MONASH
UNIVERSITY

Annual Report 2002

For and on behalf of the Council

Jeremy Ellis
Chancellor
Monday, 24 March 2003

Report of the Council of Monash University for the period 1.1.2002 to 31.12.2002

Approved by Council at its meeting held on Monday 24 March 2003

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Chancellor's statement

In 2002, Monash University continued to build further on its vigorous program of innovation, internationalisation and engagement.

Construction began on the first stage of the Monash Science Technology Research and Innovation Precinct, the Australian Synchrotron at Monash site was officially launched, and the Monash University Centre in London was opened in The Strand.

The first students to graduate from our Malaysia campus received their awards, and our South Africa campus extended its role within the education systems of southern Africa. My fellow Council members and I saw first-hand the achievements of this outstanding venture when Council met at the campus during the year.

Council responded to the resignation of the former vice-chancellor with appropriate leadership and was pleased to appoint Professor Peter Darvall as the new vice-chancellor. The tragic deaths of two students, and injuries to several other staff and students, in October 2002, affected the entire Monash community.

To my fellow Council members, Monash staff and students, I express my admiration for the commitment and dedication that enabled Monash to meet the challenges of 2002 with pride, focus and compassion.

Jeremy Ellis
Chancellor

Vice-chancellor's statement

The year 2002 was an extraordinary one for Monash University. A range of outstanding achievements occurred alongside events that brought sadness and unexpected change.

Among our proudest moments were the announcement of the $43 million Biotechnology Centre of Excellence award to a Monash-led consortium, the opening of the Monash University Centre in London, the site launch of the National Synchrotron at Monash and Monash medical student Ms Geraldine Buckingham being named the 2003 Victorian Rhodes Scholar.

Monash continued to forge ahead as a leader in teaching and research at a global level. During 2002 more than 48,000 students from 100 different countries were enrolled in six Australian campuses and in campuses in Malaysia and South Africa.

A total of 11,009 students graduated from Monash University, 1225 of them in ceremonies in Hong Kong, Singapore and Malaysia.

But the year was not without difficulty. The deaths of two students and injuries to others in a tragic shooting incident at the Clayton campus caused great sadness. The death in March of the university's foundation vice-chancellor, Sir Louis Matheson, also affected our community. The sudden resignation of the previous vice-chancellor had to be coped with. Through all this, the university's spirit flourished and its achievements continued to mount, including the following:

- A strong performance in the highly competitive process of winning Australian Research Council grants.
- Monash received $11.5 million in NHMRC grants, to fund 34 Monash projects.
- Monash medical student Ms Geraldine Buckingham was named the 2003 Victorian Rhodes Scholar.
- The official opening of the Monash University Centre in London complemented the activities of the Monash Centre in Prato, Italy, and opened up opportunities for Monash students and staff in the UK and Europe.

- The Centre for Stem Cells and Tissue Repair with Monash as a lead participant was announced as the federal government's $43.5 million Biotechnology Centre of Excellence.
- The appointment of the chair of x-ray and synchrotron physics and the launching of the synchrotron site by Victorian Innovation Minister Mr John Brumby.
- The Monash Science Centre, a space where visitors can come face-to-face with science, scientists and current students, was opened by the Minister for Science, Mr Peter McGauran.
- Monash University Malaysia and Monash South Africa continued to attract more students and new teaching and research staff.
- A team of researchers from Monash's Centre for Biospectroscopy received the Luigi Provasoli Award from the Phycological Society of America in recognition of its work which describes a powerful technique that will revolutionise the way cells are analysed chemically.
- The Alfred/Monash Centre for Therapeutics and Clinical Research was awarded $2 million and announced as one of nine national Centres of Clinical Excellence.
- Victorian Minister for Innovation Mr John Brumby launched the Monash Research Cluster for Biomedicine, based at the Clayton campus.
- Construction of the Monash Science Technology Research and Innovation Precinct (STRIP) began, at the western edge of the Clayton campus. The STRIP will be developed in five stages over the next 10 years.
- The new International Centre opened for business in 2002, housing staff from Monash International and students from Monash College and the Monash University Language Centre.
- The $12.5 million Gippsland Education Precinct gathered momentum at the Gippsland campus with Monash partnering several local secondary schools, TAFE colleges and local employers in the project.
- Monash staff and students excelled at the Commonwealth Games in Manchester, adding four gold, one silver and two bronze medals to Australia's tally.
- Monash joined The Alfred hospital, the Baker Heart Research Institute and the Macfarlane Burnet Institute for Medical Research and Public Health in opening AMREP – the Alfred Medical Research and Education Precinct.
- Monash University became a partner in 10 of the 16 consortia that were awarded Science, Technology and Innovation Infrastructure grants by the Victorian government.

In summary, Monash continues to grow and develop as an Australian-based but increasingly global university, recognised for its research, state-of-the-art teaching and learning, and outstanding students and graduates.

Professor Peter Darvall

Vice-Chancellor and President

Guideline 9.1.3 (i) (a)

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.

Guideline 9.1.3 (i) (b)

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.

Guideline 9.1.3 (i) (c)

Services

The university provides post-secondary education and study facilities primarily to the Victorian community on campuses at Berwick, Caulfield, Churchill, Clayton, Frankston, 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: Art and Design; Arts; 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.

Guideline 9.1.3 (i) (d) (i)

Administrative structure

From 1 January 2002 to 31 December 2002, 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 to 18 July 2002

Peter LePoer Darvall BE(Hons) *Melb.* MS *Ohio State* MSE MA PhD *Prin.* DipEd FIEAust FTSE from 19 July 2002

■ *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

Carol Williams BMus(Hons) *Adel.* PhD *Adel.*

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) *Monash* GradDipEd *Monash*

■ *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 LLM *Cantab.*

Paul Henry Ramler AM DipBusMktg HonMBus *CIT* ACIT FAIM AFAMI

Brian Robinson BEc(Hons) *Belfast* PhD *Melb.*

Anne Caroline Sherry BA *Qld.* GradDipIndusRel *QUT* to 30 April 2002

Vacancy from 1 May 2002

■ *One person appointed by the Minister*

Jenny Samms BEc Monash

■ *Six persons appointed by the Council*

Louise Adler BA(Hons) *Reading* MA MPhil *Columbia*

Glenn Barnes BAgrSc *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

Penelope FE Hutchinson BA (Hons) CA AMusA AICD

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

Robert Chenhall BEc *Monash* MSc *S'ton* PhD *Macq.* FCPA

Wendy Peter BJuris LLB LLM *Cantab*

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

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 to 18 July 2002

Peter LePoer Darvall BE(Hons) *Melb.* MS *Ohio State* MSE MA PhD *Prin.* DipEd FIEAust FTSE from 19 July 2002

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

Peter LePoer Darvall BE(Hons) *Melb.* MS *Ohio State* MSE MA PhD *Prin.* DipEd FIEAust FTSE to 18 July 2002

Gary Bouma BA *Calvin* BD *Princeton Theol.Sem.* MA *Cornell* PhD *Cornell* from 19 July 2002

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

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

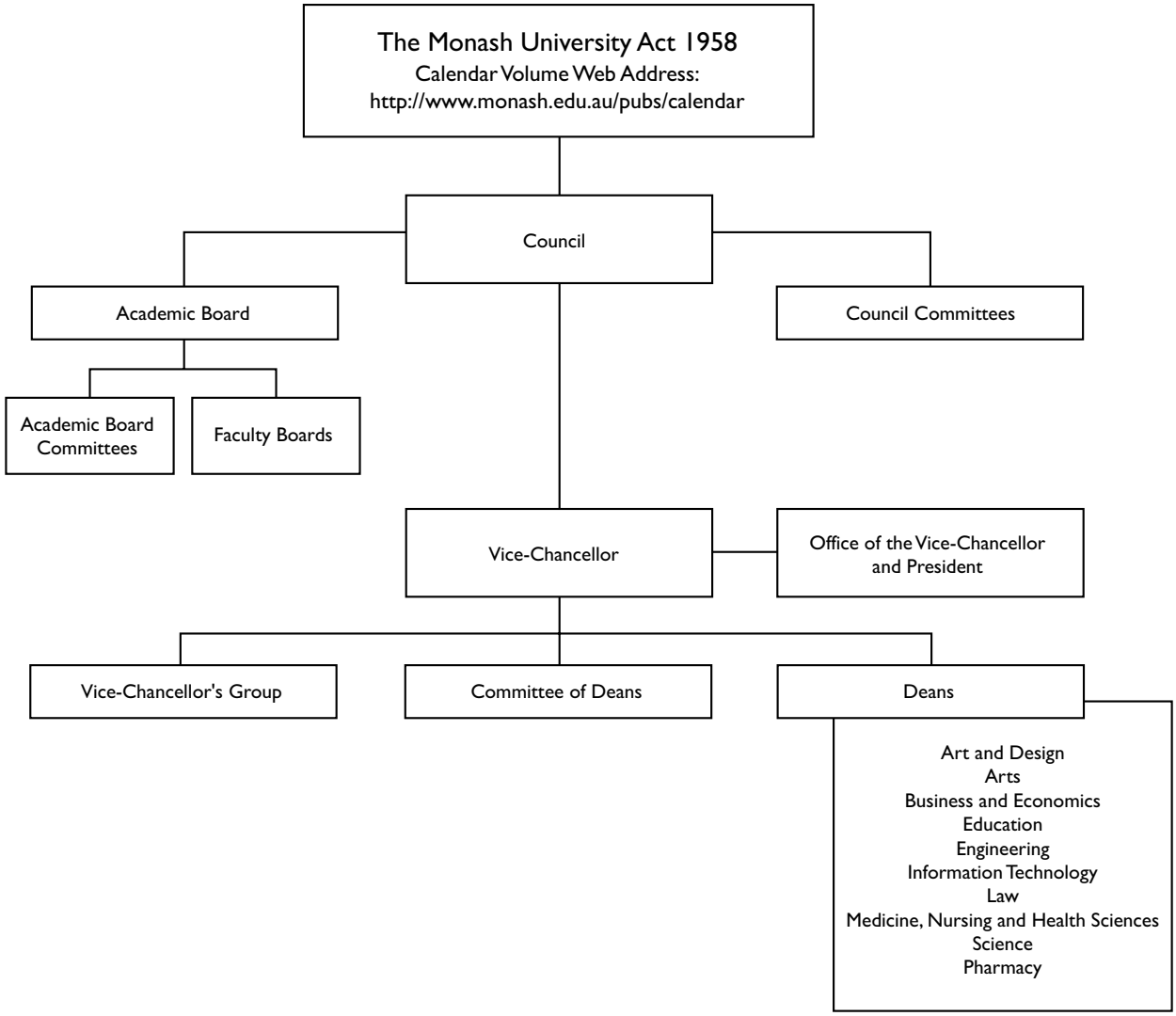
■ *Deputy Vice-Chancellor and Vice-President (Resources)*

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

Guideline 9.1.3 (i) (d) (iii)

Organisational charts

Overall governance and management



Monash University senior management

Guideline 9.1.3 (ii) (a)

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 2002 with comparative results for the preceding four financial years.

Year	*Net result $000*	*Revenue $000*	*Expenses $000*	*Assets $000*	*Liabilities $000*	*Equity $000*
2002	1,603	790,096	790,716	1,418,925	367,953	1,050,972
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

Guideline 9.1.3 (ii) (c)

Operational objectives and initiatives

In 2002, academic development activities were focused on the following areas:

Strategic planning

- Supporting the strategic planning process by ensuring alignment of faculty operational, campus and other functional plans with key institutional plans, and in particular, by improving the integration of faculty operational planning with resource planning.
- Undertaking analyses, such as the student experience report and the investigation of demand for places at Monash by students, to inform policy development.
- Continued development of university performance measures by refining and updating university wide key performance indicators, more closely aligning faculty performance indicators with these and by developing measures to monitor and benchmark for quality assurance and faculty review purposes.
- Development of processes for statistical data collection, reporting and analysis including the complete revision of a website. The collection and analysis of statistical data from a wider variety of internal, state and national sources to support academic planning initiatives.

Teaching and learning

- Development of the Learning and Teaching Plan 2003–2005 to reflect the achievements of recent years and to provide specific objectives and strategies for the next three years. Extensive consultation across the university community played a key part in the development of the plan.
- Allocation of six grants totaling $448,142 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, evaluating new markets and reaching new groups of students.

- Development of CUPID (the Course and Unit Publication and Information Database), which is a central repository for recording, updating and obtaining information about courses and units offered across Monash. Information extracted from CUPID will be used to generate a range of publications, handbooks and course guides. It will facilitate quality assurance processes and assist in meeting our responsibilities under the National Code of Practice and the ESOS Act.
- Enhanced and strengthened first-year academic orientation programs have resulted in Monash becoming the first university in Australia to have its orientation program officially recognised as the formal start to the university year. Centrelink has agreed to pay eligible first-year students their benefits from the beginning of orientation, acknowledging the effectiveness of Monash's transition and orientation program.
- Development and launch of Interlearn, a Monash web-based learning program to enable students participating in an online learning environment to experience the interaction and collaboration with peers and teachers often found in small group or tutorial environments.

Library support for teaching and learning

- The library's physical premises were improved with the extension of the Hargrave-Andrew Library to include the health collections and the refurbishment of the Caulfield Library and the Sir Louis Matheson Library Postgraduate Room. A facilities master plan document has been created to inform future design and refurbishment of all library buildings.
- The library continued to develop a number of electronic initiatives to support the university's learning, teaching and research including:
    - Web-based course reading lists and web pages were developed to provide direct links to full text journal articles, and portal software was trialled with the aim of introducing an interface to enable customised and simultaneous searching of databases.
    - An e-print repository trial was started as part of a strategy to improve access to Monash University research publications.
    - Wireless network access points were installed in the Matheson and Caulfield libraries to provide enhanced levels of functionality for library users.
- The library participated in a range of quality assurance programs developed by the university. A comprehensive Strategic Plan for 2003–2005 was created, the library was restructured and faculty service level statements were developed.

Centre for Learning and Teaching Support (CeLTS)

- Major new responsibilities for the Centre for Learning and Teaching Support (CeLTS) have arisen from the adoption of WebCT as the university's centrally supported learning management system. CeLTS has provided WebCT training for more than 640 Monash staff in the past year, established and operated a university-wide student and staff WebCT helpdesk service, and developed a staff development website on appropriate pedagogical use of WebCT.
- Quality assurance and improvement remains a major focus for CeLTS. During this year, eight comprehensive service statements have been developed with input from faculties. Re-certification of CeLTS flexible learning support services under ISO 9001:2000 is also in process. The Graduate Certificate in Higher Education (GCHE) has undergone a complete course review process. The GCHE has also been re-accredited by the prestigious UK Staff and Educational Development Association (SEDA) for a further four years.

- A member of staff of the Language and Learning Services Unit of CeLTS, Tim Moore, won first prize in the National Co-op Bookshop Dialogica Award for 2002.

Quality assurance

- The report of a comprehensive institutional self-review was published. Each of the 43 recommendations made in the review is being implemented and managed by a newly established and high-level Quality Development Committee.
- Quality management groups and committees were established in a number of faculties. Following the institutional approach to quality management, each group considers quality management in teaching and learning, research and research training and faculty support services. In addition, a faculty quality coordinators' network with nominees from all faculties was established.
- The university's strategic commitment to strengthen reviews resulted in a schedule of reviews being developed for operational units across the organisation over a five-year period. Information on all reviews has been made accessible through a searchable online database.
- The project to produce service level agreements between central support services areas and faculties saw the development of service statements for all services, aligned with both the activity-based costing model and quality specifications, as discussed with faculties.

Guideline 9.1.3 (iv) (f), and 9.1.3 (ii) (c)

Major research and development activities

Research applications and funding

During 2002, Monash researchers submitted 1040 applications to 209 separate schemes, which was similar to the numbers in 2001. Of these, 277 were successful, but a number involved quite large sums, with the result that total funding in the first year of funding of these successful applications amounted to $22.4 million, up from $20.8 million in 2001.

■ *Australian Research Council (ARC)*

Discovery projects

- Fifty-six Discovery Project Grants, won from 242 applications.
- Total projected allocation of $15.2 million for the period 2003–2007.
- Monash ranked sixth – the drop in ranking from fifth in 2002 is due to the entrance of the Institute of Advanced Studies at the Australian National University into ARC competition.

Fellowships

- Three Australian Professorial Fellowships from 18 applications.
- One Queen Elizabeth II Fellowship from 16 applications.
- Seven Australian Postdoctoral Fellowships from 40 applications.

Linkage projects

- Sixteen ARC Linkage Projects Grants won from 30 applications.
- Total allocation 2003–2007 of $3 million.
- Thirty applications submitted to the second round.

Linkage Infrastructure – Equipment and Facilities (LIEF)

- One proposal of four submitted was awarded $100,000.

♦ Monash was a partner in a further seven successful LIEF projects.

Linkage – International

♦ Three Linkage International Awards Grants in 2002, with total funding of $172,700.

Special research centres

The Centre for Green Chemistry had its scheduled three-year review in 2002 and was granted funding for 2003, with the expectation of being granted a full three-years' funding once a number of strategic issues have been resolved.

■ *National Health and Medical Research Council (NHMRC)*

Project grants

♦ Thirty-four new Project Grants, with support funding of $11.5 million for the period 2003–2005.

♦ Three Research Fellowships and one Practitioner Fellowship (the first for the university).

♦ Two Career Development Awards and 11 Training Fellowships were also funded.

♦ A Program Grant valued at over $8 million over a period of five years was obtained, commencing in 2003.

♦ $2 million was obtained to fund a Centre of Clinical Research Excellence over five years.

Equipment grants

♦ $277,000 was made to the university for equipment grants.

■ *Other external funding schemes*

Research Infrastructure Block Grants

♦ $8.07 million allocated in 2002 in funding from the Department of Education, Science and Training (DEST) under this program.

♦ 15% was allocated to the Library for the purchase of journals and other research-related materials.

♦ The balance was distributed to faculties based on their share of Australian Competitive Grants funding obtained.

Backing Australia's Ability funding

♦ A single Biotechnology Centre of Excellence – the Centre for Stem Cells and Tissue Repair, for which Monash was the lead institution, was selected for funding.

♦ A new round of Cooperative Research Centre funding – of the 30 successful applications announced in December 2002, Monash was a core participant in six of them and a supporting organisation in a further two.

■ *Major National Research Facilities*

New projects

Monash is a participant in:

♦ two new projects based in Victoria (National Centre for Advanced Cell Engineering, National Neuroscience Facility);

♦ a new project based at ANU (National Phenomics Facility); and

♦ a new project which will include a Victorian node (Australian Computational Earth Systems Simulator), as well as the continuing Australian Synchrotron Research Facility.

Victorian Science, Technology and Innovation (STI) Initiative

Monash is involved as the lead organisation or collaborator in 10 of the 16 successful proposals – Centre for Pre-clinical Drug Optimisation, Nanotechnology Victoria, Clinical Trials Victoria, Victorian Centre for Advanced Materials Manufacturing, Victorian Institute for Chemical Science, Victorian Centre for Oral Health Science,

Virtual Reality Observatory of Melbourne, Australian Mathematical Sciences Institute, and Centre for Education and Research in Environmental Strategies.

■ *Monash Research Fund*

The university provided $6.2 million from its own resources for the support of research, via the Monash Research Fund. This was directed to:

(a) provision of matching funds in support of successful infrastructure and other major bids;

(b) payment of subscriptions or other participation in research consortia;

(c) internal competitive grants (approximately 50% of the funds); and

(d) meeting the salary gap between Monash salaries and funding provided for ARC and NHMRC Fellows.

Research publications

In its annual reporting to DEST, Monash University reported:

- 1971 publications as being published in 2001 and meeting the criteria for the four publishing categories (books, book chapters, papers published in scholarly refereed journals, and refereed conference proceedings);
- one patent; and
- 17 major original creative works.

Research training

■ *Research Training Scheme (RTS)*

- An initiative announced in the December 1999 White Paper Knowledge and Innovation, the scheme allocates places on the basis of performance.
- As aspects of the model are econometrically unstable and lack transparency, universities have little prospect for improving their relative performance.

■ *Postgraduate research supervision*

Supervisor training (www.monash.edu.au/phdschol/forms/trainprog.html)

- Alongside the informal 'apprenticeship' model, a more formalised and streamlined accreditation procedure was introduced in 2002.
- A trainee supervisor, under the guidance of a senior researcher/mentor, completes nine modules which cover all stages of candidature.
- Monash Research Graduate School, the Higher Education Development Unit and faculties have developed relevant training workshops.

Supervision survey

- More than 40% of HDR candidates responded to the third quadrennial survey.
- The 2002 survey shows an increase in levels of student satisfaction in all key areas, with 93% of respondents reporting favourably upon supervision.
- A league table of the best academic departments will be disseminated.

Thesis completions

Completion data analysis for the 1993–94 scholarship cohorts, by Associate Professor R. J. Hyndman and Ms L. Shenstone in a paper 'Statistical analysis of postgraduate completions for scholarship students' (May 2002), shows that groups having the best performance were:

- Business and Economics, Information Technology, Law, Medicine, Pharmacy and Science students with a publication had a completion probability of .88 (and 100% for masters graduates with a publication);
- Law, Pharmacy and Medicine students without a publication and over 23 years on enrolment had a completion probability greater than 0.9.

Mandatory probationary candidature

- As a further strategy to improve completion rates and times, mandatory probationary candidature has been introduced for all students in their first critical 12 months full-time equivalent of doctoral candidature.
- The confirmation process requires students to make an oral presentation and written summary of their research proposal before an academic panel.

Doctoral degree completions

- There were 286 doctoral thesis submissions in 2002 (equal numbers of males and females), compared with 275 in 2001.
- 296 students were awarded the degree this year (267 in 2001).
- Average and median length of candidature upon submission are 49.5 and 48 months respectively, representing a general decline in completion times.
- The average age at submission was 38 years.
- 90% of examinations concluded without further examination being required.

Doctoral Completions Scholarship Scheme

- Five three-to-six month awards were made in the first selection round for a new Doctoral Completions Scholarship Scheme in 2002.
- The program assists those students needing an intensive period of uninterrupted research in order to complete the final writing of their thesis.
- Faculties are reimbursed only when thesis submission takes place during the tenure of the award, with pro-rata reimbursement for submissions thereafter.

■ *Postgraduate Research Scholarships and Awards*

In excess of $50 million for research awards and RTS places was allocated in 2002.

2002 scholarship selection

Stipend awards:

- 809 scholarship applications were received, 46% from females (740 in 2001), an increase related to a 20% growth in international student applications.
- With 105 Australian Postgraduate Awards (APA) ($5.9 million) and 97 Monash Graduate Scholarships (MGS) ($5.5 million) available, 245 offers were made, representing a 22% over-offer. Monash retained its fifth rank in the allocation of the Australian Government's APA scholarships. Thirteen additional MGS awards for areas of research priority and for a mid-year round were also offered.
- 49.2% of ranked applicants in 2002 were Monash graduates, a 9.7% decrease from 2001, while 53.8% of acceptances were from Monash students.
- Conversely, in 2002, 25.9% of ranked applicants had completed their highest qualification at an overseas institution, a 10.6% increase over 2001.
- 57% of MGS awards were accepted by international students (or nearly 23% of all acceptances).
- For the first time more eligible applicants failed to receive a scholarship offer in this selection round, than received offers, 253 and 245 respectively.

Fee-paying international student awards:

- Monash received 19 International Postgraduate Research Scholarships (IPRS) ($950,000) for 2002, which together with the university's matching fee scholarship program ($1.1 million budget) supported 55 scholarship packages.

Victorian Government Information and Communication Technologies (ICT) Top-Up Scholarships:

- Monash university was awarded 15 (29%) of the 52 scholarships available in the first round of this Victorian Government initiative.

♦ Priority is given to women researchers in regional Victoria in designated ICT priority areas.

Other awards:

♦ 20 APA (Industry) scholarships were available for 2002 (13 in 2001) as part of the Australian Government's Linkage program.

♦ A budget of $100,000 supported 10 Postgraduate Teaching and Research Fellowships in areas of research priority.

♦ 268 postgraduate travel grants ($400,000) were awarded in 2002 (247 in 2001), and 24 Postgraduate Publication Awards ($125,000).

♦ A $10,000 Conference Organisers' fund supported nine groups of students.

■ *Higher degree by research candidature*

♦ 2931 students enrolled in higher degrees by research programs, with 808 students commencing their studies in 2002.

♦ Of these, 2132 students were enrolled in doctoral programs, with 475 doctoral students commencing their studies this year.

■ *Expansion in range of higher degree by research programs*

Professional doctorates

♦ New programs included the Doctor of Business Administration (DBA) and the Doctor of Juridical Science (SJD).

Cotutelle and joint-badged doctoral programs

♦ Joint-badged cotutelle doctoral program procedures were approved in 2002.

♦ It allows participating institutions to strengthen research collaboration. Students gain access to specialist facilities and a PhD from both universities.

Doctoral theses consisting or partly consisting of conjointly authored papers

♦ Co-authored papers may now be included in theses provided a declaration is attached, identifying the nature/percentage contribution of all authors.

♦ This may encourage research students to publish their work during candidature.

Master of Philosophy (MPhil)

♦ The MPhil is the first university-wide masters by research program.

■ *Generic research and employment training programs*

♦ Monash acknowledges the general community perception that research training may have been too narrowly focused in the past, thus leaving graduates ill-prepared for subsequent employment.

♦ The generic training program, exPERT, offered 70 seminars in 2002, a 20% increase over the previous year.

Guideline 9.1.3 (ii) (c)

Support services

Initiatives for 2002 included:

♦ The enhancement of online provision of student services in the areas of enrolment, examination information, fee administration, and general information was a focus in 2002.

♦ Review and reformation of the student amenity fee setting process and development of a new streamlined statute relating to student associations and amenities fees.

- Redesign of staff services processes to improve efficiency, in the areas of advertising and recruitment, and reappointment.
- Support for the development of a separate association to represent postgraduate students across all campuses.
- Continued development of the Strategic Cost Management project culminating in delivery of the 2003 Budget.
- Development, with users, of key performance indicators to be used in service level agreements across support services.
- Comprehensive building condition audits on all campuses were completed. Five-year rolling maintenance plans were reviewed and all data made accessible online together with space and occupancy information.
- Recruitment of staff for Monash Commercial Pty Ltd has been completed and the company is now operating effectively in five faculties. External board members have been appointed, with systems and processes for commercialisation of intellectual property progressively reviewed and redeveloped. A business plan has been developed and capitalisation is now completed.
- Security services across all campuses were reviewed.
- The crisis management plan was reviewed and enhanced.
- Construction of Monash Science Technology Research and Innovation Precinct (STRIP) Building 1 commenced and is on target for completion mid-2003, with the building fully tenanted. Plans for next stages are in hand.
- Contracts were let for major new building developments on Caulfield and Berwick campuses.
- Monash Property Management Pty Ltd was established and is operating effectively as Monash's capital works projects and property management unit.
- Additional student accommodation was built at the Peninsula and South Africa campuses.
- A pilot project was implemented for Triple Bottom Line reporting.

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 2002. The faculty continued to develop and maintain high-quality education in the disciplines of art and design, further developing its flexible and student-centred approach to teaching and learning. The faculty also continued to enhance the overall profile of the faculty, its staff and students in an increasingly competitive environment.

During 2002, the faculty undertook a major restructure of its undergraduate courses to rationalise unit offerings and standardise the credit point value of units (6 cp). The benefits and efficiencies of the restructure will be realised over the next few years.

A number of faculty courses achieved increases in first preferences in 2002 over the previous year (Industrial Design: 18.99%, Multimedia Design: 21.57%, Visual Communication: 19.37%, and Applied Arts Metals: 85.71%).

The Faculty Gallery has continued to play a key role in raising the faculty's profile by mounting exhibitions featuring the works of students, graduates, and high-profile artists and designers, which are of consistently high quality. As a consequence, numerous print media, television and journal features have reported on and

reviewed Faculty Gallery exhibitions in 2002. Highlights during the year were the exhibitions of the acclaimed artists Jan Senbergs, Stelarc and Janet Laurence.

The faculty's schools marketing program continued in 2002 involving targeted marketing for the key feeder schools of Monash Art and Design and its competitors. The faculty initiated 105 visits, inbound and outbound, serving to heighten its profile among the all-important secondary school market in Victoria.

Staff research activities and achievements were also acknowledged and promoted throughout the year. Highlights for the year included first prize for the *Sydney Morning Herald* Young Designer of the Year Award (Duncan Ward, Department of Design); solo and group exhibitions (Associate Professor Euan Heng, Dr Ross Moore, Mr Rodney Forbes, painting); and a prestigious grant by the Australia Council for artist residency in London (Mr Michael Doolan, ceramics).

Increased quality in presentation of the final-year student exhibitions 2002 resulted in considerable positive feedback from students, parents, art and design professionals, potential students and the media.

International undergraduate and postgraduate research applications have risen above target levels. Full-fee-paying international student enrolments for 2002 were ahead of target with enrolment exceeding 180 students. This represents a 25% increase on 2001 enrolments.

In addition to existing agreements with HOSEO Computer Technical College, Glasgow School of Art, Chiba University and Kookmin University, the faculty entered into an agreement with Suzhou University in the People's Republic of China and is currently developing agreements with Soong Eui Women's College, Induk Institute of Technology and Kangwon National University, Korea.

Government approval of the Monash College Diploma for local and international students was acquired late in 2002. The first intake of students is scheduled for March 2003.

In 2002, the faculty hosted an inaugural six weeks Summer School program for students from HOSEO Technical College, Korea. So successful was the program that at least three similar programs are under development and will be offered to students from other Korean institutions in early 2003.

The faculty's Semester Abroad program for Monash overseas centres continued in 2002. The program continues to be a great success, both for the faculty staff and students, with a number of groups from both fine arts and design participating in visits to the Monash University Centre in Prato.

Strong demand continued for the faculty's higher degree research programs, with research student load in the Master of Fine Arts and PhD programs again increasing (to a total of 134 higher degree by research enrolments). The faculty continued to market its postgraduate programs in order to raise the faculty's profile and 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.

In 2002, the Faculty of Art and Design continued to grow and develop, attracting increasing numbers of quality undergraduate and postgraduate students from both local and international markets. The faculty's profile continued to grow due to its engagement and effective communications with its communities, both locally and internationally. These included the communication of student successes in local and international competitions; targeted schools and gallery programs; lunchtime art forums for the public; Monash Open Day; and dedicated international profile-raising in Singapore, Malaysia, Indonesia, Hong Kong, Taiwan, Korea, Germany, Sweden and Norway.

Faculty of Arts

In 2002, the faculty has continued to focus on building financial strength as well as its research and research training performance. The faculty has redoubled its efforts to increase fee-paying enrolments, particularly from international students. A new suite of streamlined and vocationally oriented coursework masters programs is being progressively introduced, and increased marketing and recruitment activities are also being carefully targeted. In 2002 international student enrolments have increased by 43% overall, with an increase of 19% in higher degrees by research, 69% in graduate/postgraduate coursework, and 42% at the undergraduate level, from 337 EFTSU to 483.

The Arts Research Graduate School (ARGS) was launched in March 2002 as part of the faculty's plan to raise the profile of graduate research and strengthen the graduate research culture. In the first year of its operation, ARGS has continued with the implementation of the Higher Degree by Research Management Plan. This plan, which has been taken as a model by other faculties, provides the vehicle for improving completion rates and times through improved induction, explicit attention to research training, more rigorous yet supportive monitoring, and improving supervision through training and accreditation of supervisors.

For 2002–2004, the faculty plans to increase its annual income from ARC and other external grants by 10% per annum. The faculty's total external (non-ARC) research grant income increased by approximately 14% in 2002, but there was a reduction in National Competitive Grant income despite an overall increase in the number of ARC grants awarded for 2002. The reduced funding per grant is a matter for concern. However, the faculty was successful in the recent ARC grant round for 2003, gaining seven new Monash-based ARC Discovery Grants, five shared ARC Discovery Grants, one Monash-based ARC Linkage Project Grant, and one shared ARC Linkage – Research Infrastructure Equipment and Facilities Grant, exceeding its performance in 2002. Three ARC Discovery Projects are currently on the ARC reserve list. The faculty has also secured an NHMRC Project Grant for 2003.

In 2002, the faculty completed the revision of its research strengths. A range of faculty grant schemes was offered 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. A new postdoctoral fellowship scheme was introduced to further support early career researchers.

Quality assurance has been a major issue for the faculty. The faculty implemented and refined a number of policies, processes and projects to ensure the quality of its academic coursework programs and administrative processes. These included the implementation of a faculty administered unit evaluation program, continued development of a student and staff online policy bank, and the first reporting cycle of the faculty's ongoing curriculum review program.

In 2002, the faculty extended its discipline and unit offerings in Malaysia, at the Monash University Centre in Prato, in South Africa, and at the Monash University Centre in London by introducing a number of new units. The faculty now administers the Bachelor of Behavioural Science at Gippsland campus and has extended the international studies major to the Clayton, Caulfield and South Africa campuses. In 2003, the faculty will also offer a new undergraduate course, the Bachelor of Cognitive Science, at the Gippsland campus.

The faculty has progressively implemented a number of plans at an honours level, resulting in a standardisation of key aspects of honours, including examination procedures, thesis length and supervision practices. These will continue to be monitored in 2003, with a review of schools' practices towards the end of the year. In addition to this, the faculty has increased its extremely competitive scholarships from 20 to 25, with a commitment to progressively increase these further, budget

permitting. Arts honours candidates continue to successfully apply for the Vice-Chancellor's Scholarship as well as Study Abroad.

The faculty continued to expand the 72-point coursework masters programs (18-month, post-pass degree) with the development of two new masters programs: the Master of International Development and Environmental Analysis and the Master of Corporate Environmental and Sustainability Management. In addition, two existing masters programs were significantly restructured to allow direct entry from a bachelors degree and completion within three semesters: the Master of Publishing and Editing and the Master of Applied Social Research. Two further proposals, the Master of Theatre and the Master of Criminology and Criminal Justice, are nearing the final planning stage.

As part of its ongoing commitment to create a challenging and supportive student learning environment, the faculty has continued to develop a number of student support programs, including an extended undergraduate academic mentoring program and the further integration of the Student Progress and Equity Committees into existing faculty support structures, for students identified as at academic risk.

Faculty of Business and Economics

As part of a strategy to position the faculty's offerings more competitively across a range of segments/niches and global locations, the dean initiated a further review of the faculty's undergraduate course offerings. A market research company is conducting a comprehensive study of the faculty's undergraduate market. This will enable the faculty to identify opportunities to move the existing program structure to a position of greater competitive strength both domestically and internationally, with the study results available early in January 2003.

During 2002, the faculty introduced the new Doctor of Business Administration (DBA). This rigorous program will help the faculty not only improve its research profile but also assist in building important links with industry. Following the launch in 2001 of the new MBA, development of this program has continued with the introduction in 2002 of an increased range of double-masters programs. These innovative programs are expected to continue to provide the university and the faculty with a significant competitive advantage in the area of postgraduate business education.

A review of the faculty's graduate course offerings has been instigated, led by the faculty's associate dean (Graduate Teaching), and it is expected that this review will be completed in the first part of 2003.

The faculty is considering a proposal for an E-Commerce Centre as a joint venture with the Faculty of Information Technology. The role of the centre will focus on stimulating research in the area, graduate student supervision, industry liaison and consulting.

Curriculum development of flexible support material to be used by all staff for the six core units common to all the faculty's undergraduate courses has continued during 2002. Three of the six units have been completed for implementation in 2003, and further development is continuing on the remaining units.

During 2002, the faculty expanded considerably its use of the WebCT web application to create an online teaching and learning environment that can be used in a range of ways to support teaching and learning for students. The university has now adopted this application, which was originally a Faculty of Business and Economics initiative.

MBA program development of core units in the course for flexible and online delivery has continued throughout 2002. To date, a template plus an extensive range

of WebCT material has been developed, and work on this project will continue during 2003.

The faculty's research effort and funding in 2002 has been focused on improving key performance indicators, ie research grants, publications, HDR load and HDR completions. Achievements in research during 2002 included:

- a 40% increase in the number of enrolments in higher degrees by research;
- awarding by ARC of seven Discovery Project Grants and one Linkage Project Grant to researchers in the faculty;
- opening of the Monash Governance Research Unit to promote research on the interconnection, interdependence and interaction between corporate governance, public governance and civil society;
- development of a range of new initiatives and funding opportunities to improve the faculty's research performance in 2003;
- a highly successful research strategies workshop to encourage more academic staff to apply for national competitive grants;
- the opening of a new centre for postgraduate research students on the Caulfield campus and development of a new Faculty Research Office website;
- introduction of the DBA;
- the National Key Centre for Industrial Relations becoming the Centre for Work and Employment to allow expansion of its activities and give what is already a strong research portfolio greater recognition both domestically and internationally;
- establishment of the Institute for the Study of Global Movements, a cross-faculty institute with the faculties of Art and Design, Arts, Business and Economics, Education and Law. The strategic direction of the institute has been defined, and work on project proposals and other research activities has commenced;
- becoming a successful partner in the bid for the Cooperative Research Centre for Sustainable Tourism to help tackle the lack of research and development within the industry.

During 2002, the faculty has implemented the major recommendations contained in the comprehensive review of the faculty's administrative structure that was completed during 2001. A senior administrative team of five group managers that report to the dean have been appointed in the areas of academic services, business development and marketing, financial resources, human resources and technology services.

Plans are proceeding for the establishment at the Caulfield campus of a shared student services centre. The development of the centre is part of a broader process for integrated service delivery to students based on a 'one-stop shop' concept, extended hours of service and online access to services . It aims to integrate students' services currently offered at different locations by the Student and Staff Services Division, the faculties of Business and Economics, Art and Design and Information Technology, Monash International and Information Technology Services.

A review of administrative processes at the Gippsland campus has been initiated.

Introduction into the faculty and departments of the university-wide, activity-based cost budgeting process that took more than six months to plan, control and coordinate, and which will be developed further in 2003, was commenced.

A comprehensive financial systems review leading to proposed financial reporting changes for 2003 was completed. The faculty's system of business planning for each cost centre development were reviewed to ensure that not only the academic departments but also the administrative cost centres are clearly identified and controlled.

The faculty has maintained its position as a leading international provider of business education, and in 2002 international student enrolments in the faculty

increased by 13% compared to the previous year, the majority of this increase being due to postgraduate enrolments. In an expansion of its overseas offerings, the faculty in 2002 negotiated offering the Master of Business Law in Hong Kong through an external partnership agreement with the Institute of Professional Development. The program will commence early in 2003.

In line with the introduction of the university's Global Development Plan and Framework, the faculty during 2002 has been investigating the possibility of offering the MBA/DBA programs in China while also looking at other initiatives for business education delivery in that region.

A review of the faculty's offshore programs has been initiated. There is continuing input from faculty staff involved in our offshore programs in the internationalisation of our curriculum.

The faculty held several events during 2002, using the university's corporate facility at 30 Collins Street and other venues, that were focused on the facilitation of links with external contacts, particularly in relation to business development and the formation of a Faculty Foundation.

The Berwick campus continues to build strong links with the local communities that are vital for the development of both the faculty and the campus. The importance of this was highlighted by the presence of members of the Berwick business community and local members of the City of Casey and State Parliament that attended the inaugural Monash Berwick Faculty of Business and Economics Awards night held in August.

The Monash Governance Research Unit held a series of public forums at Parliament House with high-profile speakers on a variety of topics related to governance in the public sphere. Mr David Knott, Dr Vince Fitzgerald, Professor Allan Fels and Mr Henry Bosch were the guest speakers in 2002.

The Institute for Regional Studies was launched at Gippsland as a centre for regionally focused research and debate encompassing economic, social, community, cultural, industrial and environmental issues at international, state and regional levels.

The faculty is working to strengthen the links between the university and the business and business education communities at Peninsula campus with the 'Innovations in Business Education' and 'Contemporary Business Issues' seminar series. Guest speakers in 2002 included leading local business people and business scholars. Students from local TAFE colleges and secondary schools as well as people from the business community were invited to join Monash staff and students at these seminars.

The faculty has continued to work on establishing a Faculty Foundation.

Faculty planning and objectives for 2002 and beyond reflect the projected impact of a number of significant economic and social trends on its future operations and finances:

- the faculty's already heavy dependence on international students for external revenue;
- space constraints on the Caulfield campus, the primary campus of choice for international students and where most of the faculty's postgraduate coursework programs are currently delivered;
- the impact on local enrolments of the Postgraduate Education Loan Scheme (PELS), introduced in 2002, that has stimulated demand from the domestic market for the faculty's postgraduate coursework programs;
- the tragic events in the faculty on 21 October 2002.

These issues, and the faculty's strategies for dealing with them proactively, will be addressed in the faculty's Operational Plan 2004–2006.

The faculty has established a five-year cycle of departmental reviews to ensure that teaching and research is relevant and of high quality and that the faculty maintains the highest standards in terms of its organisational structures.

In 2001, the faculty completed a review of the Department of Accounting and Finance, and a major strategic outcome from this review has been the establishment of three new positions as discipline heads, the external advertisement for a head of department and appointment of new professors in this department with the aim of enhancing the faculty's research profile and output.

In 2002, a comprehensive academic review of the faculty's Department of Marketing has been undertaken by a panel of external members with appropriate experience and expertise in the marketing discipline.

A review of the Health Economics Unit of the Centre for Health Program Evaluation has commenced in 2002 with the completion of a self-review process. The external review of the unit will occur in February 2003, and the final report will be delivered to the dean by March 2003.

The Family and Small Business Research Unit Review has been reviewed and re-launched in 2002.

Faculty of Education

The faculty's broad operational objectives are the provision of:

- initial and further professional education of teachers for early childhood, primary, secondary, and adult education levels;
- undergraduate studies in sport and outdoor recreation;
- postgraduate education and psychology studies for professionals concerned with human and organisational development;
- research training;
- research into a broad spectrum of educational questions;
- non-award professional and leadership programs;
- educational and consultancy services; and
- public debate on important issues in education and human development.

While the majority of students in the Faculty of Education are associated with one of the formal education sectors, the faculty's breadth and flexibility enables it to attract a wide range of students from the public and private sectors and to respond to and capitalise on changing patterns of applications.

In 2002, demand for the faculty's programs continued to grow across all three campuses. There was an increase in first preferences of 12% for undergraduate teacher education and 26% for sport and outdoor recreation. This growth was largely generated at the Gippsland and Peninsula campuses. First preference applications for admission to the faculty's pre-service Graduate Diploma of Education programs grew by more than 50%.

The faculty has increased the number of Australian fee-paying students from nine in 2000, to 24 in 2001 and 58 in 2002, and the number of onshore international students from 56 in 2000, to 78 in 2001 and 168 in 2002. The faculty began its first offshore programs in Singapore, offering undergraduate sport and outdoor education and postgraduate studies in leadership, policy and change. It has also offered a range of short programs (four to eight weeks) for international students, mostly involving either work and learning studies or teaching English as a second language. At present, the faculty's international students come from more than 45 countries. The growth in the number of fee-paying students has broadened the faculty's income base and hence achieved one of its major objectives for 2002, with a significant strengthening of its financial position.

The faculty has in place a three-year cycle for the review of units. A questionnaire has been developed in collaboration with the Centre for Higher Education Quality, and a peer review process is in development. To ensure that students are provided with appropriate unit advice and to enhance the professionalism of our print materials, the faculty has developed a unit guide template, to which staff are progressively converting their units. Feedback from students has been very encouraging. There is a schedule in place for increasing the flexibility of our unit offerings, with all faculty units being reviewed over a three-year period. Many more students now have access to distance and online learning opportunities.

DEST-based higher degree by research enrolments have increased from 121 in 2001 to 149 in 2001 and 168 in 2002, while international higher degree by research enrolments have increased from 11 to 19 in the same period. This increase has resulted in more academic staff being involved in research supervision, made possible as the number of staff with doctorates has increased and the faculty has put in place a research mentoring program to respond to supervisors' and students' needs. The director of HDR has been working closely with these staff to assist them to complete the program and to be involved in individual supervision workshops.

In 2002, the faculty gained two ARC Discovery Grants and two ARC Linkage Grants, with two other faculty members sharing separate Discovery Grants with another faculty and another university. 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. The National Centre for History Education, which involves a consortium of universities and the Curriculum Corporation, and is the main agency for the Commonwealth Government's $2.3 million National History Project, operates within the faculty at Gippsland campus and was launched by the Hon. Brendon Nelson in October 2002. The Krongold Centre for Exceptional Children has received a donation of $250,000, over two years, from the Krongold family. It will use the funds to re-configure the activities of the centre to ensure its place at the forefront of the field and to develop a fundraising strategy for the Krongold and Elwyn Morey Centres.

A major task for 2001–2002 has been to improve decision-making about the various activities in which the faculty engages. It has divested itself of business activities which were producing turnover but no profit and which had no obvious other benefits for the faculty's research or teaching. Meanwhile, it has engaged in active relationships with a number of industry groups, several of which are expected to lead to business opportunities. As of August 2002, new business contracts (ie other than research) are valued at approximately a half a million dollars, and further contract work is expected to convert shortly. It is anticipated that around 80% of the new business in 2002 will continue and increase in financial benefits to the faculty over the next three years.

The faculty has identified it key imperatives for 2003 to be to: improve its research profile within a global context; review the structure, pedagogy and delivery of its offerings and activities to ensure sustainability and quality; and connect and coordinate the development of its teaching, research and commercial agendas.

Faculty of Engineering

The faculty has continued to progress its plan to increase self-reliance by growing student fee income and earnings from research and other commercial activity. The faculty has also maintained the focus on the provision of a quality teaching and learning experience for both undergraduate and postgraduate students.

Fee income rose in 2002 to 26.9% of recurrent income, significantly up from 20.7% in 2001, and 1% ahead of plan. This was due to a surge in international student enrolments, notably in the new programs in telecommunications engineering and

biomedical engineering. Increases in international student numbers have been in both undergraduate and postgraduate areas, and increased transfers from the Monash University Malaysia campus.

The faculty has been particularly successful in 2002 with ARC grants, receiving 15 ARC Discovery Grants, three ARC Linkage Infrastructure Grants, and one ARC Linkage APAI (Round 1) Grant. Research income grew to 42.5% of total revenue, 2.6% ahead of plan. In addition, the faculty was awarded two Victorian Department of Innovation, Industry and Regional Development Awards for Science, Technology and Innovation:

- Victorian Centre of Advanced Materials Manufacturing (VCAMM) – VCAMM will facilitate an increased rate of innovation and technology uptake in manufacturing and will contribute to the sustainability of Victoria's manufacturing sector. Funding with consortium partners Deakin University and CSIRO is $5 million over five years.
- Nanotechnology Victoria – A consortium of Swinburne and RMIT Universities, CSIRO with Monash's School of Physics and Materials Engineering, together with Monash's Department of Biochemistry and Molecular Biology, will coordinate research and development, investment attraction, commercialisation activities and industrial partnerships in strategic areas such as materials fabrications and testing. Funding is at $12 million.

In July 2002, the faculty saw the opening of the $2 million National Printing Laboratory, an STI initiative. Victorian Government funding of $910,000 and the balance from the university and from ink, paper and note printing companies was used in establishing the laboratory. The laboratory will assist more than 6000 small-to-medium sized printing firms around Australia by providing trouble-shooting and technical advice.

In 2002, the inaugural graduation ceremony for engineering students graduating from the mechatronics and mechanical engineering programs at the School of Engineering and Science at Monash University Malaysia campus was held. The school successfully obtained full accreditation from the Institution of Engineers, Australia for both programs.

Faculty of Information Technology

The faculty's objectives are articulated in its operational plan, Aims and Values. The faculty plan outlines its vision and core values of excellence, scholarship, innovation, diversity, collegiality and community. Progress is measured by performance in the key result areas of research, learning and teaching, engagement, quality assurance, the global perspective, people and resources.

The faculty operates on seven of the eight Monash campuses, including Malaysia and South Africa. There is no doubt that this places considerable stress on both the academic and general staff. The faculty has worked very hard to create an integrated environment, in which all staff view the faculty as a cohesive unit operating across the geographic boundaries.

The faculty's taught load growth annualised over the last three years has been 51%, which has resulted in high staff workloads and high student staff ratios. The faculty's taught load in 2002 was 6,151 EFTSU. This represents growth of 8% from 2001 to 2002. The faculty exceeded its 2002 planned degree faculty target of 5770 by 505 EFTSU, making the faculty the second largest in the university. Almost all of this growth has come from international students and full-fee-paying Australian students. In particular, the postgraduate coursework load has grown to 1665 EFTSU and is now a very significant component of the faculty's activities. The international student enrolment is 3030 EFTSU. Faculty fee-paying students represent 62% of the total degree faculty EFTSU. While this growth has led to many benefits for the

faculty, it also represents a significant risk when such a high proportion of enrolments are full-fee paying. This has provided the faculty with a challenge to diversify and develop other income sources.

During 2002, a business plan was developed and evaluated for a new venture, known as Monash IT. Monash IT will provide professional education and training as well as industry certification for IT students and professionals. Monash IT will subsume the existing activity of the Pearcey Centre for Computing and will offer both part-time and concentrated short-courses. It will operate as a separate incorporated venture.

Strengthening the faculty's research performance has been a major focus of attention. The faculty allocated approximately $1,800,000 in 2002 for direct support for research. The faculty's research can be characterised by four broad strengths in the areas of pervasive computing, intelligent computing, multimedia computing and social computing. Its research performance indicators showed marked increase over 2001, with successful ARC applications up by 100%, higher degree by research EFTSU increasing by 12% and weighted publications showing a 9% increase with a zero error rate.

During 2002, the faculty appointed a deputy dean, Professor Gopal Gupta. Professor Gupta's particular responsibility is the quality assurance of academic programs, and he assists the dean in a number of other major administration and leadership areas.

The faculty offers 10 undergraduate degrees, five masters by coursework programs and four research higher degrees. During 2002, two new programs were developed for delivery in 2003 – the Master of Business Technology, which will provide valued business IT education opportunities, and the Professional Doctorate in Information Technology, which is the first faculty professional doctorate.

The School of Network Computing and School of Multimedia Systems were reviewed in September and October 2002 respectively. The faculty established a formal review process in 1998, with review panels comprised mainly of members who are external to the university. The aim of the process is to monitor the development and progress of the schools and faculty, to highlight strengths so that these may be further developed, and to identify difficulties and impediments to progress and areas where improvements could be made. During 2002, the faculty office support services received external ISO9001:2000 certification. Registration covers administrative activities in admissions, student services, research services, executive services, quality control and document management, personnel administration, purchasing, international marketing and recruitment.

In 2002, the faculty worked toward consolidating existing strengths and opportunities for development of new strengths, particularly in the research arena. The Faculty of Information Technology continued to lead the way in IT education and research in Australia.

Faculty of Law

In 2002, the faculty continued to pursue the objective of being a high-quality, innovative law school for a changing world; a law school that is professional, ethical and international, producing excellent graduates for Australian and international employers.

The faculty has had a successful year. ENTER scores remained high, and the number of applicants for our courses continued to show high demand. The clearly-in cut-off score for VCE entry into Law increased to 99. This score continues to reflect the demand for places in Law and the reputation of Monash Faculty of Law in particular.

A highlight of the undergraduate program in 2002 was the faculty's offering of units at the Monash University Centre in Prato, Italy. In keeping with Monash Law's aim to be a truly international law school, the faculty conducted a semester of law units in Europe in semester one, 2002. Students were able to take up to four undergraduate units in Vienna and Prato.

The faculty continued its implementation of the new Skills Ethics and Research Program, with the introduction of a further two new compulsory units into the Bachelor of Laws curriculum.

During 2002, the faculty undertook a major review of its resource allocations for teaching. This review was based in part on results from the Monash Law Students Experiences Survey 2001. The review considered proposals to redistribute resources differently across our teaching offerings, based on an explicit new approach rather than historical patterns. The main recommendations of this working party are now under consideration.

Planning and construction has taken place for the development of the Monash Law Chambers at 472 Bourke Street, Melbourne. The faculty has for some time needed a city location to accommodate the growing number of graduate coursework students from the profession. These city premises are ideally located for this purpose, being situated next to the Law Institute of Victoria.

In late 2002, the faculty undertook its first major external review. An independent external review panel visited the faculty and is preparing a report. The panel was provided with a portfolio on the faculty before interviewing both staff and students from the faculty and the university. The review looked at the faculty's leadership, management and organisational structure, its use of human and physical resources, support services, and its course and subject profile. It also looked at the faculty's teaching, learning and assessment, research and research training and contribution to professional and community activities.

Considerable energy has been devoted to research activities in 2002. The faculty developed a set of research targets for each academic staff member based upon the Commonwealth's composite research index. The faculty has developed a draft Research Management and Research Training Plan that brings together a number of different aspects of research performance.

The faculty's student load in 2002 has increased by 5.5%. Most of this growth came about by increases in the number of Australian fee-paying undergraduate and postgraduate students. The faculty's international student load rose by 34% over the 2001 figure.

Most academic staff in the faculty were involved with the legal profession or other community bodies during the year. Staff are regularly involved in editorial committees on learned journals, sitting on statutory bodies, expert advisory bodies and professional committees.

The faculty continued to provide legal services to the community through the Monash-Oakleigh Legal Service and its involvement in the Springvale Monash Legal Service.

Faculty of Medicine, Nursing and Health Sciences

The Faculty of Medicine, Nursing and Health Sciences aims to prepare its medical and health sciences graduates for lifelong learning and is orienting its scientific education programs towards vocational activities in the health care services. The faculty's 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 offers a number of these off-campus by flexible delivery mode.

In 2002, the faculty:

- introduced the first year of the new five-year medical curriculum, following accreditation of the course by the Australian Medical Council;
- increased international student enrolments across a range of courses;
- progressed the establishment of rural clinical schools in four regions – East Gippsland, Gippsland, Bendigo and Mildura;
- progressed development of the former Biomedical Library at the Clayton campus into a large teaching and learning centre for the faculty with tutorial rooms, clinical skills laboratories, IT facilities and student facilities;
- progressed the introduction of WebCT across the faculty; and
- introduced a number of new undergraduate and postgraduate courses, including an honours year in the Bachelor of Biomedical Science program.

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

- the Nurses Board of Victoria reviewed and accredited the Bachelor of Nursing and Bachelor of Midwifery courses;
- the Dietitians Association of Australia is reviewing the Bachelor of Nutrition and Dietetics course. Provisional accreditation is expected to be granted in mid-2003;
- the Australian Association of Social Workers has reviewed and accredited the Bachelor of Social Work and the Bachelor of Arts/Bachelor of Social Work for a period of five years;
- the Professional Accreditation and Education Board of the Australian Institute of Radiography gave in-principle support to the graduate entry of Master of Radiation Therapy, a new course to be introduced in 2003 that is directed towards helping solve the critical shortage of radiation therapists in the Australian health workforce.

The Faculty of Medicine, Nursing and Health Sciences continued to grow, with the departments of Psychology and Social Work transferring from the faculties of Science and Arts respectively, in January 2002.

Professor Brian Jolly took up his position as director of the Centre for Medical and Health Sciences Education and is developing both staff resources and educational programs including the Graduate Certificate of Health Sciences Education.

In May 2002, the $93 million Alfred Medical Research and Education Precinct was officially opened. This facility brings together the Baker Heart Research Institute, the Macfarlane Burnet Institute for Medical Research and Public Health, The Alfred hospital and Monash University. With more than 20,000 square metres of high-quality laboratory and office space available, AMREP greatly expands Victoria's medical research capacity, particularly in the areas of cardiovascular disease, infectious disease, allergy and immunology, neurosciences, trauma blood disorders and population health.

Research continues to be a high priority, with the faculty:

- being awarded the federal government's $43.5 million Biotechnology Centre of Excellence for Stem Cells and Tissue Repair, led by Professor Alan Trounson;
- developing state-of-the-art research facilities such as Monash Mouseworks and a new imaging facility;
- establishing a Commercialisation Unit to assist in the management of intellectual property and commercialisation of biomedical research; and
- conducting a successful two-day conference on research initiatives and future strategies.

The Monash University Medical Foundation was established to support the faculty's fundraising activities. The faculty was also extremely pleased to recognise two members of this year's graduating medical class as holders of Victorian Rhodes Scholarships for 2002 and 2003.

Faculty of Science

The structural changes in the faculty, which commenced in 2001, were completed in 2002 after the full transfer of the School of Psychology, Psychiatry and Psychological Medicine to the Faculty of Medicine, Nursing and Health Sciences in January 2002. A leading environmental scientist with a strong research profile was appointed to the chair of the School of Applied Sciences at the Gippsland campus, and the school is expected to demonstrate revitalisation in 2003. The new chair in synchrotron and x-ray physics commenced his appointment and will play a leading role in the development of the Australian Synchrotron at Monash. The new appointment to the chair in statistics has begun initiating a range of engagements with staff in other faculties with an interest in statistics teaching and research. The faculty has lost its professor of meteorology to the University of Oklahoma, but the replacement position was approved by Council in November 2002 and will continue to be half-funded by the Bureau of Meteorology.

The construction of Stage I of the Monash STRIP (Science and Technology Research and Innovation Precinct) proceeded apace during 2002, and the building is expected to be complete by March 2003. Stage I has achieved 95% occupancy, coming from both university schools and from external industry tenants. Planning for Stage II has commenced, and discussions are under way with the Department of Education and Training for a Monash Science High School proposed to be located in the vicinity of the STRIP.

The university is preparing for the introduction of strategic cost management in 2004, with a phasing in during 2003. The planning for this has occupied much of the dean's attention, and a new budget model for the faculty and its schools has been proposed for 2003. The faculty significantly improved its ARC performance, with new funds for 2003–2007 of $5,983,134, an increase of 91% over the previous year.

Three of the six schools of the faculty underwent external reviews in 2002. The School of Applied Sciences was reviewed in March, and the dean is overseeing the implementation of its recommendations. The schools of Geosciences and Mathematical Sciences were reviewed in October, and the review reports are expected to be presented to the dean in early 2003.

Victorian College of Pharmacy

It is 10 years since the Victorian College of Pharmacy amalgamated with Monash University to become a faculty within the university. Prior to the amalgamation, the Victorian College of Pharmacy had been operating as an independent entity within the tertiary education sector for over 110 years.

The faculty's structure on amalgamating with Monash University was fairly simple. There was a single three-year undergraduate course (the Bachelor of Pharmacy), one postgraduate course (the Graduate Diploma in Hospital Pharmacy), and a productive and vigorous research culture which had produced, among other achievements, a drug to prevent and treat human influenza and had nurtured the development of the Institute of Drug Technology, later to become a highly successful independent company.

The student load in 1992 was 430 EFTSU, inclusive of 30 international students and 40 higher degree by research students, and there were 85 staff, about 20 of whom were employed on research projects. The profile in 2002, 10 years later, is quite

different: there are now two undergraduate courses following the introduction of the three-year Bachelor of Formulation Science in 2000; the Bachelor of Pharmacy course is now of four years duration and incorporates extensive clinical components; a double degree program BPharm/BCom is offered in conjunction with the Faculty of Business and Economics; there is an honours degree called the Bachelor of Pharmaceutical Science (Honours) to avoid confusion with the pharmacy degree; there are several postgraduate courses, including the multidisciplinary Graduate Certificate of Wound Care, the Graduate Diploma in Pharmacoeconomics, a Postgraduate Diploma in Clinical Pharmacy and a pharmacy-specific MBA, which is offered in conjunction with the Faculty of Business and Economics; and research activities which attract around $3 million per annum in funding.

The student load in 2002 has almost doubled to 800 EFTSU, including 80 international students, 115 Australian fee-paying students, and 42 higher degree by research students. The number of staff is 135, including about 20 employed on research projects.

In the 10 years since amalgamation, the Parkville campus has been transformed from a set of reasonably functional buildings housing the faculty, the Pharmacy Board of Victoria and the Victorian branch offices of the Pharmaceutical Society of Australia, to a set of highly effective buildings that have undergone extensive refurbishment and some limited extension, to now accommodate the same three organisations, plus the Public Education Unit of the Monash University Centre for Ambulance and Paramedic Studies, the NMR and medicinal chemistry laboratories of the Walter and Eliza Hall Institute, and the laboratories of Acrux, a start-up company based on research conducted at the Victorian College of Pharmacy over several decades.

The CL Butchers Library at the Parkville campus is now part of the Monash University Library, whereas it was previously an integral component of the Victorian College of Pharmacy.

The operational and budgetary objectives for the faculty for the 2002 academic year were to develop new undergraduate and postgraduate courses for introduction in 2002 and 2003, to undertake a restructure of the faculty's administration, to revise the way the faculty's budget is formulated, and to continue with the refurbishment and building program at the Parkville campus.

Most of these objectives have been achieved or should be achieved during 2003. Several have already been discussed in the context of changes that have occurred in the faculty since amalgamating with Monash University. In addition, there will be a Master of Clinical Pharmacy and a Master of Wound Care available from 2003, a Bachelor of Medicinal Chemistry commences in 2003 as a joint program between the faculties of Science and Pharmacy, the faculty's administration is in the process of being restructured after a protracted period of consultation with staff, there is a new formula in place for the allocation of non-salary recurrent funds to each of the faculty's four departments, and major refurbishments of Cossar Hall and the large lecture theatres have been completed. Still to be completed is a major refurbishment of the Department of Pharmaceutical Biology, and approval has been sought for the proposed new building at the Parkville campus once all the planning and financial aspects of the project are finalised.

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'. The university's Global Equal Opportunity Policy, ratified by University Council in 2001, reiterates Monash's commitment to promoting equal opportunity in education and employment in recognition of global principles of equity and justice.

Gender equity

In 2002, Monash University undertook a range of initiatives to ensure progress towards employment equity for women. The Women's Leadership and Advancement Scheme continued to institute activities designed to promote and advance the position of women including a series of workshops on promotion for female academic staff at lecturer and senior lecturer positions. A university-wide mentoring scheme for academic and general female staff was conducted with over 120 participants, and a new series of seminars was launched aimed at increasing the research profile of female academic staff. The Senior Women's Forum continued to operate as a key feature of the Women's Leadership and Advancement Scheme and included a new professional development initiative for senior women in 2002.

Gender equity continued to be supported at Monash by a number of committees including the Vice-Chancellor's Taskforce on the Advancement of Women at Monash, the university's Equal Opportunity Committee (which reports to Council), and the Subcommittee For Equal Opportunity in Employment and Affirmative Action Coordinating Committee. The university's 10 faculties were also supported in developing faculty-based Equity and Access Committees whose terms of reference include gender equity issues.

In October 2002, the university successfully applied for the Employer of Choice for Women citation administered by the Federal Equal Opportunity for Women in the Workplace Agency. Monash University was one of only 93 Australian organisations to receive this award in 2002. The citation acknowledges the university's efforts in having transparent policies in place that support women across the organisation; in educating staff on their rights and obligations regarding sex-based harassment; and in delivering improved outcomes for women and the institution.

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 2002 included the distribution of 5000 *Work Life Family* brochures to staff, and consultations with deans and senior management to assist them in implementing and managing flexible work options. Eighteen information sessions were also held across the university increasing awareness among staff of the strategy. 2002 also saw a new parent support group and parent information exchange successfully piloted. New policies introduced included the pre-natal leave policy, a job-share policy and a breastfeeding policy. A range of guidelines for implementing flexible work options was also produced during the year to enhance awareness and use of the range of family friendly policies.

Equal employment opportunity

The university continued to set a high priority on providing equal opportunity training for staff and students across the institution to inform them of their equity rights and responsibilities.

In 2002, the following training was provided:

- workshops on equal opportunity law and university policies and procedures for numerous groups of staff and students;
- workshops on enhancing equity for staff and students at Monash as requested by faculties and areas;
- equal opportunity issues in staff selection;
- discrimination and harassment grievance adviser training;
- advanced training for university-appointed advisers and conciliators.

A review of the current Discrimination and Sexual Harassment Grievance Procedures was undertaken and a revised set of procedures has been prepared. This, together with an ever-increasing pool of trained staff on all campuses, enhances the university's capacity to support staff and students to resolve matters that arise.

Equity and Diversity Centre staff are increasingly being invited to speak to committees and staff meetings and are being approached by managers and supervisors for advice and support on equity-related matters as they arise in the workplace.

In support of the university's commitment to diversity awareness, the Equity and Diversity Centre convened a working party to develop a cultural calendar for introduction in 2003.

The university has maintained its commitment to increasing the representation of Indigenous people in its staffing establishment since completing its initial 1996–2001 Indigenous Employment and Career Development Strategy, implemented in conjunction with the Commonwealth Department of Employment and Workplace Relations. This strategy will be built upon in 2003 with the implementation of a range new initiatives to recruit and retain Indigenous staff. The target for the new Strategic Employment and Training Project will be to recruit, train and engage in ongoing employment 30 Indigenous staff over three years (2003–2005). Within the new initiative, all recruits who successfully complete an accredited training year will be offered ongoing employment and career development opportunities within the university. In addition to the provision of ongoing employment, these staff will be provided with career planning assistance and further training and development opportunities to enhance their career opportunities.

The university will develop initiatives to encourage Indigenous managers, professionals, technicians and academics to consider careers at Monash by promoting employment opportunities through communities and Indigenous media.

As at December 2002, there were 15 Indigenous staff employed at the university, of which 12 are continuing positions and three fixed-term. Five staff were employed in academic positions, with one professorial chair and one associate professorial position. Of the remaining staff, nine were engaged in administration positions, with one in a technical position.

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;
- regular review and development of policies and procedures to maintain up-to-date and compliant practices;
- 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;
- 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 development of draft procedures in line with its 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, the Monash University Enterprise Agreement (Trades and Services Staff – Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2000, 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.

Workforce data

	2000			*2001*			*2002*		
	FT&FFT	*Casual*	*Total*	*FT&FFT*	*Casual*	*Total*	*FT&FFT*	*Casual*	*Total*
Academic									
Female	802	245	1046	842	252	1094	901	289	1190
Male	1335	273	1608	1,332	315	1647	1370	349	1719
Total	2137	517	2654	2,173	567	2741	2270	638	2909
General									
Female	1465	277	1741	1,553	272	1826	1640	280	1920
Male	978	140	1118	997	148	1145	1040	158	1197
Total	2442	417	2859	2550	420	2971	2680	438	3117
All staff									
Female	2266	521	2788	2395	524	2919	2541	569	3110
Male	2313	413	2726	2329	463	2792	2409	507	2916
Total	4579	934	5514	4724	987	5711	4950	1076	6026

The above data relates to full-time equivalence and includes staff employed on a fractional basis.

Guideline 9.1.3 (ii) (f) and (g)

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 2002.

Name	*$*	*Description of Services*	*Future Commitments*
Movecorp Australia Pty Ltd	100,283	Libraries Master Plan Consultancy	n/a
Intellpower Pty Ltd	102,554	EPRI Research project	n/a
Kingston Consulting Group	103,238	Australasian Risk Management Projects	n/a
Yarrambat Consulting Pty Ltd	105,000	Victorian Education Research Network Project	n/a
Wilde and Woollard	105,975	Develop Maintenance Plan	n/a
Keynetic Pty Ltd	106,380	Upgrade of Core Network Project	n/a
Clifton Consulting Services Pty Ltd	107,442	Centre of Excellence Project	n/a
Crisp Design	108,275	Monash London Project	n/a
Ernst & Young	109,578	Biotech Centre of Excellence Project	n/a
The Campaign Palace	114,941	Monash Identity Project	n/a
Robert Lawrence & Associates	118,200	Market Research and Feasibility Projects	n/a
Greythorn Pty Ltd	120,177	Course and Unit Publication and Information Database Project	n/a
Ennelay Consulting Pty Ltd	125,380	Development of IT Plan	n/a
Neil Pope & Associates Pty Ltd	127,717	Industrial Relations	n/a
I Level Management Pty Ltd	131,967	ICT Centre of Excellence Project	n/a
T-Systems Pty Ltd	133,200	IT software implementation and support	n/a
SMS Management And Technology	133,992	Management of ITC COE Consortium Proposal	n/a
Oxley International Pty Ltd	136,700	Development and delivey of training programs.	n/a
John Dowell Consultancy Services	161,000	Development of Business Strategies - Pearcey Centre	n/a
Epitech Consulting Pty Ltd	161,525	Syllabus Plus Project	n/a
Bradley Elms Consultants	169,489	Business planning and space management	n/a
Southern Health	182,711	Medical consulting services	n/a
CMA Training	194,000	Training and Mediation Sessions for Students and Staff	n/a
Lubrosoft	195,901	Development and delivey of training programs.	n/a
Williamstown Technical Services P/L	201,748	Maritime Warfare Training System Project	n/a
Chant Link & Associates	216,436	Monash Identity Project	n/a
Price Waterhouse Coopers	278,853	ICT Centre of Excellence Project	n/a
SAP Australia Pty Ltd	459,818	IT software implementation and support	$75,000
Subtotal (accounts>$100,000)	4,312,478		
846 Consultancies at <$100,000	8,577,171		
Total Consultants Fees	**12,889,649**		

Guideline 9.8

Occupational health and 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 recognises 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's OHS program in 2002 focused on new initiatives in the areas of:

- ♦ employee safety induction;
- ♦ workplace safety inspections;
- ♦ placement of staff and students into industry;
- ♦ contractor safety management;
- ♦ emergency preparedness; and
- ♦ health promotion.

To support the OHS program for 2002, the university's Occupational Health, Safety and Environment Policy Committee developed and/or modified the following policies, procedures and resources:

- ♦ employee safety induction pamphlet, checklist and CD multimedia presentation;
- ♦ workplace inspection worksheets;
- ♦ OHS guidelines for the placement of staff and students into industry;
- ♦ policy with respect to smoking;
- ♦ ionising radiation safety policy; and
- ♦ alcohol and other drugs policy and corresponding guidelines for supervisors.

The Occupational Health, Safety and Environment Policy Committee also undertook a review of its terms of reference to ensure that the committee was servicing the needs of the university community. The committee's terms of reference were subsequently changed to:

(a) incorporate overseas campuses and Monash-controlled companies;

(b) promote a greater emphasis on strategic planning; and

(c) include the environment in matters for which the committee is responsible.

The inclusion of the environment on the committee's agenda also resulted in the committee changing its name to the Occupational Health, Safety and Environment Policy Committee. The committee's membership was widened to include a representative for the environment and a representative to cover the Monash-controlled companies.

The university's safety performance was closely monitored through incident analyses:

- The university recorded a 19% reduction in injuries in 2002, compared to 2001. The greatest improvement was seen in the reduction of sprain and strain-type injuries (20% reduction) and lacerations (47% reduction).
- Sprain and strain-type injuries were, however, highlighted as the most significant injury category, representing 58% of all the injuries. Maintenance, grounds, catering and sporting facility areas were identified as high-incident areas for sprain and strain-type injury, and corresponding injury prevention programs were commenced in 2002.

The university's requirements for conducting safety committee meetings, conducting workplace inspections, undertaking trial building evacuations and participating in OHS training were monitored by positive performance indicators throughout 2002.

These performance indicators show continued improvement for the university. For the second year, the number of staff and students participating in OHS training increased significantly. Approximately 4100 participants were recorded in 2002, 31% more than in 2001.

The university's OHS training program was also supplemented in 2002 with an internal OHS and Environment conference in February. Approximately 180 staff attended the one-day conference. Speakers from the government, industry and the university provided an outstanding professional development opportunity for the conference attendees.

Guideline 9.1.3 (ii) (h)

Major works

Berwick campus

Berwick campus – Stage 3

This stage of the Berwick development will provide the School for Multimedia Systems with tutorial and computer laboratories, a 250-seat lecture theatre and academic office space. The estimated budget is $10.5 million. Sketch plans have been received and tenders have been called for construction. The planned completion date is February 2004.

Berwick Residential

It is proposed that residential facilities at Berwick be enlarged. This will include three six-bedroom houses, 10 three-bedroom houses, five two-bedroom houses, one three-bedroom house for the head of college and a communal area for 50 people. The project brief and procurement method are currently being reviewed. It is intended that the facilities will be developed built or owned, with Monash Property Management (MPM) providing professional project management services. The planned completion date is the beginning of 2004.

Caulfield campus

Caulfield Plaza Development – Stage 1

Stage 1 of the Caulfield Plaza Development comprises an office building of a floor area of 27,000 square metres and a multi-deck car park for 780 cars. Contractors have been engaged for this project with a budget estimate of $82.5 million. Proposed completion date is 2005.

Child Care Centre

Due to the Stage 1 development, a new Child Care Centre is required at Caulfield campus to replace its present facility. This facility will be relocated for redevelopment with a proposed increase of places from 30 to 50. The estimated budget is $1.7 million with a planned completion date of mid-2003. It is envisaged that the facility will be on-sold to be used for this purpose. A planning permit application has been lodged and sketch designs prepared.

Clayton campus

Monash Science Technology Research and Innovation Precinct (STRIP)

It is proposed that the Monash Science Technology Research and Innovation Precinct (STRIP) will provide a focus for business and industry to work as part of Australia's largest aggregates of researchers. Construction of Stage 1 of the STRIP began in 2002, with a planned completion date of mid-2003. A gross floor area of 14,844 square metres is anticipated, with an estimated budget of $34.6 million. This is the first of five stages.

Chemistry refurbishment

This project consists of the refurbishment of level 1, building 23, in four stages over a 24-month period to create a series of modular laboratories. This development has a total estimated budget of $5 million. Design development is under way, and it is proposed that this first stage will be completed by mid-2003.

South East Village

A residential village is proposed for the south-east corner of the Clayton campus. This development will provide accommodation of approximately 100 beds for students and other user groups, through a combination of five-to-six-bedroom low-level houses and multi-level buildings with one and two-bedroom apartments. Budget is under development, and architects are in the process of preparing design and costings.

Gippsland campus

Animal House

The Animal House at Gippsland is a $5 million national facility being developed by Animal Services of Monash University. It will be fully funded by external government sources, namely NHMRC. It is proposed that 5155 square metres of gross floor area will provide internal and external animal breeding areas and 773 square metres of gross floor area will provide administration and laboratory areas. Planned completion date is mid-2004. Project plan, design brief and costings are currently being prepared.

Peninsula campus

Early Childhood Centre

A purpose-built facility is being constructed to replace the existing childcare centre at Peninsula. This centre has a budget of $1.5 million, with a planned completion date of mid-2003.

The Alfred hospital

This project will accommodate the Monash departments of Epidemiology and Preventive Medicine and the Australian Centre of Blood Diseases on levels 4 and 7 of the Burnet Building at The Alfred hospital. Monash University is contributing $1.5 million to the total budget in this joint venture project. Planned completion date is mid-2003. Tenders have been sought.

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.

Monash Property Management (MPM) manages project management of major new buildings, 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 project which are exempt from the 10-year liability.

Guideline 9.1.3 (i) (f)

Freedom of information

In 2002, the university processed 20 requests under the Freedom of Information Act 1982 as against 26 in the previous year. Of these:

- 15 were applications for access to, or for amendment of, personal records;
- four were matters considered before the Victorian Civil and Administrative Tribunal (VCAT) after the university denied access to all or some documents or refused to amend documents. All four were carried forward from the previous year. Two were concluded during the year (one struck out; one withdrawn by the applicant) and two are still to be concluded.

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, Science and Training; 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 to current;
- Student record cards 1961–1990;
- Administrative correspondence 1962 to current;
- Staff files 1962 to current.

Major database record series (including archived systems) are:

- Monash Archived Accounting Systems (MARS 1978–1999); (ARIES 1983–1999);
- Integrated Human Resources Systems (ISIS 1981–1999); (SAP 2000 to current);
- Monash University Student Information Systems (MUSIS 1982–2000); (Callista 2000 to current);
- Accounting and Funds Management System (SAP 2000 to current).

Reports from these systems are not accessible online 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 campus,

and may be consulted without notice during normal library hours (generally 9 am to 6 pm, Mondays to Fridays 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 website (www.monash.edu.au) is also a rich source of information and contains a considerable range of material including:

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

In addition, the university website can be used to access 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. Members of the public without access to the web can use terminals at the State Library of Victoria or at any Monash library 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 website. 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 2002: Guide to Courses* and *Postgraduate 2002: Guide to Courses* provide a thorough guide to the university's academic programs with details on prerequisites, degree requirements, courses and units.

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

The university's Marketing and Public Affairs division produces a range of publications that are distributed throughout the university and 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 online via the Monash 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 inquiries may be made to the FOI officer on (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 the 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 45 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.

Requests should be sent to:

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

Further information about Freedom of Information can be found on the University Secretariat website at www.adm.monash.edu.au/unisec/.

Guideline 9.1.3 (ii) (k)

National Competition Policy

During 2002, the university continued to implement its established policies consistent with our obligations in relation to the National Competition Policy.

The Trade Practices Compliance Manual clearly sets out both individual and university obligations in relation to the Trade Practices Act (Cwth) 1974.

A review of the adequacy of the university's compliance program for trade practices during the year identified a number of ongoing improvement opportunities. These will be actioned in 2003 and benchmarked against AS3806 – 1998 the Australian Standard® for Compliance Programs.

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

Government response to the Review of University Governance (RUG)

Statement on risk management

In 1997 on the recommendation of its Audit Committee, the University Council approved a proposal for the implementation of operational risk management across the university with the project to be facilitated by a newly established specialist risk management unit.

Since that time, the university has made steady progress in incorporating risk management into its operations and activities. These include the following:

- Operational risk management projects have been conducted at all faculties and administrative divisions and at a number of the university's controlled entities. In each case, a risk profile has been developed which details the strategic and operational risks impacting on the area and the agreed strategies to mitigate the higher-level risks. These profiles are signed off by the relevant head.
- Separate risk management projects have been conducted on key functions and activities including online learning, international, occupational health and safety and information technology.
- Crisis management planning, essentially a risk management exercise, has been implemented on all Australian campuses and at the university's South Africa campus, with the Malaysia campus plan to be completed early in 2003.
- A formal compliance framework has been implemented to enable the university to better manage its legal compliance risks. A compliance office has been established to facilitate the implementation of a compliance framework across all areas of the university, including its controlled entities.

- Risk assessment templates have been developed to enable staff to prepare risk assessments to support project proposals.
- A risk management policy has been developed and issued to university management. A copy of the policy and risk management guidelines is held on the university's website.
- A training course on risk management has been developed and is included in the university's staff development and training program.
- The university's Audit and Risk Management Unit now has well-established processes and systems for the conduct of risk management projects based on the relevant Australian/New Zealand Risk Management Standard and has also implemented a comprehensive database of current and emerging risks facing the university.

To ensure risk management is further integrated into the university's planning and business processes, the University Council recently approved arrangements whereby divisional heads (deans and divisional/executive directors) are required to annually review and update the risk registers for their divisions. An electronic version of the latest risk profiles for each division will be sent out in June/July each year, with a request that the registers be amended to reflect the status of actions taken to address previous years' risks and to take account of new and emerging risks.

The outcomes from the process will be then aggregated into a university-wide risk profile and reported to the University Council on an annual basis.

Risk analysis – controlled entities

The following table is an indicative summary of the risks related to controlled entities of the University where Monash has a capital investment in excess of $100,000.

Controlled Entity	*Objects*	*Investment $*
Monash International Pty Ltd	Provision of recruitment services, development of international projects and the delivery of overseas access programs	500,000
Sir John Monash Business Centre Pty Ltd	Provision of training, conference facilities and adult education	340,000
Monash Commercial Pty Ltd	Marketing and promotion of commercially viable projects developed predominantly by Monash University	2,500,000
Monash Southern Africa Pty Ltd/ Monash University South Africa	Operation of Monash University's South African campus in Roodeport, Johannesburg	2,000,000
Monash IVF Pty Ltd	Provision of infertility medical services	750,100

All companies have some exposure to risk but in the context of Monash University's asset base the level of financial and reputational risk is modest.

The Monash Group has a suite of policies designed to mitigate risk. These include:

- Regular monitoring of controlled entities' performance and outlook
- Crisis management and recovery processes
- Occupational health and safety policies
- Business continuity strategic plan
- Physical security
- Good staff management, training and development practices with a sound staff selection process

- Segregation of duties
- Financial delegation policy

Education Services for Overseas Students Act 2000 (ESOS)

Statement on compliance with the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

Monash University and its controlled entities comply with the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

Whistleblowers Protection Act (section 104)

Compliance with section 104 of the Whistleblowers Protection Act 2001

(a)	The current procedures established by the public body under Part 6.	Please see below
(b)	The number and types of disclosures made to the public body during the year.	Nil
(c)	The number of disclosures referred during the year by the public body to the Ombudsman for determination as to whether they are public interest disclosures.	Nil
(d)	The number and types of disclosed matters referred to the public body during the year by the Ombudsman.	Nil
(e)	The number and types of disclosed matters referred during the year by the public body to the Ombudsman to investigate.	Nil
(f)	The number and types of investigations of disclosed matters taken over by the Ombudsman from the public body during the year.	Nil
(g)	The number of requests made under section 74 during the year to the Ombudsman to investigate disclosed matters.	Nil
(h)	The number and types of disclosed matters that the public body has declined to investigate during the year.	Nil
(i)	The number and types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation.	Nil
(j)	Any recommendations of the Ombudsman under this Act that relate to the public body.	Nil

Whistleblowers Protection Act 2001 Procedures

1. Statement of support to whistleblowers

Monash University is committed to the aims and objectives of the Whistleblowers Protection Act 2001. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct. The university will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure.

2. Purpose of these procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by the university or its employees. The system enables such disclosures to be made to the protected disclosure coordinator or to one of the nominated protected disclosure officers. Disclosures may be made by staff members, students or members of the public.

It is important to note that these procedures will not replace existing university grievance processes. These procedures are to be followed only if a staff member, student or member of the public elects to make a disclosure of suspected or alleged corrupt or improper conduct and the disclosure is in accordance with Part 2 of the Act. The proposed set of guidelines is designed to complement normal communication channels between University management and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. Further information is available at www.adm.monash.edu.au/sss/pc/whist/procedures.htm

3. Definitions of key terms

Three key concepts in the reporting system are: improper conduct; corrupt conduct; and detrimental action. Definitions of these terms are set out below.

3.1 Improper conduct

The university or one of its public officers may make a disclosure about improper conduct. Improper conduct means conduct that is corrupt, a substantial mismanagement of public resources, or conduct involving substantial risk to public health or safety or to the environment. A public officer means an officer or employee or a member of the academic staff of the university or a member of the governing authority of the university. The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

3.2 Corrupt conduct

Corrupt conduct means:

- conduct of any person (whether or not a public official) that adversely affects the honest performance of an employee or of the university's functions;
- the performance of an employee's functions in a dishonest manner or with inappropriate partiality;
- conduct of an employee, former employee or the university that amounts to a breach of public trust;
- conduct by an employee or the university that amounts to the misuse of information or material acquired in the course of the performance of their official functions; and
- a conspiracy or attempt to engage in the above conduct.

3.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action includes:

- action causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

4. The reporting system

All correspondence, telephone calls and emails from internal or external whistleblowers will be referred to the protected disclosure coordinator. Where a person is contemplating making a disclosure and is concerned about approaching

the protected disclosure coordinator or a protected disclosure officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

4.1 Contact persons within Monash University

Disclosures of improper conduct or detrimental action by Monash University or its employees, may be made to the following:

♦ Protected disclosure coordinator:

Mr Peter Marshall
Divisional director
Student and Staff Services
Telephone: (03) 9905 6035

♦ Protected disclosure officers:

Ms Alison Crook – Deputy vice-chancellor (Resources)

Professor Alan Lindsay – Deputy vice-chancellor (Academic and Planning)

Professor Gary Bouma – Acting deputy vice-chancellor (Research and Development)

Professor Brian Mackenzie – Pro vice-chancellor, Gippsland campus

Ms Sue Wales – Director, International and Equity

Ms Cathrine Harboe-Ree – University librarian

4.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by Monash University or its employees may also be made directly to the Ombudsman:

The Ombudsman Victoria
Level 22, 459 Collins Street
Melbourne, Victoria 3000
(DX 210174)

Internet: www.ombudsman.vic.gov.au
Email: ombudvic@ombudsman.vic.gov.au
Telephone: (03) 9613 6222
Toll free: 1800 806 314

5. Roles and responsibilities

5.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures. All employees of the university have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

5.2 Protected disclosure officers

Protected disclosure officers will:

♦ be a contact point for general advice about the operation of the Act for any person

♦ wishing to make a disclosure about improper conduct or detrimental action;

♦ make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace;

♦ receive any disclosure made orally or in writing (from internal and external whistleblowers);

♦ commit to writing any disclosure made orally;

- impartially assess the allegation and determine whether it is a disclosure made in accordance with Part 2 of the Act (that is, a protected disclosure);
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- forward all disclosures and supporting evidence to the protected disclosure coordinator.

5.3 Protected disclosure coordinator

The protected disclosure coordinator has a central clearinghouse role in the internal reporting system. He or she will:

- receive all disclosures forwarded from the protected disclosure officers;
- receive all telephone calls, emails and letters from members of the public or employees seeking to make a disclosure;
- impartially assess each disclosure to determine whether it is a public interest disclosure;
- refer all public interest disclosures to the Ombudsman;
- be responsible for carrying out, or appointing an investigator to carry out, an investigation referred to the public body by the Ombudsman;
- be responsible for overseeing and coordinating an investigation where an investigator has been appointed;
- appoint a welfare manager to support the whistleblower and to protect him or her from any reprisals;
- advise the whistleblower of the progress of an investigation into the disclosed matter;
- establish and manage a confidential filing system;
- collate and publish statistics on disclosures made;
- take all necessary steps to ensure the identity of the whistleblower and the identity of the person who is the subject of the disclosure are kept confidential; and
- liaise with the vice-chancellor.

5.4 Investigator

The investigator will be responsible for carrying out an internal investigation into a disclosure where the Ombudsman has referred a matter to the public body. An investigator may be a person from within an organisation or a consultant engaged for that purpose.

5.5 Welfare manager

The welfare manager is responsible for looking after the general welfare of the whistleblower. The welfare manager will:

- examine the immediate welfare and protection needs of a whistleblower who has made a disclosure and seek to foster a supportive work environment;
- advise the whistleblower of the legislative and administrative protections available to him or her;
- listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure; and
- ensure the expectations of the whistleblower are realistic.

6. Confidentiality

Maintaining confidentiality is crucial in ensuring reprisals are not made against a whistleblower. The university will take all reasonable steps to protect the identity of the whistleblower. In order to gain and retain the protections of the Act in terms of confidentiality, a whistleblower must only disclose information concerning alleged improper conduct by the university or a staff or Council member to certain people.

The people to whom a disclosure may be made are the Ombudsman, the university's protected disclosure coordinator/officers, or an investigator appointed by the Ombudsman or university. A whistleblower who makes a disclosure to any other person within Monash or any other person or organisation external to Monash is not making a protected disclosure and may therefore be the subject of a defamation or other civil action.

The Act requires any person who receives information due to the handling or investigation of a protected disclosure, not to disclose that information except in certain limited circumstances. Disclosure of information in breach of section 22 constitutes an offence that is punishable by a maximum fine of 60 penalty units ($6000) or six months imprisonment or both.

The circumstances in which a person may disclose information obtained about a protected disclosure include:

- where exercising the functions of the university under the Act;
- when making a report or recommendation under the Act;
- when publishing statistics in the university's annual report; and
- in criminal proceedings for certain offences in the Act.

However, the Act prohibits the inclusion of particulars in any report or recommendation that is likely to lead to the identification of the whistleblower. The Act also prohibits the identification of the person who is the subject of the disclosure in any particulars included in the annual report.

7. Collating and publishing statistics

The protected disclosure coordinator will establish a secure register to record the information required to be published in the annual report, and to generally keep account of the status of whistleblower disclosures. The register will be confidential and will not record any information that may identify the whistleblower.

8. Receiving and assessing disclosures

8.1 Has the disclosure been made in accordance with Part 2 of the Act?

Where a disclosure has been received by the protected disclosure officer or by the protected disclosure coordinator, he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

8.1.1 Has the disclosure been made to the appropriate person?

For the disclosure to be responded to by the university, it must concern an employee. If the disclosure concerns an employee, officer or member of another public body, the person who has made the disclosure must be advised of the correct person or body to whom the disclosure should be directed. If the disclosure has been made anonymously, it should be referred to the Ombudsman. (See table in 6.2.)

8.1.2 Does the disclosure contain the essential elements of a protected disclosure?

To be a protected disclosure, a disclosure must satisfy the following criteria:

- Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
- Does the disclosure relate to conduct of the university or a staff or Council member acting in their official capacity?
- Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
- Does the person making a disclosure have reasonable grounds for believing the alleged conduct has occurred?
- Has the person making a disclosure made that disclosure only to the Ombudsman or the university's protected disclosure coordinator and officers?

Where a disclosure is assessed to be a protected disclosure, it is referred to the protected disclosure coordinator. The protected disclosure coordinator will determine whether the disclosure is a public interest disclosure. Where a disclosure is assessed not to be a protected disclosure, the matter does not need to be dealt with under the Act. The protected disclosure officer will decide how the matter should be responded to in consultation with the protected disclosure coordinator.

8.2 Is the disclosure a public interest disclosure?

Where the protected disclosure officer or coordinator has received a disclosure that has been assessed to be a protected disclosure, the protected disclosure coordinator will determine whether the disclosure amounts to a public interest disclosure. This assessment will be made within 45 days of the receipt of the disclosure. In reaching a conclusion as to whether a protected disclosure is a public interest disclosure, the protected disclosure coordinator will consider whether the disclosure ***shows,*** or ***tends to show,*** that the employee to whom the disclosure relates:

- Has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a staff or Council member.
- Has taken, is taking or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the protected disclosure coordinator concludes that the disclosure amounts to a public interest disclosure, he or she will:

1. notify the person who made the disclosure of that conclusion; and
2. refer the disclosure to the Ombudsman for formal determination as to whether it is indeed a public interest disclosure.

Where the protected disclosure coordinator concludes that the disclosure is not a public interest disclosure, he or she will:

1. notify the person who made the disclosure of that conclusion; and
2. advise that person that he or she may request the university to refer the disclosure to the Ombudsman for a formal determination as to whether the disclosure is a public interest disclosure, and that this request must be made within 28 days of the notification.

In either case, the protected disclosure coordinator will make the notification and the referral within 14 days of the conclusion being reached by the public body. Notification to the whistleblower is not necessary where the disclosure has been made anonymously.

9. Investigations

9.1 Introduction

Where the Ombudsman refers a protected disclosure to the university for investigation, the protected disclosure coordinator will appoint an investigator to carry out the investigation. The objectives of an investigation will be:

- to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;
- to consider the information collected and to draw conclusions objectively and impartially;
- to maintain procedural fairness in the treatment of witnesses and the person who is the subject of the disclosure;
- to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

9.2 Terms of reference

Before commencing an investigation, the protected disclosure coordinator will draw up terms of reference and obtain authorisation for those terms from the vice-

chancellor. The terms of reference will set a date by which the investigation report is to be concluded, and will describe the resources available to the investigator to complete the investigation within the time set. The protected disclosure coordinator may approve, if reasonable, an extension of time requested by the investigator. The terms of reference will require the investigator to make regular reports to the protected disclosure coordinator who, in turn, is to keep the Ombudsman informed of general progress.

9.3 Investigation plan

The investigator will prepare an investigation plan for approval by the protected disclosure coordinator. The plan will list the issues to be substantiated and describe the avenue of inquiry. It will address the following issues:

- What is being alleged?
- What are the possible findings or offences?
- What are the facts in issue?
- How is the inquiry to be conducted?
- What resources are required?

At the commencement of the investigation, the whistleblower should be:

- notified by the investigator that he or she has been appointed to conduct the investigation;
- asked to clarify any matters; and
- asked to provide any additional material he or she might have.

The investigator will be sensitive to the whistleblower's possible fear of reprisals and will be aware of the statutory protections provided to the whistleblower.

9.4 Natural justice

The principles of natural justice will be followed in any investigation of a public interest disclosure. The principles of natural justice concern procedural fairness and ensure an objective decision-maker reaches a fair decision. Maintaining procedural fairness protects the rights of individuals and enhances public confidence in the process. The university will have regard to the following issues in ensuring procedural fairness:

- The person who is the subject of the disclosure is entitled to know the allegations made against him or her and must be given the right to respond. (This does not mean the person must be advised of the allegation as soon as the disclosure is received or the investigation has commenced.)
- If the investigator is contemplating making a report adverse to the interests of any person, that person should be given the opportunity to put forward further material that may influence the outcome of the report and that person's defence should be fairly set out in the report.
- All relevant parties to a matter should be heard and all submissions should be considered.
- A decision should not be made until all reasonable inquiries have been made.
- The investigator or any decision-maker should not have a personal or direct interest in the matter being investigated.
- All proceedings must be carried out fairly and without bias. Care should be taken to exclude perceived bias from the process.
- The investigator must be impartial in assessing the credibility of the whistleblowers and any witnesses. Where appropriate, conclusions as to credibility should be included in the investigation report.

9.5 Conduct of the investigation

The investigator will make contemporaneous notes of all discussions and phone calls, and all interviews with witnesses will be taped. All information gathered in an investigation will be stored securely. Interviews will be conducted in private and the investigator will take all reasonable steps to protect the identity of the whistleblower. Where disclosure of the identity of the whistleblower cannot be avoided, due to the nature of the allegations, the investigator will warn the whistleblower and his or her welfare manager of this probability. It is in the discretion of the investigator to allow any witness to have legal or other representation or support during an interview. If a witness has a special need for legal representation or support, permission should be granted.

9.6 Reporting requirements

The protected disclosure coordinator will ensure the whistleblower is kept regularly informed concerning the handling of a protected disclosure and an investigation.

The protected disclosure coordinator will report to the Ombudsman about the progress of an investigation. Where the Ombudsman or the whistleblower requests information about the progress of an investigation, that information will be provided within 28 days of the date of the request.

10. Action taken after an investigation

10.1 Investigator's final report

Where the investigator has found that the conduct disclosed by the whistleblower has occurred, recommendations made by the investigator will include:

- the steps that need to be taken by the university to prevent the conduct from continuing or occurring in the future;
- any action that should be taken by the university to remedy any harm or loss arising from the conduct. This action may include bringing disciplinary proceedings against the person responsible for the conduct, and referring the matter to an appropriate authority for further consideration.

Where the investigator's report is to include an adverse comment against any person, that person will be given the opportunity to respond and his or her defence will be fairly included in the report. The report will not disclose particulars likely to lead to the identification of the whistleblower.

10.2 Action to be taken

If the protected disclosure coordinator is satisfied that the investigation has found that the disclosed conduct has occurred, he or she will recommend to the vice-chancellor the action that may be taken to prevent the conduct from continuing or occurring in the future. The protected disclosure coordinator may also recommend that action be taken to remedy any harm or loss arising from the conduct. The protected disclosure coordinator will provide a written report to the Victorian Minister with responsibility for tertiary education, the Ombudsman and the whistleblower setting out the findings of the investigation and any remedial steps taken. Where the investigation concludes that the disclosed conduct did not occur, the protected disclosure coordinator will report these findings to the Ombudsman, the whistleblower and the vice-chancellor.

11. Managing the welfare of the whistleblower

11.1 Commitment to protecting whistleblowers

Monash University is committed to the protection of whistleblowers against detrimental action taken in reprisal for the making of protected disclosures. The protected disclosure coordinator is responsible for ensuring whistleblowers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made. The protected

disclosure coordinator will appoint a welfare manager to all whistleblowers who have make a protected disclosure.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units ($24,000) or two years' imprisonment, or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

Detrimental action includes:

- causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business (including the taking of disciplinary action).

11.2 Keeping the whistleblower informed

The protected disclosure coordinator will ensure the whistleblower is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. The whistleblower will be given reasons for decisions made by the university in relation to a protected disclosure. All communication with the whistleblower will be in plain English.

11.3 Occurrence of detrimental action

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the protected disclosure coordinator will assess the report as a new disclosure under the Act. Where the protected disclosure coordinator is satisfied that the disclosure is a public interest disclosure, he or she will refer it to the Ombudsman. If the Ombudsman subsequently determines the matter to be a public interest disclosure, the Ombudsman may investigate the matter or refer it to another body for investigation as outlined in the Act.

11.4 Whistleblowers implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, the university will handle the disclosure and protect the whistleblower from reprisals in accordance with the Act, the Ombudsman's guidelines and these procedures. The university acknowledges that the act of whistleblowing should not shield whistleblowers from the reasonable consequences flowing from any involvement in improper conduct. Section 17 of the Act specifically provides that a person's liability for his or her own conduct is not affected by the person's disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The vice-chancellor will make the final decision on the advice of the protected disclosure coordinator as to whether disciplinary or other action will be taken against a whistleblower. Where disciplinary or other action relates to conduct that is the subject of the whistleblower's disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the vice-chancellor must be satisfied that it has been clearly demonstrated that:

- the intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information);
- there are good and sufficient grounds that would fully justify action against any non-whistleblower in the same circumstances; and
- there are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The protected disclosure coordinator will thoroughly document the process including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The protected disclosure coordinator will clearly advise the whistleblower of the proposed action to be taken, and of any mitigating factors that have been taken into account.

12. Management of the person against whom a disclosure has been made

Monash University recognises that staff and Council members against whom disclosures are made must also be supported during the handling and investigation of disclosures. The University will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure during the assessment and investigation process. Where investigations do not substantiate disclosures, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the disclosure will remain confidential.

The protected disclosure coordinator will ensure the person who is the subject of any disclosure investigated by or on behalf of a public body is:

- informed as to the substance of the allegations;
- given the opportunity to answer the allegations before a final decision is made;
- informed as to the substance of any adverse comment that may be included in any report arising from the investigation; and
- has his or her defence set out fairly in any report.

Where the allegations in a disclosure have been investigated, and the person who is the subject of the disclosure is aware of the allegations or the fact of the investigation, the protected disclosure coordinator will formally advise the person who is the subject of the disclosure of the outcome of the investigation.

The university will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the vice-chancellor will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

13. Criminal offences

The university will ensure officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

1. It is an offence for a person to take detrimental action against a person in reprisal for a protected disclosure being made. The Act provides a maximum penalty of a fine of 240 penalty units ($24,000) or two years imprisonment or both.

2. It is an offence for a person to divulge information obtained as a result of the handling or investigation of a protected disclosure without legislative authority. The Act provides a maximum penalty of 60 penalty units ($6000) or six months imprisonment or both.

3. It is an offence for a person to obstruct the Ombudsman in performing his responsibilities under the Act. The Act provides a maximum penalty of 240 penalty units ($24,000) or two years imprisonment or both.

4. It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 240 penalty units ($24,000) or two years imprisonment or both.

14. Review

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with the Ombudsman's guidelines.

Statement on the number of complaints made to and investigated by the Ombudsman and made to and involving the university

There have been no whistleblower complaints received by the university. We are not aware of any whistleblower complaints made to the Ombudsman which involve the university.

PAEC (December 1997)

Statement on significant initiatives and strategies developed for the university's international operations

In December 2001, the Monash University Council approved the Global Development Framework and Global Development: 2002–2006. The Global Development Framework, which is derived directly from *Leading the Way: Monash 2020*, provides the rationale, framework and guiding principles for Monash's international activities and addresses the fundamental question of why global development is one of the imperatives driving Monash toward 2020. Global Development: 2002–2006 identifies priorities over the five-year planning period and the ways and means of achieving them.

For Monash University, 2002 has been a year of consolidation of its existing offshore operations. Implementation of the strategies identified in Global Development: 2002–2006 commenced, and significant progress towards achieving the key outcomes anticipated by 2006 has been made.

Highlights in 2002 include:

- the official opening of the Monash University Centre in London in July at a function held at the Australian High Commission in London;
- the Monash Faculty of Law opening of a Centre for Law and Reconstruction in Southern Africa (CLARISA) in June;
- Monash and the Sunway Group, its partner in Malaysia, commencing discussions which will see Monash University Malaysia operating out of new purpose-built facilities by 2005;
- 4146 new international students enrolling at the university's Australian campuses, representing growth of 29.6% over the previous year; and
- the university, through Monash International, establishing pre-university programs in China, Singapore and Indonesia.

Statement on compulsory non-academic fees

The Tertiary Education Act 1993 at Section 12I 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 2002 is shown in the CAF 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.

	$
CAF Statement for the year ended 31 December 2002	
Fees collected	12,544,042
Disbursements:	
Student organisations:	
Monash Student Assoc.(Clayton) Inc. (MSA)	2,420,332
Monash University Student Union Inc. (MONSU)	3,760,000
Monash University Gippsland Student Union Inc. (MUGSU)	978,241
Monash Union of Berwick Students Inc. (MUBS)	259,000
Victorian Pharmacy Students Association (VPSA)	84,000
University operations:	
Sport and Physical Recreation	1,784,169
Student Employment Services	286,325
Building Services and Maintenance	746,805
Insurance and Risk Management	118,013
Capital Development Payments and Provisions	2,103,557
Total Disbursements	12,540,442
Balance carried forward	3,600

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 2002.

Purpose	*MSA*	*MONSU*	*MUGSU*	*MUBS*	*VPSA*	*Total*
Income:						
CAF	2,420,332	3,760,000	978,241	259,000	84,000	7,501,573
Other – CAF related	124,540	48,301	14,192	3,848	54	190,935
Total income	2,544,872	3,808,301	992,433	262,848	84,054	7,692,508
Expenditure:						
Administration	1,052,737	1,360,704	330,933	124,083	21,552	2,890,009
Building Services	128,318	283,303	–	1,241	–	412,862

Purpose	*MSA*	*MONSU*	*MUGSU*	*MUBS*	*VPSA*	*Total*
Publications	4,685	25,000	93,774	24,562	–	148,021
Welfare Services	45,737	64,190	–	1,177	–	111,104
Environmental Services	7,886	–	–	–	–	7,886
Childcare Subsidies	85,731	15,507	–	–	–	101,238
Food Outlet Subsidies	13,292	–	–	–	–	13,292
Radio Station	7,143	–	–	–	–	7,143
Clubs & Societies	103,417	26,271	6,152	12,472	4,900	153,212
Recreational Activities	37,055	–	–	–	–	37,055
Student Theatre	3,144	–	–	–	–	3,144
Social Activities/Functions	35,492	43,550	142,893	63,250	26,267	311,452
Orientation Activities	–	–	39,000	–	1,130	40,130
Sport & Physical Recreation	–	554,476	45,336	14,607	2,000	616,419
Academic Support	236,025	674,753	207,716	–	1,500	1,119,994
Health Services	–	32,950	–	–	–	32,950
Student Employment	–	30,000	9,091	–	–	39,091
Student Pers.Acc.Insurance	–	13,977	5,972	6,858	1,013	27,820
Capital Payments/Provisions	–	1,150,264	70,921	68,168	21,250	1,310,603
Total expenditure	1,760,662	4,274,945	951,788	316,418	79,612	7,383,425

Statutes made and/or amended during 2002

Statute 6.2 – Exclusion for Unsatisfactory Progress (Substitution)
Statute 6.1.2 – Courses and Degrees (Amendment No. 2, 2001)
Statute 11.2 – Intellectual Property (Amendment No. 1, 2002)
Statute 6.3 – Exclusion for Health Reasons (Amendment No. 1, 2002)
Statute 4.1 – Discipline (Amendment No. 1, 2002)
Statute 7.1 – Academic Dress (Amendment No. 1, 2002)

Statement on allocation of public funds

Public funds allocated to the university have been allocated to the purposes specified by the government or other funding body.

Guideline 9.1.3 (ii)(j)

Compliance index

The annual report of Monash University is prepared in accordance with:

FMA	*Financial Management Act 1994*
MFD	Directions of the Minister for Finance issued under Section 8 of the *Financial Management Act 1994*
TEA 1993	*Tertiary Education Act 1993*
PAEC	Decision of Public Accounts and Estimates Committee of Parliament
RUG	Victorian Government response to the Review of University Governance
ESOS	*Education Services for Overseas Students Act 2000*
WPA	*Whistleblowers Protection Act 2001*

This index was prepared to facilitate identification of compliance with statutory disclosure requirements

Clause	*Disclosure*	*Page*
Report of operations		
MFD 9.1.2 (i)	Report of operations.	1
MFD 9.1.2 (ii)	Signature of chancellor and date of Council meeting that approved annual report.	1
Relevant general information		
MFD 9.1.3 (i) (a)	Manner of establishment and relevant minister	2
MFD 9.1.3 (i) (b)	Objectives, functions, powers and duties	3
MFD 9.1.3 (i) (c)	Services provided and persons or sections of community served	3
MFD 9.1.3 (i) (d)	Administrative structure	4–5
MFD 9.1.3 (i) (d) (i)	Names of members of Council, audit committee and chief executive	4–5
MFD 9.1.3 (i) (d) (ii)	Names of senior office holders and brief description of each office	5
MFD 9.1.3 (i) (d) (iii)	Chart setting out organisational structure	6–7
MFD 9.1.3 (i) (e)	Workforce data and statement on application of merit & equity principles	29–32
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MFD 9.1.3 (ii) (e)	Events subsequent to balance date which may have a significant effect on operations in subsequent years	82
MFD 9.1.3 (ii) (f)	Full details of each consultancy > $100,000	33
MFD 9.1.3 (ii) (g)	Number and total cost of consulting engagements, each costing < $100,000	33

Clause	*Disclosure*	*Page*
MFD 9.1.3 (ii) (h)	Compliance with the *Building Act 1993*	37
MFD 9.1.3 (ii) (i)	Statement that information listed in parts 9.1.3 (iv) (a) to 9.1.3 (iv) (k) is available on request	57
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Clause	*Disclosure*	*Page*
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MFD 9.4.2 (viii) (b)	Terms and conditions of favourable share or share option transactions by council members	NA
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MFD 9.4.2 (x) (a)	Aggregate amount of revenue or expense resulting from Council members' transactions	NA
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MFD 9.4.2 (x) (c)	Aggregate amounts of provisions for doubtful receivables resulting from Council members' transactions	NA
MFD 9.4.2 (x) (d)	Other benefits derived by Council members from transactions	NA

Other relevant information available on request

Consistent with the requirements of the *Financial Management Act 1994*, details of the following items are available on request:

- MFD 9.1.3 (iv) (a) – statement regarding declaration of pecuniary interest
- MFD 9.1.3 (iv) (b) – shares held by senior officers
- MFD 9.1.3 (iv) (c) – publications.
- MFD 9.1.3 (iv) (d) – changes in prices, fees, charges, rates and levies
- MFD 9.1.3 (iv) (e) – major external reviews
- MFD 9.1.3 (iv) (f) – research details - additional faculty specific information is available
- MFD 9.1.3 (iv) (g) – overseas visits
- MFD 9.1.3 (iv) (h) – promotional, public relations and marketing activities
- MFD 9.1.3 (iv) (i) – occupational health and safety assessments and measures
- MFD 9.1.3 (iv) (j) – industrial relations issues.
- MFD 9.1.3 (iv) (k) – major committees sponsored by Monash University.

Enquiries regarding the above should be addressed to:

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