Higher Degree by Research (HDR) Management Plan. Implementation is now well advanced. Major activities include the induction of new HDR candidates who are also now provided with on-going training seminars. A more rigorous approach to the monitoring of progress was trialed in 2000 and developed further in 2001 and there has been an increasingly successful implementation of the more rigorous criteria for confirmation of PhD candidature introduced by the faculty several years ago. All candidates are admitted on a Probationary basis with the hurdle for Confirmation (between six and twelve months full-time study) being now widely regarded among staff and the student body as a significant event in candidature. This shows a major shift in the graduate research culture of the faculty and it has been instrumental in focusing the energies of commencing candidates and their supervisors.

In December 2001 the faculty approved the establishment of an Arts Research Graduate School (ARGS). The ARGS will provide a higher profile for graduate research and a focus and catalyst for a robust graduate-research culture, particularly but not exclusively via cross-disciplinary research. It will deliver a wider range of faculty-wide research training and related programs and give a base for development of faculty-wide PhD coursework components which will, among other things, make our doctorates more competitive in international markets and expedite completions by addressing deficiencies in the research backgrounds of candidates. The ARGS will also provide a body outside the Schools structure but within the faculty for the close monitoring, support and development of research training and research supervision of the highest quality.

Several new courses were approved for commencement in 2001: the double degrees Bachelor of Arts/Bachelor of Network Computing (BA/BNetComp) at Peninsula and the Bachelor of Communication/Bachelor of Multimedia (BComm/BMM) at Berwick.

During 2001, scholarships for Honours were introduced. In addition, web information about courses was greatly improved, recruitment to Honours extended, and unit size and thesis lengths were made consistent with assessment criteria provided and examination procedures amended. There was on-going work in

improving the flow-on rates from third year, promoting interdisciplinary and team research, and providing opportunities to participate in research activity.

Graduate coursework programs were restructured by development of new coursework Masters degrees with a professional focus which capitalise on both the general academic strengths of an Arts education and the specialised knowledge and skills present within the faculty. Their length is competitive with offerings in other universities and their titles vocationally focused. Currently one new Masters, Communications and Media Studies, commenced in 2001 and a range of others approved for introduction in 2002.

A major focus in the IT area was to increase the flexible learning options available to students. A range of approaches is being taken. A number of units now include discussion groups through the Monash Portal and a small group has developed and utilised Web streaming for undergraduate use including the provision of a virtual seminar. A small number of fully online units exist and this number will increase during 2002, particularly with developments with off-shore partner supported programs. The faculty also continues to work on several Strategic Innovation Fund (SIF) projects and one ARC-funded project in online language learning. These latter projects are considered to lead the field world wide.

## Faculty of Business and Economics

The Faculty of Business and Economics has maintained its position as a leading international provider of business education, accounting for almost 50% of the overseas students studying at Monash. It is involved in teaching on all the university's overseas centres and campuses, including the new South Africa campus.

Student numbers participating in overseas exchange and study programs have increased during the previous year.

The faculty continues to expand its degree offerings by direct offshore teaching and partnership supported distributed learning; the new position of Associate Dean International was created in 2001 to lead and coordinate these initiatives.

In 2001 the faculty completed a comprehensive review of its administrative structure. The new structure, based on the recommendations of the Review, is headed by the Director of Administration and a senior administrative team of Group Managers in Finance, Academic Services, Administration, Business Development and Technology Services. It reflects both the scale of the faculty's operations and the need for a sharper client focus across all operations.

Plans have been developed for a major upgrade of teaching facilities at the Caulfield campus, where lack of space has been a constraint on the faculty's activities for some time. These improvements will place the faculty in a better position to accommodate the additional pressure on physical resources associated with the expansion of the Master of Business Administration (MBA) program and related activities.

A Business Development Group Manager has been appointed to drive the faculty's objectives of substantially improving and widening its relationships with industry, business, government, the community and its alumni. Success in this objective is expected to support further course development and research, and to create new opportunities for other forms of income generation.

In 2001 a new MBA was launched and delivered from the Caulfield campus. The success of the Monash MBA in its first year of operation is reflected in its *Asia Inc.* ranking among the top ten MBA programs in Asia. Thirty professional tracks have been designed within the MBA and 6 new double-masters programs. Together with a new professional doctorate, Doctor of Business Administration (DBA), degree to

be offered from 2002, these innovative programs are expected to provide Monash with a significant competitive advantage.

The faculty has been working with the Faculty of Information Technology on a range of joint initiatives. This collaboration is expected to increase and will be beneficial in building the faculty's (and university's) reputation for applying information technology to every aspect of business.

A major review of undergraduate programs was completed last year and a new portfolio of undergraduate programs, divided into three families of courses, has now been established. Of these, the Bachelor of Business and Commerce (BBusCom) has been specifically designed as the faculty's global program. The same course is offered on each of the university's Malaysia, South Africa, Gippsland, Berwick and Peninsula campuses, creating the option for students enrolled in the B.Bus Com to move between Monash's international campuses, if they wish, with transition arrangements also in place to the metropolitan campuses.

Internationalisation of the curriculum and development of flexible support material for the six introductory subjects in the common undergraduate core commenced in 2001. Funding for this project came from the Strategic Innovation Fund and the Global On-Line Development project. The methodology developed from these projects will be used to develop the full range of subjects in the faculty's global program to a similar level.

Together with the undergraduate 'global' BBusCom, the MBA has been targeted for further development as Off-Campus Distributed Learning (OCDL). Each of the departments of the faculty will be involved in these OCDL developments for the MBA program and there will also be joint programs with other Faculties.

Funding has been obtained from the university, with matching funding from the faculty, for work on this major project which commenced in 2001 and will continue into 2002 and 2003. Concurrently, the faculty will develop a wide range of OCDL resources to support both teaching staff and students across all campuses and through partnerships with off shore providers.

The MBA programs offered through OCDL will provide a blueprint for a consistent, faculty wide approach to the design of web based teaching and learning resources and faculty web based information.

A comprehensive review was undertaken of:

- ◆ the faculty's research funding schemes, and
- ◆ all department research plans and research training plans.

This resulted in a number of new strategies and initiatives being implemented to improve the faculty's research performance, including:

- ◆ linking the faculty's research funding schemes (annual budget of \$350,000) more closely to the nationally competitive grant schemes, eg. funding 'pilot' projects leading to Australian Research Council funded projects in subsequent years;
- ◆ upgrading the resources of the faculty Research Office, including the appointment of a new Research Office Manager with a substantially expanded role;
- ◆ running a range of workshops and other activities to encourage more academic staff to apply for external grants and to support them in this activity;
- ◆ the development of the Doctor of Business Administration (DBA) for a 2002 launch;
- ◆ agreement to appoint 13 new professors (many of these positions will be finalised by the end of 2001) to enhance research leadership in a number of areas.

Research effort and funding for 2002 will again be focused on improving the faculty's Key Performance Indicators ie. nationally competitive research grants, publications, Higher Degree by Research (HDR) load, and HDR completions.

# Faculty of Education

The faculty's broad operational objectives are : the pre-service education of teachers at early childhood, primary, secondary, and vocational and adult education levels; the development of undergraduate studies in sport and outdoor recreation; the provision of post graduate award and non award professional and leadership studies for educators and other professionals in fields such as psychology, nursing, social research, community education and industry training; research training; research into a broad spectrum of educational questions; the provision of educational and consultancy services; and the fostering of public debate on important issues in education.

The breadth and flexibility of the faculty's courses enables it to attract a wide range of students and to respond to and capitalize on changing patterns of applications. Demand for the faculty's programs continued to grow with a particular increase in the demand for pre-service teacher education places across all three campuses on which the faculty offers its programs. At the undergraduate level, demand for faculty programs grew by more than 20%, which saw entrance scores into the faculty's undergraduate programs continue their upward trend. At the same time, applications for admission to the faculty's pre-service Graduate Diploma of Education programs grew by more than 50%. In recognition of this the faculty, for the first time, enrolled a cohort of 30 students mid year into the Graduate Diploma of Education (Secondary) program. The faculty also noted a trebling of applications for the Bachelor of Adult Learning and Development program.

The faculty significantly increased its Higher Degree by Research enrolments in 2000 with enrolments up from 122 EFTSU in 2000 to 145 EFTSU in 2001. The strength of these enrolments reflected the successful introduction of the faculty's new Master of Education degree by coursework and research targeted at practicing professionals. Over 70 students commenced the new Master of Education program in 2001, which suggests it is meeting the needs of its target audience for research preparation related to their professional practice. Considerably more staff are now involved in Higher Degree supervision. To support them, and to enhance our supervision practices generally, the faculty has begun a program of professional development for staff in research supervision.

The faculty's three-year cyclical review process for the quality maintenance and enhancement of all units and courses was introduced in 2001. The review process is designed to ensure that the quality, currency and relevance of units and courses offered by the faculty are maintained. In 2001, the faculty undertook a major revision of its Master of Education by coursework and Graduate Diploma of Education (Secondary) programs. The revised Master of Education provides students with three options for completing the program across some 14 pathways. Through the simplification of course structure and the sharing of units across pathways there is greater flexibility and greater certainty in the unit choices available to students. A commitment by the faculty to ensuring that all units will progressively be available in off-campus as well as on-campus mode will further enhance the study options available to students and improve access to Masters degree programs for the increased number of the faculty's students living outside the metropolitan area. The changes have resulted in greater coherence, consistency and efficiency of offerings at this level.

The revised Graduate Diploma of Education (Secondary) programs have been designed to allow students to take the program in on-campus mode, off-campus mode or by a combination of on-campus and off-campus modes. The review has seen an increased number of teaching method units offered in off-campus mode. These units are in the major areas of teacher shortage. The programs are now



consistent in structure across all campuses; provide a wider range of teaching method options and greater flexibility for students.

During 2001, the faculty gained three Australian Research Council grants in the division of Education. The Centre for the Economics of Education and Training continued to be successful in securing research contracts that focused particularly on adult education and training matters. Following the submission of a successful tender to DETYA, the \$1.1 million National Centre for History Education was established. The Centre, which involves a consortium of universities and the Curriculum Corporation, is based within the faculty and operates from the Gippsland campus. A major new contract with DEET involved the faculty in the development of a teacher – mentor strategy for new teachers in government schools.

The implementation of a new workload formula policy, together with the review of courses, should impact on research performance in two ways: teaching loads are more regularized and controlled, and specific research outcomes are expected of all staff whose profile includes both teaching and research.

The faculty saw a significant increase in the number of international students enrolled in its award programs in 2001 with enrolments up from 55 EFTSU to 79 EFTSU. The increased enrolments resulted from a streamlining of application processing procedures and the personal follow up of applicants. The faculty has negotiated agreements that will see it begin to deliver three programs offshore in 2002. These programs are the Bachelor of Sport and Outdoor Recreation, the Master of Education (Leadership, Policy and Change) and the Master of Counselling. Their offering offshore will see a significant increase in the faculty's international student enrolments in coming years.

There was continued growth in the faculty's provision of professional development and consultancy services to the education sector. For example, it carried out more than 150 school reviews in 2001, provided science and LOTE professional development under contract to DEET (Victoria), science professional development and special education courses for the Catholic Education Office, and leadership programs for four DEET regions. A wide range of short courses, which provided professional development for teachers, education para-professionals and others, were offered.

Key imperatives identified by the faculty for 2002 are to further implement its quality assurance and enhancement processes, improve its financial base by diversifying its income sources and making the most efficient use of resources; and to consolidate and further enhance its research and professional productivity and reputation.

## Faculty of Engineering

The faculty's key objectives in 2001 continued to be the provision of a quality teaching and learning environment for undergraduate and postgraduate students, while continuing to focus on progressively increasing our self-reliance by growing both fee income and earnings from research activity.

The degree programs in Mechanical, Electrical and Computer Systems, and Mechatronics Engineering were reviewed by the Institution of Engineers Australia (IEAust) and granted provisional accreditation, with full accreditation anticipated at the time of the first graduating classes in 2003.

In 2001 the faculty successfully negotiated with Monash College for the introduction of certificate and diploma programs to provide alternate pathways for admission to Engineering.

Research income continued to grow, contributing 39.9% to total earnings, up by 1.9% on 2000, and 1.6% ahead of plan. The faculty continued to be successful in

winning funding under the Cooperative Research Centres (CRC) scheme, with a new CRC for Functional Communication Surfaces announced in January 2001 worth \$14 million over 7 years, and participation in the new Railway Engineering CRC. The faculty also won a significant part of a major national research facilities grant in Stem Cell Engineering. Researchers have been successful in winning a substantial number of project grants, and time on supercomputers at the Victorian and Australian Partnerships for Advanced Computing. In addition, a Cray supercomputer was installed in the faculty under a generous industry support scheme. In other National Competitive Grants, the faculty was the lead institute in 3 successful Australian Research Council (ARC) Linkage Infrastructure grants (\$1.05 million) and 3 grants with other institutes leading 6 ARC Discovery grants (\$1.21 million over 3 years), and 2 ARC Linkage APAI grants. Exciting new initiatives in bioengineering, nanotechnology, robotic vehicles and 3-D visualisation have also commenced under the Monash University Research Fund scheme. Further progress of recurrent income continued with fee income rising in 2001 to 20.7%, up from 19.5% in 2000, and only 0.1% below plan.

A substantial faculty office restructure was put in place during the year in recognition of changed faculty governance and faculty committee structures. The major change was the separation of responsibility between the Faculty Academic Manager and the Faculty Business Manager and the consequent structures under those positions.

The Esso Mobil Faculty of Engineering Mentor Scheme entered its third year in 2001. The program, with its twin aims of easing transition from high school to first year engineering and from tertiary education to the engineering workforce, has proved popular with students who see it as a way to add value to their educational experience through engaging with students at other levels and attending seminars with an industry and management focus. Small groups of first year students are matched with several second or third year students who act as guides in the complicated process of adjustment to engineering studies.

The aim of the mentor scheme is to stimulate informal relationships where students feel comfortable asking advice about “surviving first year” and receive assistance and advice from those who have been there before them. The senior scheme matches final year students with practising engineers, many of them Monash alumni. This is an opportunity to gain first hand advice about adjusting to the demands of the workplace including how to write a letter of application to salary negotiation and networking etiquette. Mentors in both the junior and senior schemes receive training for their roles and a free seminar series runs throughout the year creating opportunities for mentors and mentees to meet, as well as to learn new skills for the engineering workplace.

In the traditionally male dominated discipline of engineering, the recruitment of female students into the faculty remained a focus of our operations in 2001. Efforts to increase the number of women studying engineering have been rewarded with the Institute of Engineers Australia (IEAust) jointly awarding two female students with their award for Most Outstanding Engineering Graduate.

## Faculty of Information Technology

During 2001 the faculty continued its focus on establishing a strong and coordinated research ethos, further expanding international markets, strengthening its industry engagement and commercialisation opportunities, and enhancing infrastructure, while continuing to maintain high standards of innovative development in all teaching programs.

The faculty has experienced strong growth in 2001 and exceeded the planned overall student load by approximately 14%, representing an actual EFTSU of 5,251.

The international student EFTSU was 2,120, and international fees were \$20 million, well above the budget plan. The Australian postgraduate figure was up by a encouraging 22%, to 648 EFTSU. This was a very strong result considering the average annualised growth for Australian postgraduate coursework students for 1999-2000 was 6.96%. 2001 figures will be available shortly and are expected to confirm the faculty's continued stronger than average growth in this area.

The faculty conducted two School reviews in 2001 with a panel that was appropriate to each School and consisted mainly of external to the university representatives. The outcome of each of these reviews was a set of recommendations aimed to assure informed planning for future growth. The Dean will establish a Review Implementation Committee for each School to monitor progress on the implementation of the recommendations.

A review was also undertaken of all arms of the faculty's commercialisation and industry engagement activities, to enable the faculty to position itself as the market leader provider of fee-for-service IT courses with industry relevance, and to establish and maintain strong industry links.

Monash Information Technology Institute (MITI) is both a source of income for the faculty and an opportunity for the faculty's students to add value to their qualifications. It is a successful provider of a range of educational products including IT seminars, briefings, workshops, faculty certificates and vendor certification short courses. The latter currently includes Cisco, Microsoft and Sun certifications.

Established in 2001, the Faculty Industry Advisory Council was involved in the development of the ICT Industry Development Plan.

An event entitled *Innovate 2001*, focussing on increasing industry awareness and promoting collaborative research for the faculty, was a highly successful initiative, attracting approximately 70 industry representatives from a large range of prominent businesses as well as establishing a significant number of ongoing contacts. Survey responses showed that *Innovate 2001* was perceived as a medium for keeping IT professionals up-to-date and a showcase for the faculty's fee-for-service courses. Attendees expressed interest in using the faculty's researchers to solve their IT problems.

In 2001 the faculty's research strength increased significantly. After the growth experienced as a result of the increase in established research groups in 2000, the faculty concentrated on strategic initiatives to increase Australian Research Council (ARC) grant funding, improve links with industry, and the building of a strong research culture. The faculty's ARC results increased substantially in 2001 with 4 ARC Discovery and 6 Linkage grants. The faculty introduced an IT Professorship, an IT Research Fellowship scheme, and a Visiting Scholars Scheme. A faculty Research Scholarship scheme with substantial funding has been established for both local and international research postgraduates.

The faculty completed a review of both the faculty grants structure and the provision of HDR policy and regulations, and has implemented recommendations from these reviews. As part of its commitment to build research and collaboration, the faculty is currently involved in an ICT Centre of Excellence bid, a joint STI proposal with the Department of Information Systems at the University of Melbourne, and two Cooperative Research Centre (CRC) bids.

In light of recent international events the faculty has realigned its strategic approach to international recruitment, reviewed its international office and streamlined operations. New policies and procedures have been put in place to improve communication and to better manage and develop offshore partnerships. International recruitment and marketing activities were very active throughout 2001.

The faculty's relationship with Noroff Institute in Norway continued to develop, with pathways established to the Bachelor of Multimedia (Computing) and the

Bachelor of Network Computing. New pathways were established with two IT education providers in Seoul, South Korea. An expression of interest was submitted for faculty participation in the African Virtual University and if successful, this project will involve both the Gippsland and South Africa campuses.

The faculty, with offshore partners, will provide supported Distance Education in both Singapore and Hong Kong, and is involved in preliminary discussions with representatives of the Singapore government for a new Monash initiative in Singapore. Exploratory work for new markets in New Zealand is underway in conjunction with Monash International and the Monash Research Graduate School.

## Faculty of Law

In 2001 the faculty continued to pursue objectives based on a vision of itself as “The Law School for a Changing World” which is professional, ethical and international.

Measured by quantitative and qualitative indicators such as demand for places in the undergraduate program, the quality of the graduate program, graduate employment rates, employers’ attitudes to our students, the relationship between the faculty and the profession, and the publication rates of our staff, the faculty had a successful year in 2001.

The clearly-in cut-off score for the Victorian Certificate of Education (VCE) entry into Law increased from 98.75 in 2000 to 98.8, reflecting the continuing demand for places and the community perception that Monash offers an excellent undergraduate Bachelor of Laws (LLB). The faculty adopted a revised Admissions Policy which provides for multiple pathways into the law degree, so that reliance is not placed unduly on Year 12 entry.

The undergraduate program continued to grow modestly, with 1465 equivalent full-time students by the end of the academic year.

The faculty continued a rolling program of reviews of each subject in the LLB and conducted a general survey of the experience of Monash Law students. These exercises have provided confirmation of the high quality of the faculty’s offerings, whilst giving a program of reform in future years.

The highlight of the Graduate Program in 2001 was the first offering of the Master of Laws (LLM) (Legal Practice, Skills and Ethics). This is a program which enables graduates of other disciplines to cover the areas of knowledge required for professional admission; some masters-level subjects from the general graduate program and the legal practice qualifying course. If studied intensively, a graduate can be admitted to practice within 3 years of commencing the study of law. Forty-three students were admitted into this program in two intakes in 2001. A total of 157 students were actively enrolled in the various postgraduate programs in 2001. PhD students continued to increase, with 35 enrolments, compared with 32 at the end of 2000 and 19 in 1999.

There were 109 staff publications in 2000. These included 12 books, 17 chapters in books and 80 publications in scholarly journals.

Three new research centres commenced operation in 2001: the Centre for Law in the Digital Economy (CliDE); the Centre for Privatisation and Public Accountability; and the International Institute of Forensic Studies. Each has held inaugural events and embarked upon programs that include research, short training courses and graduate level teaching.

Most members of the faculty have involvement with the legal profession and other community bodies. Activities range from chairing Commonwealth statutory bodies to membership of State and Commonwealth Tribunals, expert advisory bodies, Law Institute committees, editorial committees of learned journals and councils of community organisations.

Many staff provide legal advice to community organisations and individuals on a voluntary basis. In addition, the faculty provides legal services to the community through its Monash-Oakleigh Legal Service and its significant involvement with the Springvale Monash Legal Service.

The faculty maintains links with the international legal community through exchange programs and cooperation agreements. Significant relationships include those with King's College London and the Osgoode Hall Law School at York University in Canada.

## Faculty of Medicine, Nursing and Health Sciences

The Faculty of Medicine, Nursing and Health Sciences aims to prepare its medical graduates for lifelong learning and is orienting its scientific education programs towards vocational activities in the health care services. Its role extends beyond undergraduate and postgraduate education into continuing education and the delivery of services to the community. All of these are underpinned by the commitment of the faculty to the advancement of knowledge in clinical and biomedical sciences through research. The faculty has also developed professional continuing education programs and offered a number of these by distance education.

In 2001 the faculty:

- ◆ progressed the development of a new 5 year medical curriculum for implementation in 2002;
- ◆ established a Centre for Medical and Health Sciences Education;
- ◆ received Commonwealth Department of Health and Aged Care approval to establish a School of Rural Health across three sites; Gippsland, Bendigo and Mildura;
- ◆ reviewed methods for teaching clinical skills in undergraduate programs; and
- ◆ introduced a number of new postgraduate courses.

External accreditation reviews were undertaken in a number of areas of the faculty with the result that:

- ◆ the Australian Medical Council has accredited the new five-year medical curriculum to 31 December 2008;
- ◆ the Nurses Board of Victoria has accredited the Bachelor of Nursing course and the Graduate Diploma of Midwifery course for five years until December 2006.
- ◆ The Australian Institute of Radiography has accredited the Bachelor of Radiography and Medical Imaging course for a period of four years.

At the administrative level, a schools structure was adopted as of 1 January 2001 comprising of seven schools. In late 2001 the Monash University Medical Foundation was established to attract assistance from the medical, healthcare and scientific fraternity, business and government sectors and the general public as well as to promote excellence in selected areas within the faculty.

During 2001, it was agreed that the Departments of Psychology and Social Work would transfer from the Faculties of Science and Arts respectively to the Faculty of Medicine, Nursing & Health Sciences taking effect from January 2002.

Research continues to be a high priority, with the faculty establishing the Monash Institutes of Health and increasing resources devoted to the commercialisation of its biomedical research.

During 2001, construction of the Alfred Medical Research and Education Precinct continued in collaboration with the Baker Institute for Medical Research, the Macfarlane Burnet Centre for Medical Research and the Alfred Hospital, with occupancy by all organisations expected by early 2002.

## Faculty of Science

A major objective for 2001 was the development of a new faculty structure under the guidance of the new dean who commenced in January. The new School of Physics & Materials Engineering that was established in 2001 as a result of the Day Review has proved to be a successful cross-faculty merger whose head has effectively addressed the staffing and financial difficulties of the previous Department of Physics.

Following negotiation between the two faculties, the cross-faculty School of Psychology, Psychiatry and Psychological Medicine that was established in 2000 will effect a full transfer to the Faculty of Medicine, Nursing and Health Sciences from January 2002. During 2001 the remaining departments of the faculty instituted name changes intended to reflect a higher level of cooperation and liaison with areas of science outside the faculty. From 2002 the faculty will comprise the School of Applied Sciences at the Gippsland campus, and at the Clayton campus, the Schools of Biological Sciences, Chemistry, Geosciences and Mathematical Sciences, and the cross-faculty School of Physics & Materials Engineering. Significant new senior appointments in Applied Sciences, Synchrotron and X-Ray Physics, Materials Science, Green (Organic) Chemistry, Meteorology and Statistics are being made.

A key element of the 2000 plan developed under the aegis of the interim dean was the proposal for a Science Precinct. The precinct has now evolved into the Monash Science and Technology Research and Innovations Precinct (STRIP). It is envisaged that the STRIP will provide a focus for interaction of the faculty with other faculties, CSIRO and other government agencies, and commercial and industrial organisations. The faculty is also centrally involved in planning of the National Synchrotron for which the Victorian government announced funding in 2001 to locate this facility at Monash University.

## Victorian College of Pharmacy

The college's teaching program continued to grow and broaden. 2001 saw the first of its four-year Bachelor of Pharmacy graduates registered and admitted to practice. An intake was made into the second year of the innovative new Bachelor of Formulation Science program. Planning is on track, in conjunction with the Faculty of Science, for the introduction of a new Bachelor of Medicinal Chemistry program which will commence in 2003. The faculty's teaching load rose to 680 EFTSU in 2001.

The college's broadly-based research program in the strategic and applied pharmaceutical sciences proceeded with vigour during 2001. Commonwealth competitive grants were attracted from the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC). The college continued to attract substantial research funding from the international and national pharmaceutical industry demonstrating the currency of the college's research effort and its international competitiveness.

2001 saw a continuation of the college's refurbishment program with the first stage of the Department of Pharmaceutical Biology and Pharmacology upgrade on the fourth floor of the Manning Building being completed.

In 2000, the college listed as its principal internal planning limitations, space constraints and filling senior positions. While a shortage of space is still there, in the short term at least, it is pleasing to note that both concerns are well on their way to being resolved. All three chair vacancies were filled in the course of the year: Dr Colin Pouton from the University of Bath took up the Chair of Pharmaceutical Biology, Dr Peter Scammells from Deakin University took up the Chair of Medicinal Chemistry, and Dr Roger Nation took up the Foundation Chair of Pharmacy Practice. This delivered strong professorial leadership to all four departments for the first time since

the College moved to its new departmental structure in 1994 and the welcome academic reinvigoration that this promises.

Through the active cooperation of the university, planning continued apace to facilitate the provision of a much needed new building on the vacant block north of Parkville campus. Additionally Melbourne City Council granted a permit for the construction of a six-storey building with two additional floors of underground car parking. It is anticipated that a firm proposal will be put to the Monash University Council by mid-2002 to enable this important project to proceed.

Finally, a review was foreshadowed in mid-2001 of the college's organisational structure. The existing management structure has been essentially unchanged since the college's merger with Monash in 1992. It is timely for the college to take steps to ensure that it is well positioned to drive its operational plan forward with imagination and enthusiasm.

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Guideline 9.1.3 (i) (e)

## Personnel and equity issues

### Merit and Equity

In *Leading the Way: Monash 2020*, the university has established the principles underpinning staffing policy and practice for the next two decades. One of the major objectives is to provide all Monash staff with an opportunity to work in an environment 'where there is a commitment to equity and the principles of gender equity and equal employment opportunity are given practical effect throughout the institution'. During 2001 University Council ratified the global Equal Opportunity Policy. The policy reiterates Monash's commitment to promoting equal opportunity in education and employment in recognition of global principles of equity and justice.

### Gender Equity

In 2001, the university undertook a range of initiatives to ensure progress towards employment equity for women in the workplace. The Women's Leadership and Advancement Scheme continued to monitor the employment profile of all women staff throughout the university and to institute activities designed to promote and support their professional development. The first university-wide mentoring scheme for women finished in February 2001 with 14 academic staff pairs and 31 general staff pairs participating in the 5 month long scheme. Career development, organisational structures and culture, the development of leadership qualities and the enhancement of skills were explored in the 45 mentor/mentee pairs. The scheme was highly rated and appreciated by both mentees and mentors and expected long-term outcomes include career advancement and increased job satisfaction.

A survey of the university's senior women was undertaken in 2001 and feedback was used to restructure the Senior Women's Forum which has been operating since 1998. Membership of the forum was extended to include all women at Academic Level D and above, and HEW Level 10 and above. Along with the networking role the forum has traditionally offered, professional development activities specifically for senior women are now being included and the forum's quarterly meetings are placing greater emphasis on guest speakers from outside the university addressing women's employment, leadership and advancement in a range of fields.

An information session on promotion for female senior lecturers was held in 2001. This session and future ones are aimed at increasing the number of women who apply for associate professorship positions at Monash and at maintaining the

high success rate achieved during the last few years by female academics applying for these senior positions.

In 2001, the university submitted its annual report to the federal *Equal Opportunity for Women in the Workplace Agency* detailing the range of strategies it had initiated to promote equal employment opportunity for women. The report demonstrated that initiatives had been undertaken in areas such as recruitment and selection, promotion, training and development, conditions of service and arrangements for dealing with sex-based harassment and for dealing with pregnancy and breastfeeding. The university was granted waiving status and will now not need to report on its annual equal opportunity for women in the workplace programs again until May 2004. In addition, the university was a finalist in *the Equal Opportunity for Women in the Workplace Agency's* 2001 Inaugural Business Achievement Awards and was one of only 55 Australian companies named *Employer of Choice for Women*.

The *Work Life Family Strategy* continued to promote and extend policies and workplace practices to assist all staff to combine their work and family responsibilities. Key achievements of the strategy in 2001 included the enhancement of staff awareness and use of the range of flexible work policies, and the provision of training for senior staff to assist them in implementing and managing flexible work practices. Monash University was a finalist at the *Australian Chamber of Commerce and Industry National Work and Family Awards* in 2001, receiving a high commendation in the First Steps Large Business Award category.

### **Equal Employment Opportunity**

During 2001 the university completed its Indigenous Employment and Career Development Strategy and achieved its target of forty training placements during the period of the strategy. The training placements comprised on-the-job training in the trainee's particular work unit, as well as undertaking a relevant qualification, which is recognized by the Australian National Training Authority. At the completion of the strategy, thirty-three participants had been awarded either Certificate 3, Certificate 4, Certificate 5 (Diploma Level), or a combination of all three. As at December 2001, eight indigenous staff are employed in continuing positions, with a further four employed in fixed term positions within the university.

The university has entered into an agreement with the Department of Workplace Relations and Small Business (DEWRSB) to undertake a further Indigenous Employment Program, which will provide training for a minimum of 10 indigenous people per year over the next three years in positions within the university.

### **An Environment Free from Discrimination and Harassment**

Equity and Diversity centre staff continued to offer training to meet wide-ranging needs by:

- ♦ ensuring advisers and conciliators appointed under the Discrimination and Harassment Grievance Procedures continue to maintain appropriate levels of knowledge and skills;
- ♦ supporting managers and staff in their endeavours to achieve equity in their workplace;
- ♦ trialling a specifically designed workshop *Difference and Discrimination: skilling up for a diverse environment* workshops aimed at helping staff value and manage diversity in the workplace;
- ♦ informing various staff and student groups on equal opportunity law and university policies and procedures for the enhancement of equity in their specific environments.

Special courses were offered to student groups with particular needs. These included students in various residential environments, students whose courses involved



placements of various kinds outside the university and senior students undertaking various roles of responsibility in the organisation and support of other students.

Additional Discrimination and Harassment Grievance advisers and conciliators were appointed across several campuses and their numbers will enhance the university's ability to respond fairly, promptly and confidentially to grievances that arise.

### Workforce data<sup>1</sup>

	1999			2000			2001		
	FT&FFT	Casual	Total	FT&FFT	Casual	Total	FT&FFT	Casual	Total
<b>Academic</b>									
Female	761	163	924	802	245	1047	842	252	1049
Male	1333	183	1516	1335	273	1608	1332	315	1647
Total	2094	346	2440	2137	517	2655	2174	567	2741
<b>General</b>									
Female	1411	255	1666	1464	277	1741	1553	272	1825
Male	958	118	1076	978	140	1118	997	148	1145
Total	2369	373	2742	2442	417	2859	2550	420	2970
<b>All Staff</b>									
Female	2172	418	2590	2226	521	2787	2395	524	2919
Male	2291	301	2592	2313	413	2726	2329	463	2792
Total	4463	719	5182	4579	934	5513	4724	987	5711

FT&FFT = Full-Time and Fractional Full-Time  
Rounding errors may apply

1 – Full-time equivalence (FTE)

## Public sector employment principles

### Section 7(a) Compliance

The university ensures that employment decisions are based on merit by:

- ◆ the application of merit-based advertising, selection and appointment procedures as prescribed in the *Monash University Staff Handbook*;
- ◆ the provision of training in merit-based staff selection;
- ◆ the exclusion of staff members from selection panels where they have or had a close personal relationship with an applicant;
- ◆ the exclusion of staff members from any promotion, reclassification, evaluation or grievance procedures where they have or had a close personal relationship with the staff member concerned; and
- ◆ the identification of favouritism as a specific ground for the initiation of disciplinary action against a general staff member.

### Section 7(b) Compliance

The university ensures that its staff members are treated fairly and reasonably by:

- ◆ complying with its statutory employment obligations;
- ◆ complying with its obligations under awards and certified agreements of the Australian Industrial Relations Commission;

- ◆ the application of dispute resolution, performance management, and disciplinary procedures as appropriate;
- ◆ regular consultative meetings with staff and union representatives;
- ◆ the maintenance of a dedicated Employee Relations and Consultancy Branch; and
- ◆ the maintenance of superior customer service standards in the delivery of all staff services.

### **Section 7(c) Compliance**

The university ensures that equal opportunity is provided by:

- ◆ the maintenance of a dedicated Equity and Diversity Centre;
- ◆ the maintenance of a dedicated Office of Indigenous Employment and Career Development in support of the University's Indigenous Employment Strategy;
- ◆ the application of merit-based advertising, selection and appointment procedures as prescribed in the Monash University Staff Handbook;
- ◆ access to paid adoption leave, maternity leave, special family leave, and voluntary reduced working years for all staff;
- ◆ access to paid paternity leave for both academic and general staff; and
- ◆ the prescription of the following equal employment opportunity policies in the Monash University Staff Handbook - Equal Opportunity in Employment; Affirmative Action Programs for Female Staff Members; Discrimination and Sexual Harassment Grievance Procedures; and Work, Study and Family Responsibilities;
- ◆ the implementation in 1998 and the continuing operation of the Women's Leadership and Advancement Scheme; and
- ◆ the introduction of the Work Life and Family Strategy in 2001 to assist staff in balancing their work, life and family responsibilities.

### **Section 7(d) Compliance**

The university ensures that staff members have a reasonable avenue of redress against unfair or unreasonable treatment by:

- ◆ the commitment to develop new grievance procedures based on the principles contained in the Monash University Enterprise Agreement (Academic and General Staff) 2000;
- ◆ the availability of dispute settling procedures for all staff under the Monash University Enterprise Agreement (Trades and Services General Staff) 1997 and the Monash University Enterprise Agreement (Academic and General Staff) 2000;
- ◆ regular consultative meetings with staff and union representatives; and
- ◆ the maintenance of a dedicated Employee Relations and Consultancy Branch.

### **Section 8 Compliance**

The university seeks to ensure compliance with the prescribed public sector conduct principles by:

- ◆ compliance with sections 7(a) and 7(c) of the Public Sector Management and Employment Act 1998;
- ◆ the application of performance management provisions to all staff of the university as prescribed by certified agreement; and
- ◆ the initiation of disciplinary proceedings where appropriate.

## Consultants

The university engaged a wide range of consultants to assist in the implementation of new management and student administration systems, and to provide information for business development and a variety of research projects encompassing many fields of endeavour, including management, administrative, organisational and scientific activities. Below is the listing of the consultants used by the university and the fees paid for their services during the year ended 31 December 2001.

<i>Name</i>	<i>\$</i>	<i>Description of Services</i>	<i>Future Commitments</i>
Mees Consulting Pty Ltd	101,207	Develop HR Policies & Procedures	NA
Forbeck Limited Partnership	105,000	Monash STRIP Project	NA
Bedford Banner Pty Ltd	110,509	Multi media and audio visual services	NA
Ondata Corporate Services Pty Ltd	120,015	Business development for research projects	NA
Southern Health	123,016	Medical consulting services	NA
Neil Pope & Associates	128,100	Industrial relations	NA
AAP Management Consultants Pty Ltd	142,420	Information technology services	NA
Bradley Elms Consultants	155,237	Business planning and space management	NA
KPMG Consulting Pty Ltd	160,105	Accounting & taxation advice	80,000
Callista Software Services	164,573	IT software implementation and support	200,000
Cambridge Consulting Services	182,232	Olympic Games Knowledge Services project	NA
PricewaterhouseCoopers	182,784	Accounting & taxation advice	NA
Deloitte Touche Tohmatsu	190,062	Accounting & taxation advice	NA
Phoenix Holdings (Australasia) P/L	217,461	Various railway engineering projects	NA
T-Systems Pty Ltd	347,700	IT software implementation and support	NA
Oakton Computing	352,704	IT software implementation and support	NA
SAP Australia Pty Ltd	428,135	IT software implementation and support	400,000
Subtotal (accounts > \$100,000)	3,211,260		
758 consultancies at < \$100,000	7,090,751	Various projects	
Total consultants fees	10,302,011		

## Major works

### Caulfield campus

During the 2001 year, \$6.0 million was spent on a number of projects which included the refurbishment of Building F, levels 3 and 4, for the Faculty of Engineering, Mechanical Engineering and Monash-BHP Maintenance Institute; the refurbishment of Building A, level 2, to create a new entrance for the Library; and the refurbishment of spaces within Buildings B, S and T.

Along with refurbishment works, Monash University, in conjunction with the City of Glen Eira Council, undertook the redevelopment of the East Caulfield Reserve pavilion and the development of four adjacent tennis courts.

## Clayton campus

The new Animal House was completed and commissioned in December 2001. The building consists of air-conditioned animal holding rooms, a laboratory, preparation room, dispatch areas, service, storage and food handling areas with an adjacent undercover delivery enclosure, all on one level with a plant room over. The project cost was \$9 million with a gross floor area of 2120m<sup>2</sup>.

The new International Centre commenced construction in January 2001 with completion planned for the start of the 2002 academic year. The building, of 6500m<sup>2</sup> gross floor area, will accommodate the Monash International offices, Monash College and Language Centre, and the Office of International Affairs. The project construction cost is \$14 million and consists of four levels of classrooms, a split level library, sloping floor lecture theatre, computer laboratories, a student common room, academic staff and staff offices.

Monash Science Centre, due to be completed in April 2002, commenced construction in March 2001. The centre consists of an exhibition space with a mezzanine floor, two classrooms, preparation areas, offices and amenities. The gross floor area of the building is 1444m<sup>2</sup> and is complete with external paved exhibition space, entrance drive and carpark.

Construction of the Hargrave-Andrew Library extension costing \$2.1 million commenced in October 2001 with completion planned for June 2002. The extension will allow the library to vacate Building No. 15 which will be refurbished to accommodate the Medical Faculty's Teaching Unit.

Design and documentation was completed during 2001 for Stage One of the planned Science Technology Research and Innovation Precinct (The Monash STRIP) to be developed on the Clayton campus. The building (15,200 m<sup>2</sup> gross floor area) will consist of two levels of offices and teaching spaces, two levels of laboratories and a level of plant and equipment.

The construction cost when fully fitted out is expected to be approximately \$35 million.

Extensive refurbishment work throughout the campus was completed during the year including the Green Chemistry Centre, new laboratories for the 5th floor of the Biochemistry building, a dangerous goods store for the Department of Chemical Engineering, renovations to the 6th floor of the Biology building, air-conditioning to offices in the Mathematics building, and a \$1.2 million upgrade of the first floor, east wing of the Robert Menzies building.

## Gippsland campus

During the year 2001, \$2.7 million was spent on a number of alteration and/or refurbishment projects including provision of a passenger lift in Building 2S, air-conditioning of Building 3N, and renovations to the Faculty of Business and Economics.

## Peninsula campus

Refurbishment of Building A, level 4 was completed and the space occupied during 2001. The project cost was over \$2.5 million and provided accommodation for Science, Education, Arts, and additional centrally programmed teaching rooms. Work on level 2 to provide space for Education's teaching of art and craft commenced with completion planned for early 2003.

Work commenced on the provision of additional student accommodation on-campus. The project includes five 6-bedroom houses, each with its own living, dining, kitchen, laundry and bathroom facilities. Construction should be completed in February 2002 at a cost of \$1.4 million.

In November construction of a synthetic hockey pitch on the campus was started. This project is being funded jointly by the university, Monash Student Union (MONSU), Frankston City Council, Mornington Peninsula Shire, and Sports and Recreation Victoria and will cost just over \$1 million. It is anticipated that the pitch will be completed in February 2002.

## Alfred Medical Research and Education Precinct

The Monash University, Baker Institute and the Alfred Hospital areas within the \$100 million Alfred Medical Research and Education Precinct at the Alfred Hospital in Prahran were completed in December 2001. The completion of the Macfarlane Burnet Centre and further fitout of shell floors by Monash University and others is expected by April 2002.

## Report under Section 220 of the Building Act (1993)

Monash University's Facilities and Services Division is responsible for all buildings, grounds and service infrastructure on its Victorian campuses.

Project management of major new building developments is provided by Monash Property Management with existing building refurbishment and major maintenance arranged through campus based Facilities and Services Managers.

Set out below are the responses to questions raised under guideline 5: Reporting to Parliament.

i.(a) The university, by engaging independent Building Surveyors, ensures that all works requiring building approval have plans certified and on completion have Certificates of Occupancy issued in compliance with the Building Act 1993.

i.(b) Works such as building maintenance, replacement of equipment, civil works landscaping and such are the type of projects which are exempt from the ten year liability.

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Guideline 9.1.3 (i) (f)

## Freedom of information

In 2001 the university processed twenty-six requests under the Freedom of Information Act 1982 as against thirty-three in the previous year however the complexity increased significantly. Of these:

- ◆ 10 applications were received for access to documents or for amendment of personal records; and
- ◆ 16 cases were considered before the Victorian Civil and Administrative Tribunal (VCAT) after the university denied access to all or some documents or refused to amend documents. Some cases were from the previous year. Of these cases eight were mediated; one was withdrawn; two struck out; one settled and four were deferred to hearings in 2002.

The university maintains a high level of administrative contact with a number of Commonwealth and State Government agencies that have considerable influence on policy for which the university may be adjudged accountable. These include the Commonwealth Department of Education, Training & Youth Affairs, the Australian Research Council and the National Health and Medical Research Council.

Departments within the central administration maintain most vital records relating to institutional policy and administration. The principal hardcopy records series are set out below:

- ◆ Student files 1961 –

- ◆ Student record cards 1961 –1990
- ◆ Administrative correspondence 1962 –
- ◆ Staff files 1962 – .

Major older database record series are:

- ◆ Monash accounting and reporting system (MARS) 1978 – 1999
- ◆ Integrated staff information system (ISIS) 1981 – 1999
- ◆ Monash University student information system (MUSIS) 1982 – 2000
- ◆ Accounts receivable input and enquiry system (ARIES) 1983 – 1999.

During 2000/2001 online database management systems used to manage the financial operations and the personnel database for students and staff were converted to the proprietary systems SAP and CALLISTA. Reports from these systems are not accessible on line by members of the public.

University Council and Academic Board agendas and minutes, which are the most accessible records series reflecting policy and procedures, have long been available in near complete form in the Sir Louis Matheson Library, Clayton and may be consulted without notice during normal library hours (generally 9 am to 6 pm Monday to Friday during term). These and other principal university record series available are as follows:

- ◆ University Council minutes 1958 – 2000
- ◆ Academic Board minutes 1960 – 1996
- ◆ Council Annual Reports 1961 to current
- ◆ Annual Examination papers 1961 to current
- ◆ Faculty Handbooks 1962 to current.

The university web site (<http://www.monash.edu.au>) is also a rich source of information and contains a considerable range of material including:

- ◆ University Council minutes 1990 – current
- ◆ Academic Board minutes 1993 – current
- ◆ Committee of Deans minutes 1991 to current (previous minutes in archives).
- ◆ Education Committee minutes 1994 – current.

In addition the university web site can be searched using the search engine for a wide range of information about the university and its archives. Areas of interest include teaching, research, policy information, course and unit information and a wide range of faculty and campus specific information. For members of the public without access to the web, terminals at the State Library of Victoria or at any Monash campus library can be used to access the site.

The university has included material as set out in part II of the *Freedom of Information Act 1982* on the university web site. Use of the search facility will enable access to the relevant information.

Monash produces a wide range of publications covering all aspects of the university's teaching and learning and research activities. The *Undergraduate Courses Guide* and *Postgraduate Courses Guide* handbooks provide a thorough guide to the university's academic programs with details on degree requirements, courses and units.

A range of publications that provide information on specific aspects of the universities key functions supports the handbooks. These include a guide to the university for international students, and various publications on research and research outcomes. The university also produced a large range of brochures, booklets and presentation kits describing the activities and expertise of faculties, departments and research centres.

The university's Division of Marketing and Public Affairs produces a range of publications that are distributed throughout the university, to the media, secondary schools, the business sector and community leaders. A wide range of the university's publications including course and unit information is available on-line via the Monash web homepage.

General guides to the university's activities and services are also available in print and video formats.

Should formal FOI access be required, preliminary enquiries may be made to the FOI Officer on telephone (03) 9905-5137. Formal FOI requests for access to university records under the *Freedom of Information Act 1982* must be made in writing addressed to the FOI Officer and be accompanied by the \$20 application fee prescribed by the Act. Such requests for access should contain sufficient detail to enable specific documents required to be identified. Applicants will be notified in writing of the decision on a request as soon as possible but at least within forty-five days of the application being received. If access is granted the applicant will be advised at this time of the arrangements for gaining access to the requested documents.

Charges for access will be in accordance with the *Freedom of Information (Access Charges) Regulations 1993*. The charges will cover time spent searching for documents and the cost of providing access.

The Freedom of Information Officer is:

Mr Tony Allan  
Freedom of Information Officer  
University Secretariat  
PO Box 3A, Monash University  
Victoria 3800

Further information about Freedom of Information can be found at the Secretariat web page <http://www.adm.monash.edu.au/unisec/>

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Guideline 9.1.3 (ii) (k)

## National Competition Policy

During 2001 the university continued to implement its established policies consistent with our obligations in relation to National Competition Policy including *Competitive Neutrality Policy Victoria*

The Trade Practices Compliance Manual clearly sets out both individual and university obligations in relation to the *Trade Practices Act (Cwth) 1974* and was revised early in the year to ensure its relevance to staff. In addition, the Monash University Fees and Pricing Policy continues to reinforce obligations in relation to trade practices and competitive neutrality compliance. For example, the policy has been reviewed and updated to reflect changes such as the introduction of the GST.

In 2002 the National Competition Policy Compliance Officer will review the adequacy of the compliance program for trade practices. AS3806-1998 the Australian Standard® for Compliance Programs will be the main tool used in this exercise.

The university is pleased to report that it was not the subject of any National Competition Policy related actions in 2001.

## Statement on compulsory non-academic fees

The Tertiary Education Act 1993 at Section 121 requires the university to publish, as part of its annual report, details of compulsory non-academic fees collected, the purposes to which these funds have been applied, moneys provided to student organisations and the manner in which those student organisations spent the funds.

The amount of compulsory non-academic fees – referred to as Compulsory Amenities Fees (CAF) – collected by Monash University from students and prospective students during the year ended 31 December 2001 is shown in the CAF Fund Statement below. This statement also shows the purposes for which the university distributed those fees and the moneys made available to student organisations and university related operations.

<b>CAF Fund Statement for the year ended 31 December 2001</b>	\$
Fees invoiced	11,117,191
<b>Disbursements</b>	
Student organisations	
Monash Student Association (Clayton) Inc. (MSA)	1,953,620
Monash University Student Union Inc. (MONSU)	3,253,652
Monash University Gippsland Student Union Inc. (MUGSU)	786,587
Monash Union of Berwick Students Inc. (MUBS)	159,000
Victorian Pharmacy Students Association (VPSA)	61,000
University operations	
Sport and physical recreation	1,523,835
Student employment services	296,098
Building services and maintenance	1,232,000
Capital development payments and provisions	1,686,499
Total disbursements	10,952,291
<b>Balance payable when received</b>	<b>164,900</b>

In accordance with unaudited financial statements received from the student organisations, the table below lists the purposes for which these organisations spent the money made available to them. The student organisations made no CAF money available to other bodies during the year ended 31 December 2001.

<i>Purpose</i>	<i>MSA</i>	<i>MONSU</i>	<i>MUGSU</i>	<i>MUBS</i>	<i>VPSA</i>	<i>Total</i>
<b>Income</b>						
CAF	1,953,620	3,253,652	786,587	159,000	61,000	6,213,859
Other – CAF related	160,819	69,690	26,095	4,989	118	261,711
Total	2,114,439	3,323,342	812,682	163,989	61,118	6,475,570
<b>Expenditure</b>						
Administration	1,228,354	1,780,596	268,013	36,037	19,946	3,332,946
Building services	201,000	218,423			300	419,723
Publications	52,568	28,864	41,792	18,899		142,123
Welfare services	82,160	20,795	121,591	1,333		225,879
Environmental services	3,511					3,511
Childcare subsidies	75,910	21,884				97,794
Food outlet subsidies	12,257					12,257



<i>Purpose</i>	<i>MSA</i>	<i>MONSU</i>	<i>MUGSU</i>	<i>MUBS</i>	<i>VPSA</i>	<i>Total</i>
Radio station	1,181					1,181
Clubs and societies	17,456					17,456
Student theatre	4,077					4,077
Social activities/functions	65,531		56,063	13,102	4,785	139,481
Orientation activities			5,689			5,689
Sport and physical recreation		476,156	72,515		675	549,346
Academic support		139,100	123,595		4,755	267,450
Health services		50,112				50,112
Student employment		30,000	21,310			51,310
Student pers. acc. insurance		21,140	6,266	2,665	911	30,982
Capital payments/provisions		416,691	121,584	64,882	21,896	625,053
Total	1,744,005	3,203,761	838,418	136,918	53,268	5,976,370
Surplus/deficit	370,434	119,581	-25,736	27,071	7,850	499,200

## Statutes made and/or amended during 2001

Statute 2.3 – The Faculties (Amendment No. 1 2001)

Statute 2.5 – Committees, Boards of Studies and Institutes (Amendment No. 1 2001)

Statute 3.3 – Deans, Associate Deans and Subdeans of Faculties (Amendment No. 1 2000)

Statute 6.1.2 – Courses & Degrees (Amendment No. 1 2001)

Statute 6.1.2 – Courses & Degrees (Amendment No. 3 2000)

Statute 6.1.2 – Courses & Degrees (Amendment No. 5 2000)

Statute 6.1.2 – Courses & Degrees (Amendment No. 6 2000)

Statute 6.1.2A – Monash Mt Eliza Graduate School of Business and Government Limited (Amendment No. 1 2000)

Statute 11.2 – Intellectual Property (Amendment No. 1 2000)

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### Guideline 9.8

## Occupational Health & Safety Reporting

Monash University's Occupational Health and Safety (OHS) Policy states:

“Monash University is committed to providing employees, students, contractors and visitors with a healthy and safe environment for work and study.

The university strives, through a process of continuous improvement, to fully integrate health and safety into all facets of its operations and activities.

The university promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation.

As an educational and research institution, Monash recognizes its responsibility to provide staff and students with appropriate health and safety knowledge, instruction, supervision and role models for application during and beyond their university life.”

In support of this statement, Monash OHS program in 2001 focused on new initiatives in the areas of:

- ◆ Manual handling/ergonomics
- ◆ Occupational health and safety training
- ◆ Legionella/cooling tower management
- ◆ Safety in purchasing
- ◆ Health promotions
- ◆ Health and safety in off-campus activities
- ◆ Contractor safety induction
- ◆ Laboratory safety
- ◆ Gene technology work
- ◆ Safe work systems

To support the OHS program for 2001, the university's OHS Policy Committee developed and/or modified the following policies, procedures and documents:

- ◆ Policy on working with human blood and body fluids
- ◆ Immunisation policy
- ◆ Procedures for hepatitis A, hepatitis B, Q fever, rabies, tuberculosis immunisations
- ◆ Procedures for OHS consultation on proposed changes to the workplace
- ◆ Guidelines for the development of safe work instructions
- ◆ Guidelines for the development of local safe work instructions for working with blood and body fluids
- ◆ Guidelines for the inclusion of OHS roles and responsibilities into position descriptions and engagement profiles for personnel in a supervisory or management role
- ◆ Alcohol and other drug management program – guidelines for supervisors
- ◆ Guidelines for health and safety during off-campus activities in (a) urban areas, (b) country and remote areas and (c) international areas
- ◆ Hot work permit system

The OHS Policy Committee also developed an OHS policy and implementation framework for Monash University Malaysia campus and drafted policy documents regarding HIV and AIDS for our South Africa campus. In both cases, the documents were drafted with reference to the local legislative requirements, international standards and existing Monash policies, procedures and protocols.

The university's safety performance was closely monitored through incident analysis. "Sprain and strain" type injuries and lacerations were highlighted as significant injury categories. The library and food catering areas were identified as high incident areas and corresponding injury prevention programs were conducted. The incident rates have significantly reduced in these two areas in 2001.

The positive safety performance indicators continued to be a proactive strategy to drive good safety management behaviour within the university. Growth was seen in all indicators. The most significant improvement was in the number of staff and students participating in formal OHS training (46% increase). This increase was facilitated by:

- a) the introduction of multimedia training modules for some of our courses;
- b) effective database management to ensure recall of participants for courses such as first aid training;
- c) the introduction of OHS risk management/assessment components into many of the undergraduate courses.

In 2001, a training needs analysis was also conducted across the campuses, in particular targeting the training needs of safety officers, and health and safety representatives. The analysis will provide valuable information for the planning and delivery of 2002 OHS training programs to further improve participation.

The university's OHS Policy Committee continued the implementation of the OHS Strategic Plan 2000–2002 throughout the year. The plan proactively initiated continuous improvement activities such as:

- a) the inclusion of OHS statements in the university's purchasing documentation;
- b) a review of the designated work group structure;
- c) a review of the effectiveness of the communication lines to staff and students on OHS issues and matters;
- d) standardization of the development of safe work instructions;
- e) initiation of a minimum standard for safety inspections of the workplace;
- f) review of our permit control systems for hazardous tasks.

Legislative compliance activities also commenced at the university in relation to the following new legislation:

- ◆ *Building (Legionella) Act 2000* and Building (Legionella Risk Management) Regulations 2001
- ◆ Plumbing (Cooling Towers) Regulations 2001
- ◆ Health (Legionella) Regulations 2001
- ◆ *Gene Technology Act 2000* and Gene Technology Regulations 2001

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Guideline 9.1.3 (ii) (i)

## Other relevant information

Further information on the following topics is available. Initial inquiries should be directed to:

Director, Secretariat and Executive Services  
University Secretariat  
PO Box 3A, Monash University  
Victoria 3800  
Telephone 9905 2010

- ◆ Guideline 9.1.3 (iv) (a) – Pecuniary interest statement.
- ◆ Guideline 9.1.3 (iv) (b) – Shares held by senior officers as nominee.
- ◆ Guideline 9.1.3 (iv) (c) – Publications produced by the university.
- ◆ Guideline 9.1.3 (iv) (d) – Details of prices, fees, charges, rates and levies.
- ◆ Guideline 9.1.3 (iv) (e) – External reviews of the university.
- ◆ Guideline 9.1.3 (iv) (f) – Research details—additional faculty specific information is available.
- ◆ Guideline 9.1.3 (iv) (g) – Overseas visits undertaken.
- ◆ Guideline 9.1.3 (iv) (h) – Marketing and public relations matters.
- ◆ Guideline 9.1.3 (iv) (i) – Occupational health and safety matters.
- ◆ Guideline 9.1.3 (iv) (j) – Details of time lost through industrial accidents is available on request.
- ◆ Guideline 9.1.3 (iv) (k) – There are no major external committees sponsored by the university.

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