

25 September 2017 – Draft

RINA

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS,
AUSTRALIAN DIVISION
(ABN 84 024 326 548)
PO Box 462,
Jamison Centre, ACT, 2614
Phone: 0403 221 631
email: rina.austdiv@optusnet.com.au



COUNCIL IN CONFIDENCE

MINUTES OF DIVISION COUNCIL MEETING NO. 3-2017 HELD TUESDAY, 5TH SEPTEMBER 2017

The President, Prof Martin Renilson, took the Chair and declared the meeting of the Council of the Australian Division of RINA open at 20.00 hrs local (Eastern Standard) time. The meeting was conducted from UTas-AMC in Launceston, with teleconference links to Brisbane, Sydney, Canberra, Melbourne and Launceston.

PRESENT

Members present for the meeting were Assoc Prof Woodward, Ms Jahshan (joined during the meeting) and Messrs Black, Dearling, MacDonald, Millar, Savolainen and Slater, the Treasurer and the Secretary.

APOLOGIES

Apologies were recorded from Drs Amin and Armstrong, and Messrs Devereaux, Engel, Gonzalez Pastor and Williamson.

1. MINUTES

Confirmation of Minutes of Council Meeting held Wednesday 7th June 2017

As the Minutes had been circulated previously, Mr Millar moved and Mr MacDonald seconded **THAT** the Minutes be taken as read and signed as a true record of that meeting.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MEETING

Follow-up on the following outstanding items was agreed to be considered under other agenda items as follows:

- 2.1 Action 1/2-2013 Monitor and report on Single National Jurisdiction arrangements and provide feedback (referred to item 3.3)
- 2.4 Action 1/4-2016 Subject leaders for Future Potential Activities (referred to item 3.1)
- 2.6 Action 1/1-2017 Proposed amendments updating By-Laws, Guidelines for State Treasurers, Section Rules etc (referred to item 3.4)
- 2.7 Action 3/1-2017 Advise issues to be addressed by Joint Board (referred to item 4.3)
- 2.8 Action 1/2-2017 Members survey follow-up (referred to item 3.2)
- 2.10 Action 3/2-2017 AMSA Liaison Issues (referred to item 3.3)
- 2.11 Action 4/2-2017 Naval Shipbuilding College white paper (referred to item 3.5)
- 2.14 Action 7/2-2017 Advertisers for *The ANA* (referred to item 5.4)
- 2.16 Action 9/2-2017 ASRG liaison (referred to item 4.4)
- 2.2 Action 2/3-2016 Australian Maritime Innovation Centre Representation

Mr Slater advised Council that there had been no developments in this matter. He recommended that this action should be closed as the Centre was not likely to proceed. Council deleted the item based on this recommendation.

- 2.3 Action 4/3-2016 Possible Recognition of Navy training regimes

Mr Millar advised Council that there had been no progress on this matter and that it therefore should remain open.

- 2.8 Action 6/4-2016 Flyer on careers in naval architecture

Mr Millar advised Council that he was still working on this matter and that it should remain open.

Council noted offers by A/Prof Woodward to assist in production of the flyer and by Mr MacDonald to contribute in relation to Defence and DSTG careers.

- 2.9 Action 2/2-2017 Members survey outcome report to Board of Trustees

The Secretary reported that this action had been completed and should be closed.

- 2.12 Action 5/2-2017 AOG Conference outcome

The Secretary advised Council that this action had been completed and should be closed.

- 2.13 Action 6/2-2017 SA-NT Section bank account

As Mr Gonzalez Pastor was overseas and unable to attend the meeting, Council could not progress this matter, which remains open.

- 2.15 Action 8/2-2017 Standards Australia Committee CS114 & ME059 representatives

The Secretary advised that this action had been completed and should be closed.

3. MATTERS FOR CONSIDERATION

3.1 Future Potential Activities

The Secretary indicated that while there had been queries on the subject leaders document from two Sections, no progress had been made in populating it. He suggested that it should be updated as far as practicable and the President and Secretary be authorised to approach members to take responsibility for holding a watching brief and reporting as appropriate on the outstanding areas. Action 1/4-2016 should be closed. Council agreed with this proposed action.

ACTION 1/3-2017: The President and Secretary to update future potential activities subject leaders document by approaching suitable members to take the lead in vacant areas and document placed on watching brief/maintenance basis.

3.2 Members Survey Follow-up

The President advised that the email required by the first sub-item of Action 1/2-2017 had been sent and undertook to take up the remaining sub-items through the Survey Response Committee following this meeting. Action 1/2-2017 remains open but 2/2-2017 has been completed.

3.3 AMSA Liaison Issues

The President referred to the notes of the Liaison Committee meeting circulated to Council under this item. He indicated that he had had a telephone conversation with AMSA's CEO, who was interested in forming an advisory group on domestic commercial vessels.

Action 2/3-2013 was amended to reflect formation of the AMSA Liaison Committee.

The Treasurer, Mr Boulton, indicated that he expected in the near future to participate in a meeting with Mr Devereaux and AMSA representatives Chris Barber and Rob Maher.

3.4 Update of By-laws and Policy/Procedure Documents

Council agreed in-principle to the proposals/amendments contained in the following documents circulated by the Secretary and authorised him to close Action 1/1-2017 and finalise the documents with the Chief Executive for final consideration by Council at its December meeting:

- Division By-laws (amendments)
- Guidelines for Section Treasurers (amendments)
- Section Rules (amendments)
- Procedure for Allocation of Section Funds (proposal).

ACTION 2/3-2017: The Secretary to finalise the text of the four By-laws/Policy/Procedure documents through discussion with the Chief Executive and submit the resulting texts for adoption by Council at its December meeting.

3.5 Naval Shipbuilding College white paper

Council considered the draft document prepared under the coordination of Mr MacDonald and the President.

Mr Millar suggested that the presentation of the document should be improved, if necessary by expenditure of up to \$300 on specialist presentation/publishing skills.

After discussion, Council authorised the President to take this matter up with Mr Millar and if agreed, arrange for appropriate assistance to be obtained to improve the layout of the document. Action 4/2-2017 was closed.

ACTION 3/3-2017: The President and Mr Millar to arrange improved presentation of the document and for the Secretary to send the final document to the Defence Industry Minister.

3.6 Walter Atkinson Award 2017

Council endorsed the recommendation by the WAA panel that no Award should be made this year.

4. REPORTS

4.1 London Council Meeting 26th July 2017

Council note without comment the Secretary's written summary of this meeting.

4.2 Pacific 2017 IMC

Council noted the report by Mr John Jeremy, Chairman of the Organising Committee, detailing satisfactory progress in preparations for another successful conference.

4.3 Joint Board on Naval Architecture

Council noted Mr Black's written report.

Since Mr Black's paper indicated his intention to retire from the Joint Board after its proposed October meeting, the President nominated Mr Millar to replace Mr Black. Council endorsed the nomination.

4.4 ASRG Liaison

The Secretary reported that Liz Hay of ASRG had phoned him and invited him, as RINA representative, to attend the ASRG meeting in Sydney on 3rd August. While the Secretary could not attend that meeting, Ms Hay provided a copy of the significant AMSA papers considered by the meeting and indicated that RINA would be invited to send a representative to future ASRG meetings. Mr Boulton advised that he would be unable to represent the Division at ASRG as his company was in the process of withdrawing from ASRG membership. Council noted this information and agreed that Action 9/2-2017 should be closed.

4.5 Reports by Division representatives on external committees

The Secretary reported that no reports had been received.

4.6 Government Initiatives

Mr Slater advised that the Government was establishing a Next Generation Technologies Fund, through which businesses could obtain funding by joining the project. He offered to act as contact point for the Fund; his offer was accepted.

ACTION 4/3-2017: Mr Slater to monitor developments with the NGTF and inform Council as appropriate.

5. FINANCE

5.1 Accounts for Confirmation

Eureka – June Council teleconference	\$171.42
Adela Green – RINA-DST Prize at UNSW	\$125.00

5.2 Accounts for Approval

Secretary Honorarium 3 rd quarter 2017	\$2,500.00
Secretary Expenses – Postage	\$26.45

The Treasurer moved and Mr Black seconded **THAT** the accounts be paid.

CARRIED

5.3 Treasurer's Report

Council noted the information provided by the Treasurer regarding the current status of the Division's finances.

Regarding mention in the Treasurer's Report of the Division's not-for-profit status with the Australian Charities and Not-for-profits Commission, Council noted that it was unclear whether the Institution's not-for-profit status under the UK Charity Commission was recognised under Australian law for the Division's activities.

ACTION 5/3-2017: Mr Boulton authorised to obtain advice from an accountant on the Division's not-for-profit status at minimal cost.

Similarly, in view of the difficulty experienced in completing forms to diversify investment of the Division's reserves the Treasurer sought permission to obtain advice from a financial adviser consistent with the Institution's investment policy. Council agreed to this request.

ACTION 6/3-2017: Mr Boulton to obtain financial advice regarding diversifying Division investments.

5.4 Advertising in *The Australian Naval Architect*

Council noted the information provided in the Treasurer's and the Advertising Manager's reports. Noting that Action 7/2-2017 remains open, Council agreed with the suggestion that the Advertising Manager should seek advertisements from companies whose products receive regular editorial coverage in *The ANA*.

ACTION 7/3-2017: Mr Millar to approach ANA editorial content providers to take out advertising in the journal.

6. CORRESPONDENCE

6.1 Incoming

Engineers Australia (ECU course accreditation)
UTas-AMC Prizes Office (prize winner for A/Y 2016)

AMSA (survey matters e-newsletter)
CEO (CEng Q&A, draft Division letters to industry & new graduates)
National Library of Australia (soft copy deposit of *The ANA*)
Flinders University (new structure for delivery of BE Courses)
Standards Australia (Division nominee for Committee ME059)
WAA 2017 Panel (assessment instructions)
MIAL (possible future liaison)
Steve Larkin (AMSA domestic vessels issues)
John Harry (AMSA domestic vessels issues)
Assoc Prof Con Doolan (course at UNSW Canberra)
ASRG (meeting documents)
CEO (WA Section LinkedIn group)
Australian Business Register (updating Division's registration details)
Engineers Australia (FOCUS lecture series notice)

6.2 Outgoing

Engineers Australia (ECU course accreditation)
UTas-AMC Prizes Office (prize winner for A/Y 2016)
AMSA (survey matters e-newsletter)
Standards Australia (Division nominees for Committees CS114 and ME059)
Naval Group Australia (evidence to Senate Committee on naval shipbuilding)
Sen. Jane Hume (evidence to Senate Committee on naval shipbuilding)
MIAL (possible future liaison)
Sections (new RINA crest)
WAA 2017 Panel (assessment)
Steve Larkin (AMSA domestic vessels issues)
John Harry (AMSA domestic vessels issues)
Assoc Prof Con Doolan (course at UNSW Canberra)
ASRG (possible future liaison)
Adrian Broadbent (Robert Campbell Prize at Pacific 2017 IMC)
Sections (Engineers Australia FOCUS lecture series notice)

A/Prof Woodward moved and Mr MacDonald seconded **THAT** correspondence be received.
CARRIED

7. **OTHER BUSINESS**

7.1 Summary of Division Membership

Council noted the annual membership summary tabled by the Secretary, there being negligible change except that the number of Student members in Tasmania was much lower than expected but was counterbalanced by the high number of Associate Members in that Section.

ACTION 8/3-2017: The Secretary to investigate and correct the Tasmanian Section anomaly as appropriate before using the figures for distribution of funds to Sections for 2018.

7.2 WA Section LinkedIn Group

The Secretary brought to Council's attention the Chief Executive's approval for formation of this group, implying that other Sections and the Division might also form such groups. Mr Slater advised that Victoria Section already had such a group. Council agreed that the formation of groups should be subject to consistent rules.

ACTION 9/3-2017: The Secretary and Mr Slater to liaise regarding the rules applying to the Victorian Section's LinkedIn group.

7.3 Division President for 2018-19

The Secretary drew attention to the expiry of the President's current term immediately after the Division's 2018 AGM. The December meeting of Council would have to either re-elect Prof Renilson for another two years or elect a replacement. The President indicated that he would be available for re-election.

ACTION 10/3-2017: Council members to lodge any proposals for election of a new President with the Secretary at least four weeks before the December meeting.

7.4 Mailing List of Companies in Australian Maritime Industry

The President raised the need for the Division to compile such a list for use in relation to promoting CEng/IEng/EngTech registration, sponsorship and so on. Council agreed that such a list would be valuable, provided appropriate safeguards were put in place to prevent its abuse.

ACTION 11/3-2017: The President to initiate an email discussion on an Industry Mailing List prior to further consideration by Council at its December meeting.

7.5 Vale Phillip Hercus

The President brought Council's attention to the passing of Mr Hercus on the weekend preceding the meeting. Phil was a distinguished and long-time member of the Division, having been a Council member and host of many Council meetings in his company's offices. Advising further that Phil's funeral would be held in Sydney on Saturday 9th September, the President undertook to send a condolence card on behalf of the Division.

8. NEXT COUNCIL MEETING

After considering the alternative of Thursday 7th December, Council agreed that its next meeting should be scheduled for 8.00pm Eastern Summer Time (5.00pm Western Standard Time) on Wednesday 13th December 2017.

9. CLOSURE

There being no further business, the President thanked all in attendance for their contributions and in particular retiring Council members for their service, and declared the meeting closed at 9.35pm local (Eastern Standard) time.

Signed as a true record

.....
Chairman

.....
Date

APPENDIX

SUMMARY OF ACTION ITEMS

- 1/2-2013 All Council Members (monitor the implementation of the new Single National Jurisdiction arrangements and provide feedback through the AMSA Liaison Committee).
- 4/3-2016 Mr Millar to progress investigations on possible acceptance of the Naval Engineering/CASG/RAN charge engineer training regimes as meeting the Institution's requirements for CEng registration.
- 6/4-2016 Mr Millar and Mr MacDonald to prepare an updated draft of the flyer on careers in naval architecture.
- 3/1-2017 All Council members to advise Mr Black of issues to be addressed by Joint Board at its next meeting.
- 1/2-2017 With regard to the outcome of the members' survey, Survey Follow-up Committee to:
1. ~~President to email all members and thank them for their efforts and provide some brief feedback about how the Council will proceed.~~
 2. Review detailed responses via an online forum.
 3. Determine a strategy for better "Engagement with relevant maritime bodies in Australia", being the number 1 ranked priority for Council by members (Question 9).
 4. Develop sub-committees to undertake and support our actions with almost half of the members saying this would be valuable, and that they would support them (Questions 11 and 12).
 5. Develop a strategies to provide more opportunities for members to attend events, such as improving visibility of events nationally, online access as well as more events in general, particularly where audiences are spread around states (Questions 14, 19-21).
 6. Determine opportunities to better utilise, and encourage the use of, the website, noting that 20% of members view it monthly or more (Question 25).
- 3/2-2017 The President to convene an AMSA Liaison Committee including Dr Amin, Mr Boulton, Mr Dearling and Mr Devereaux to prepare a response to the AMSA CEO's dot points for consideration by Council at its September meeting, and to prepare draft responses to future requests for input on IMO issues.
- 6/2-2017 Mr Gonzalez Pastor to provide details of SA-NT Section bank account to the Treasurer.
- 7/2-2017 All Council members, in conjunction with Mr Millar, to pursue possible advertisers for *The ANA*, particularly for the premium back page space.
- 1/3-2017: The President and Secretary to update future potential activities subject leaders document by approaching suitable members to take the lead in vacant areas and document placed on watching brief/maintenance basis.
- 2/3-2017: The Secretary to finalise the text of the four By-laws/Policy/Procedure documents through discussion with the Chief Executive and submit the resulting texts for adoption by Council at its December meeting.

- 3/3-2017: The President and Mr Millar to arrange improved presentation of the document and for the Secretary to send the final document to the Defence Industry Minister.
- 4/3-2017: Mr Slater to monitor developments with the NGTF and inform Council as appropriate.
- 5/3-2017: Mr Boulton authorised to obtain advice from an accountant on the Division's not-for-profit status at minimal cost.
- 6/3-2017: Mr Boulton to obtain financial advice regarding diversifying Division investments.
- 7/3-2017: Mr Millar to approach ANA editorial content providers to take out advertising in the journal.
- 8/3-2017: The Secretary to investigate and correct the Tasmanian Section anomaly as appropriate before using the figures for distribution of funds to Sections for 2018.
- 9/3-2017: The Secretary and Mr Slater to liaise regarding the rules applying to the Victorian Section's LinkedIn group.
- 10/3-2017: Council members to lodge any proposals for election of a new President with the Secretary at least four weeks before the December meeting.
- 11/3-2017: The President to initiate an email discussion on an Industry Mailing List prior to further consideration by Council at its December meeting.