1 PRESENTATION BY PROFESSOR JOHN HANDMER
Council received a brief presentation from Professor John Handmer, Director for the Centre for Risk Community Management.

2 ATTENDANCE
Chair: Professor R D Gibson
Present: Ms F Awcock, Mr A Ballagh, Ms T Bramley, Professor P Coloe, Ms A Dalton, Mr S Evans, Professor M Gardner, Dr J Gilmour, Mr M Lee, Ms R Lever, Ms V Messimeri-Kianidis, Professor J Nieuwenhuysen, Mr H Pekarek, Mr N Robinson, Ms M Schulze, Mr T Tappenden, Ms J Varcoe-Cocks, and Mr D Young.

Apologies: Mr T Francis, Mr G Lampe and Mr C Simonetto.

In Attendance: Mr C Anderson, Professor A Cumming, Professor N Furlong, Professor J Kirk, Mr K Parsons, Professor C Whitaker and Mr C White. Mr D Bartlett and Professor M McCormick were in attendance for item 13.

Secretary: Mr D Knight
Assistant Secretary: Ms H Sloane

3 DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST
The Chancellor advised Council that he had received no declarations of potential conflict of interest from members prior to the meeting. No declarations of potential conflicts of interest were raised by members of Council in respect of matters due to be considered at the meeting.

4 MEETING PROCEDURES
4.1 Tabled Papers
Council agreed to consider Paper C-06-05-074 Inquirion Pty Ltd as a tabled paper.

4.2 Business Without Notice
There was no business without notice.
4.3 **Starring of Items**
The following additional item was starred for discussion:
Item 6.2.2 RMIT Student Data: Retention and Top 10 Summary Report

4.4 **Unstarred Items**
Council resolved to note, receive and approve all unstarred items.

5 **MINUTES**
*Papers C-06-05-067 and C-06-05-068*
Council considered and approved as a correct record the minutes of Meeting Nos. 4/2005 and 5/2005 held on 12 July and 20 August 2005 respectively.

6 **BUSINESS ARISING FROM THE MINUTES**

6.1 **Rolling Action Sheet**
*Paper C-06-05-069*
Council received and noted a Rolling Action Report showing actions completed and actions pending since the last report.

6.2 **Other Business Arising from the Minutes**

6.2.1 **Voluntary Student Unionism (VSU) Paper C-06-05-070**
Council received and noted a progress report on the ramifications of the introduction of VSU. Council noted that the University working party would provide advice and recommendations to the Vice-Chancellor by the end of September on the services that should be retained together with mode of delivery and how it should be funded and that the University would determine the level of funding and the services that would be funded.

6.2.2 **RMIT Student Data: Retention and Top 10 Summary Report**
*Paper C-06-05-071*
Council received, noted and extensively discussed a RMIT Student Data: Retention and Top 10 Summary Report.

Council was informed that the results of the survey were used at a number of levels in the organisation; it is used in the determination of program viability, it is reflected in budget priorities and where appropriate in university strategies.

Council noted that Planning Quality and Performance Committee would be considering the full Retention and Top 10 Report and the management actions undertaken at its next meeting.
DATE OF NEXT MEETING
Council noted that the date of the next meeting was Monday 17 October 2005 at 4.00 pm City Campus.

LEAVE OF ABSENCE
Request for leave of absence was approved for Professor J Nieuwenhuysen for the meeting on 17 October 2005.

BUSINESS WITHOUT NOTICE
There was no business without notice.

FORESHADOWED ITEMS
No additional agenda items were foreshadowed for the next meeting.

UNIVERSITY PERFORMANCE

VICE-CHANCELLOR’S REPORT

11.1 Vice-Chancellor’s Report

Council received a report from the Vice-Chancellor, Professor Margaret Gardner. The Vice-Chancellor drew Council’s attention to the following matters:
- The recent successful overseas graduations in Hong Kong, Kuala Lumpur and Singapore;
- RMIT’s involvement in the Research Quality Framework trial which would inform the allocation of research resources in the future;
- The completion of the centralisation of student administration on 8 August 2004 and that the Student HUBS are in place and work was now in place to re-engineer processes to realise the maximum benefit from the restructure;
- The redundancy program was well underway and most of the 180 redundancies had been identified;
- RMIT had passed through the Stage 1 requirements of the Learning and Teaching Performance Fund. While RMIT had scored well in national terms on graduate employment, attrition and retention; it was unlikely to receive funding because of the poor Course Experience Questionnaire results which emphasised the priority that needs to be given to improve the areas of weakness identified in this survey.

Council noted the internal reviews that had been undertaken and the Chair of the recent Review of Educational Technology (Derek Young) informed Council that it had been a very good process, incredibly well organised, and that he believed the report would helpful to the
organisation. The Chancellor reminded members that he would be asking them in due course to chair a review.

ITEMS REQUIRING DISCUSSION, REFLECTION REACHING A POSITION OR A DECISION

12 2006 BUDGET

*Paper C-06-05-073*

Council received the 2006 Budget paper and noted that it was a conservative income budget and that expenditure took into account the 180 redundancies in 2005 and maintained non-salary expenditure at 2005 levels. While in 2006 there would be opportunity for further cost savings due to better alignment through services integration and school reviews the emphasis would be on increasing revenue. The profile projections which portfolios would be expected to achieve reflected an increase in student numbers but as it was a conservative income budget this revenue had been written down in the 2006 budget.

Council noted that the Finance and Major Initiatives Committee at its meeting on 23 August 2005 received and discussed the 2006 Budget Parameters and resolved to endorse them, subject to the operating result being amended to twenty million dollars, and recommend to Council their approval.

*Council so approved*

13 INQUIRION PTY LTD

*Paper C-06-05-074*

At its meeting on 21 March 2005 Council noted that FAMIC at its meeting on 24 February 2004 received and considered a paper on the equity divestment in InQuirion Pty Ltd and that the Vice-Chancellor would take appropriate steps to pursue the issue.

Council received and considered a paper on the equity divestment in InQuirion Pty Ltd and noted that there was a high financial exposure involved in remaining in the company and that the sale of the proceeds would be reinvested in research in the future. Council was asked to approved the sale proposal of InQuirion Pty Ltd and authorise the Vice-Chancellor to execute the final documents.

*Council so approved*
14.1 Submissions to Council for Approval or for Noting from Academic Board and the Board of Technical Studies

14.1.1 Policies
Council noted that the Boards had approved policies or changes to the following policies or procedures:
- Student Feedback policy
- Student Complaints procedure
- Moderation and Validation of Assessment policy and procedures
- Recognition of Prior Learning and Credit Transfer.

14.2 June 2005 Full Year Financial Forecast
Council noted that the Finance and Major Initiatives Committee at its meeting on 23 August 2005 received and discussed the June 2005 Full Year Financial Forecast, and noted that the projected year end result would be $2 million which would be $5.8 million favourable to budget.

14.3 Financial Performance July 2005
Council noted that the Finance and Major Initiatives Committee at its meeting on 23 August 2005 received and noted the July 2005 Financial Performance Management Report.

14.4 FAMIC Reporting Issues
Council noted that the Finance and Major Initiatives Committee at its meeting on 23 August 2005 received and noted a paper on the content and timing of reports to it.

14.5 Compliance with the National Governance Protocols: Amending the Terms of Reference for the Audit and Risk Management Committee

Paper C-06-05-075
Council noted that the Nominations and Corporate Governance Committee at its meeting on 1 September 2005 agreed to recommend to Council that the terms of reference of the Audit and Risk Management Committee be amended as follows:
That 3 was amended by the inclusion of the words underlined and that a new 4 was added

3. To review and approve processes and procedures to identify and monitor financial and non financial risks to the University. To receive regular reports on the University’s risk management activities, and specifically an annual risk assessment of any part ownership of any entity, partnership and joint venture.

4. To determine when appropriate, in the light of a risk assessment of part ownership of any entity, partnership and joint venture to obtain
and review an auditor’s report of the entity by an Auditor-General or by an external auditor.

Council so approved

14.6 Council Charter

Paper C-06-05-076
Council noted that Nominations and Corporate Governance Committee at its meeting on 1 September 2005 agreed to recommend that Council:

a. note that the Charter adequately reflects the national governance protocol requirements

b. approve the amendments to the Charter required to be compliant with the amendments to the RMIT Act

c. note that Council undertook to review the Charter annually, review the RMIT Council Charter to identify further amendments (at its meeting on 1 September 2005 Nominations and Corporate Governance Committee did not identify further amendments)

d. that Council adopt the Council Charter as amended.

Council so noted, approved and adopted

15 RMIT FOUNDATION BOARD OF TRUSTEES

Paper C-06-05-077
Council considered and was asked to approve the appointment of Mr Ian George as a trustee of the RMIT Foundation.

Council so approved

ITEMS FOR INFORMATION

16 ACADEMIC BOARD AND BOARD OF TECHNICAL STUDIES MINUTES

Papers C-06-05-078, C-06-05-079 and C-06-05-080
Council received the confirmed minutes of meeting No 6/2005, and unconfirmed minutes of meetings Nos 7/2005 and 8/2005 held on 4 July 2005, 1 August and 18 August 2005 respectively.

17 COMMITTEE MINUTES OR REPORTS

17.1 Audit and Risk Management Committee Minutes

Paper C-06-05-081
Council received the unconfirmed minutes of meeting No. 4/2005 held on 18 July 2005.

17.2 Finance and Major Initiatives Committee Minutes

Papers C-06-05-082
Council received the confirmed minutes of meeting 5/2005 held on 23 August 2005.

17.3 Nominations and Corporate Governance Committee
Paper C-06-05-083
Council received a report on the Committee’s meeting held on 1 September 2005.

17.4 Planning Quality and Performance Committee
Paper C-06-05-084
Council received the unconfirmed minutes of meeting No. 3/2005 held on 26 July 2005.

17.5 Remuneration Committee
Paper C-06-05-085
Council received a report on the Committee’s meeting held on 1 September 2005.

18 REPORTS

18.1 Chancellor’s Determination
Council noted that the Chancellor has made the following Determination since the last report:

18.1.1 Approval for RMIT to Join Two Cooperative Research Centres (CRC) and Their Associated Incorporated Management Companies
“In noting that the Commonwealth Government has provided funding for seven years for a CRC Automotive and a CRC Polymers and that RMIT will be a core participant and that participation in them is central to the university’s research agenda and further noting that urgent approval is required so that funding is secured and acting under powers conferred on me by Statute 3.1 The Chancellor, I hereby make the following determination:

That in accordance with section 39 (14) (b) of the RMIT Act 1992 Council approves the university’s participation together with various other parties in the Cooperative Research Centre Automotive and the Cooperative Research Centre Polymers and the associated management companies and notes that in accordance with section 39 (14A) the Minister will be so informed.

15 August 2005 “

18.2 RMIT Controlled Entities: Second Quarter Reports
Paper C-06-05-086
Council received and noted the second quarter 2005 reports for RMIT’s controlled entities.
18.3 Use of the University Seal

Council noted that the University Seal has been used on the following occasions since the last report:

30 June 2005  Awards [sealing testamurs]
6 July 2005   Awards [sealing testamurs]
11 July 2005  RMIT and RMIT Vietnam Trademark Licence Agreement [to allow the latter to use trademarks registered by the former]
11 July 2005  Lease RMIT to Marzocco Consultancy Pty Ltd [retail book outlet Building 48]
20 July 2005  Awards [sealing testamurs]
25 July 2005  Awards [sealing testamurs]
26 July 2005  Novation Agreement RMIT et al [to substitute a new lender RMIT Village accommodation facility]
15 August 2005 Awards [sealing testamurs]
6 August 2005 Awards [sealing testamurs]
16 August 2005 Licence RMIT to Easybeans Pty Ltd [Coffee Cart Building 108]
18 August 2005 Awards [sealing testamurs]
22 August 2005 Awards [sealing testamurs]
24 August 2005 Funding Agreement DEST and RMIT [improvement indigenous education and training outcomes]
24 August 2005 Lease Hawker De Havilland Aerospace Pty Ltd and RMIT [accommodation for Wackett Research Centre]
25 August 2005 Awards [sealing testamurs].

19 ADEQUACY OF THE AGENDA AND PAPERS

The adequacy of the agenda and the papers was discussed and Council noted that much of the time had been spent on what could be considered operational issues and little on strategy, performance and monitoring.

CHAIR: _______________________

DATE: _______________________

DK:HS:hs
13 September 2005