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Swinburne University of Technology

Annual Report 2004

SWINBURNE UNIVERSITY
OF TECHNOLOGY



Swinburne University of Technology

2004 Annual Report

'Strengthening performances'



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OF TECHNOLOGY

■ Table of contents

Transmission letter	3
Swinburne in 2004: Highlights	4
Vice-Chancellor's Report	5
PART A: Organisational Profile	11
A proud history	12
The coat of arms	12
Objectives	13
Relevant minister	13
Nature and range of services	13
Teaching divisions	14
Governance	15
Members of Swinburne Council	17
University organisation charts	24
Swinburne at a glance	26
Statement of Direction 2010: selected key performance indicators	29
Financial key performance indicators	33
Future directions	34
PART B: Operational Reviews	37
Higher Education Division	38
Swinburne Lilydale	44
TAFE Division	48
Resources Group	54
Student Affairs Group	56
Industry Liaison	61
PART C: Statutory Reporting, Compliance and Disclosure Statements	65
Buildings Act	66
Consultancies	66
Education services for overseas students (ESOS)	67
Environmental statement	67
Freedom of information	67
Grievance and complaint procedures	68
Industrial relations	68
Merit and equity	68
National competition policy	68
Occupational health and safety	69
<i>Public Sector Management and Employment Act</i>	70
<i>Whistleblowers Protection Act</i>	70
Information about the University	71
Additional information available on request	71
Financial summaries and statements 2004	72
Statement on compulsory non-academic fees, subscriptions and charges	73
Compulsory non-academic statement of income and expenditure	74
Compliance index	75
PART D: Financial Reporting	77
Financial and Auditor-General's Report	79

April 2005

The Hon Lynne Kosky MLA
Minister for Education and Training
State Parliament of Victoria
Spring Street
Melbourne 3000

Dear Minister

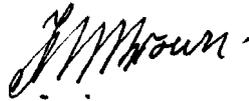
It gives us great pleasure to submit the *2004 Annual Report*, including the Report of Operations and the Audited Financial Statements for Swinburne University of Technology in accordance with the Financial Management Act 1994.

The *Annual Report* was approved by Council at its meeting on 4 April 2005.

Yours sincerely



Professor Ian Young
Vice-Chancellor



Mr Trevor Brown
Acting Chancellor



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■ Swinburne in 2004: Highlights

- The Commonwealth Government released comprehensive rankings of Australia's universities in terms of student outcomes. Swinburne was ranked 1st for generic skills, 4th for the quality of its teaching and 2nd for overall satisfaction of its students.
- The University's internationalisation strategy was strengthened during the year through a review of the Internationalisation Strategic Plan. After extensive consultation, a re-organisation of the University's internationalisation structures resulted in the establishment of Swinburne International and the Office of the Pro Vice-Chancellor, International, and the appointment of a new Pro Vice-Chancellor, International, Stephen Connelly, in November 2004 to lead the continuing development and growth of the University's international operations.
- The University achieved remarkable growth in its research income. Between 2002 and 2003, the University's research income grew by 31%, the fourth fastest increase in Australia.
- The Higher Education Division at Hawthorn/Prahran re-structured during 2004 to create five faculties, and associated staffing and committee structures. The new faculties better integrate the University's research institutes and centres with teaching activity in the new faculties: Business and Enterprise; Design; Engineering and Industrial Sciences; Information and Communication Technologies; and Life and Social Sciences.
- Swinburne Sarawak held its first graduation ceremony, with 209 graduates in undergraduate and postgraduate business, engineering, computing and foundation year programs.
- The TAFE Division became the only TAFE institute in Victoria to have three government funded specialist centres, with the Centre for Collaborative Business Innovation joining the National Centre for Sustainability and the Centre for New Manufacturing.
- The Advanced Technology Training Capability Alliance (ATTCA) gained state government recognition as a model for cooperation among TAFE institutes.
- An agreement was signed with Jade Software Corporation to supply a new student management system in 2007.
- A new Enterprise Bargaining Agreement was signed in July 2004, with Swinburne the first Victorian university to sign in this round of agreements.
- The \$90million Hawthorn campus re-development was commenced.
- A Chair in Parliamentary Democracy, jointly funded by Swinburne, the Victorian State Government and the Parliament of Victoria, was approved.



■ Vice-Chancellor's report



In my first year as Vice-Chancellor at Swinburne, the University continues to strengthen its performance as a provider of career oriented education and focused research, both in Australia and internationally. This performance is now reflected in a branding strategy introduced in 2004 – Education That Works. A strong, unambiguous

statement, it conveys the message that Swinburne prepares students for real world opportunities, with a focus on student needs and opportunities (<http://www.swinburne.edu.au/education.htm>).

Significant work has been undertaken in several areas of the University to develop and refine Key Performance Indicators. At the University level, a set of indicators is being finalised which incorporates the data required for both internal review and external reporting.

Positioning

A new ranking of Australian universities by the Melbourne Institute placed Swinburne equal 22nd of Australian universities for international standing. As a relatively new university, this result ranks Swinburne ahead of many longer established universities (<http://www.melbourneinstitute.com/austuniv/mainpaper.pdf>)

Outcome indicators for learning and teaching continue to strengthen for the University. Department of Education, Science and Training (DEST) information for 2003 student performance saw Swinburne achieve the following sector wide ratings:

- 1st for generic skills
- 2nd for overall student satisfaction
- 4th for good teaching
- 9th for graduate starting salaries

The University's ranking (30th) for graduate employment is of concern, and is the focus of several projects and initiatives in 2005 designed to improve performance in this key indicator area. Swinburne has long had a history of very

good graduate employment outcomes. This outcome was disappointing and improving graduate employment remains an important goal for the University. A wide range of changes has been implemented, including curriculum developments and innovations in the careers and employment assistance given to students and graduates.

The 2005 Good Universities Guide ranked Swinburne as 5 stars (out of 5) for educational experience, 4 stars in the Getting a Job category, and as 3 stars in the Positive Graduate Outcomes category, significant improvements over 2004.

Swinburne again participated in the Association of Commonwealth Universities Benchmarking Program (<http://www.acu.ac.uk>) and was ranked first out of 19 participating institutions for its multi-campus management, and equal second for commercialisation. Benchmarking with such an international group of universities provides Swinburne with a clear indicator of its performance in the selected processes, and provides input into internal quality assurance and improvement systems.

Performance against strategic theme goals

There were no major changes or factors affecting the achievement of the University's operational objectives in 2004.

Flexible learning and teaching

<http://www.swin.edu.au/its/lt/>

The University's Learning and Teaching Plan 2003–2005 for Higher Education was reviewed in 2004, and a new plan drafted for 2005–2007. Implementation of the TAFE Division's 2003 Learning and Teaching Plan resulted in several notable achievements against the Division's Balanced Scorecard, and a comprehensive Learning and Teaching Plan for 2004 with associated performance indicators was finalised.

The University's Subject Evaluation System was revised and a new Student Feedback on Subjects (SFS) system introduced. A set of common core questions is supplemented by questions from a bank chosen by each academic unit to suit its focus and needs.

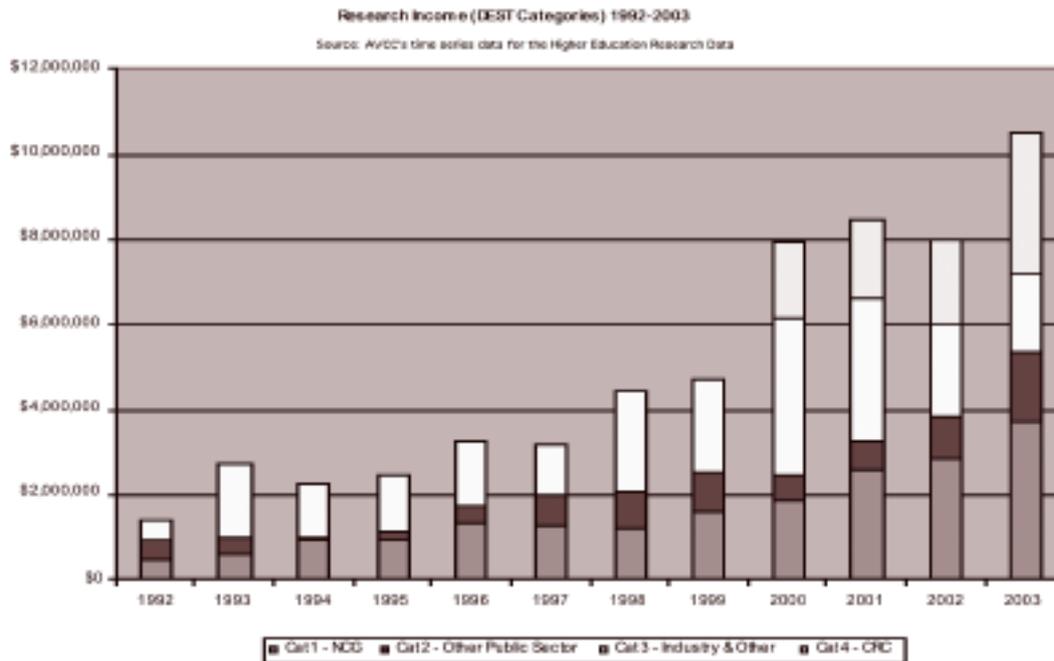


Figure 1: Research Income 1992-2003

(Key: NCG = National Competitive Grants, CRC = Cooperative Research Centres)

The research intensive university

<http://www.swin.edu.au/research/welcome.htm>

Swinburne's research funding increased by 12.67% in terms of share of national research funding, and by 31% in dollar terms, with weighted publications also increasing in 2004. Figure 1 shows the growth in research income over the past 12 years. Other notable achievements include:

- seven Australian Research Council Discovery grants, totalling \$2,104,000,
- six Australian Research Council Linkage Program grants, totalling \$483,0000,
- participation in Cooperative Research Centres increased from seven to nine in 2005, with funding for three Centres in which Swinburne is a partner: CRC for CAST, CRC for Advanced Automotive Technology, and CRC for Polymers.

Government block funding for research increased in all areas: Institutional Grants Scheme; Research Training Scheme; and Research Infrastructure Block Grant.

Non-government research grants continue to be won by increasing numbers of staff.

While overall research performance continues to strengthen, the University will focus on ensuring Swinburne remains at or above the national average in all research areas in 2005, with particular emphasis on improving performance in industry focused research.

Research Interactions was the theme of another successful 2005 Research Week, which included showcases of Swinburne's research for industry, research skills development programs, presentations on current research and the Research Debate on the 2004 topic – University and Industry Interactions: Blessings or a Curse?

Internationalisation

<http://www.swin.edu.au/chance/international/>

A review of international operations occurred in a number of areas in 2004, with the aim of consolidating and focusing activity. The appointment of Stephen Connelly as Pro Vice-Chancellor, International has seen a reorganisation of international processes and operations and the establishment of Swinburne International, a new unit combining the International Student Unit and Education Abroad Office. Swinburne International will manage student recruitment, admissions and support programs for international students, while the Office of the Pro Vice-Chancellor, International will

oversee all international activity at Swinburne, with a particular focus on off-shore campuses.

The University's Thailand campus in Laem Chabang was wound up in 2004, while the campus at Sarawak gained branch campus status and was fully integrated with the Higher Education Division. As a branch campus, all Sarawak programs are accredited in Australia, and quality assurance processes are controlled by the Higher Education Division. Future offshore programs will be structured as feeders for onshore courses, and integration of offshore activities with Swinburne International's recruitment activities will be a key future strategy.

Internationalisation of the student population continues successfully, with international students now making up almost 28% of Higher Education load, and almost 6% of TAFE load. India remains the number one source country for international students, but student numbers from China increased by 29.5%.

Top ten source countries for international students

Rank	Country	Total	% of intake
1	India	233	16.68
2	China	167	11.95
3	Malaysia	166	11.88
4	Indonesia	147	10.52
5	Hong Kong	136	9.74
6	Thailand	116	8.30
7	Vietnam	57	4.08
8	Sri Lanka	54	3.87
9	Taiwan	43	3.08
10	Korea	37	2.65
Other countries		241	17.25
Total		1397	

Study Abroad students increased by 82.4%. In broad terms, 13.2% of Swinburne students undertook an international study experience during their degree in 2004, compared with the Australian aggregate figure of 6.8% in 2003 and the median figure in Australian universities of 3.7%. During the year, a Swinburne International staff member was located in Mexico, a rapidly growing market for the University, to work with local agents and institutional partners.

The entrepreneurial university

The continuing success of the Venture Cup, a business plan competition for teams of students across the University, is notable (<http://www.swin.edu.au/corporate/knowledge/venturecup/welcome.htm>). A new record for the number of participants was set in 2004, with 220 students in 70 teams. The Hon John Brumby, Treasurer and Minister for Innovation, Industry and Regional Development, delivered the keynote speech and awarded prizes at a presentation function on 5 December at the Australian Graduate School of Entrepreneurship. Major winners were:

- **TAFE: Toorak Trash** – James Bertschik, Haley Jenkins, Sam Elliott (Advanced Diploma of Business, Marketing) – *Clothing label with a local aspect: producing fashionable and controversial clothing with 'attitude'.*
- **Higher Education Undergraduate: Welcome to the Neighbourhood** – Lenka Hanzelove (TAFE Small Business), Allissa Oughtred, David Broom (Bachelor of Arts) – *A brochure display of local neighbourhood businesses such as doctors, cleaners and take-away shops inside inner city apartment secure mail rooms, providing information without junk-mail.*
- **Higher Education Postgraduate: Icarus Media** – Andrew Ford, Hock Khoo (Master of Entrepreneurship and Innovation), Genevieve Russell (MBA) – *Provision of localised, low-cost 'out of home' advertising for smaller businesses using backlit panels on vending machines.*

As part of the 2004 Australian Innovation Festival, Swinburne hosted 23 events, the largest of any participating university. The Festival celebrates the best in Australian innovation by increasing public awareness of the importance of innovation and entrepreneurship and encouraging networking and business opportunities across all industry sectors for participants. Swinburne will participate in the Festival again in 2005 (<http://www.innovationfestival.com.au/>).

A new Chair in Victorian State Parliamentary Democracy was announced by Swinburne, the State Government and the Parliament of Victoria. Administered by the Parliament through the Speaker's Office, the new Chair focuses on understanding and explaining Parliament in the community, and strengthening the role of Parliament as a central institution in Victoria. The Chair extends the University's efforts to conduct excellent research with an applied edge, to offer educational opportunities, to work with the Victorian community and to improve the quality of public life.

The intersectoral advantage

Maintenance and improvement of pathways and articulation opportunities continues to be a major intersectoral strategy. The University's Credit Transfer Database is routinely updated to reflect new articulation developments. The Database is web-delivered, meaning students have convenient access to current information when planning their courses.

Movement between the sectors remains a priority for Swinburne, with a new direct entry scheme established for 2005 entry. Under this scheme, Swinburne TAFE students reaching agreed performance levels receive early direct entry to bachelor degree programs.

Future strategic directions

<http://www.swin.edu.au/corporate/fpr/planning.html>

The University's Executive Group reviewed the Statement of Direction during 2004, extending the strategic focus to 2015 and taking into account changes in the external higher education environment, both within Australia and internationally. The five strategic themes of the University were reviewed, and a sixth added to more overtly recognise our longstanding commitment to industry and community. The revised Statement provides a strong focus on our staff and students as drivers of the sort of institution we want to become.

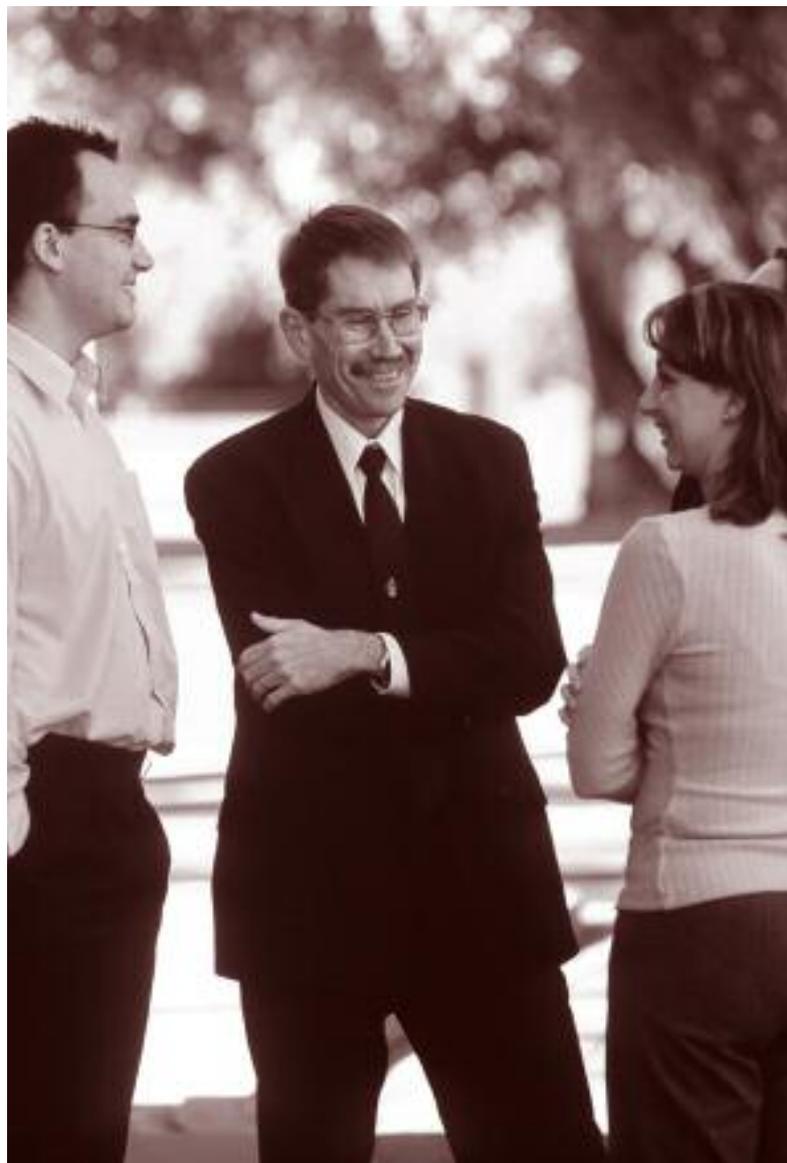
The 2015 Statement of Direction is focused around staff being entrepreneurial in their work, intersectoral in their approach, and international in their perspective, to create a Swinburne that is *flexible in learning and teaching, focused in research and engaged with industry and community*. This vision is underpinned by a strong commitment to sustainability.

The University Planning Framework was simplified to enable implementation of theme goals and actions, continue the three year triennial cycle, and integrate more direct reporting pathways for Council to be able to review University performance. A new University Plan 2005-2007 was drafted, with support plans for Learning and Teaching, Internationalisation and Research as well as Divisional and Group plans.

Financial performance

Swinburne's financial performance, at both consolidated and parent entity levels, was pleasing. Key financial performance indicators are detailed on page 33, and more detailed financial information is provided in Section D.

A new and more transparent budget model, providing incentives for Divisions to grow resources, was implemented during the budget cycle. Significantly, the model reduces overheads for the TAFE Division. At the same time, a new system for allocating internal strategic initiative funding was implemented, to support projects of strategic importance to the University in teaching, research and administration in 2005 and beyond.



Staff

Promotions to Associate Professor

During the year, the University conferred the title of Associate Professor on a number of academic staff who had been classified as Principal Lecturers. This Council decision reflects the increasing national emphasis on teaching, and internal recognition of the importance of teaching to the University.

New academic promotions policy

A review of the Academic Promotions policy prior to the 2004 promotions round was undertaken by a Working Party with representatives from both higher education divisions. Academic staff had opportunities to comment on draft policy, with the final version approved by the Staffing Committee of Council in late September. Along with research performance, the new policy specifically recognises teaching, innovation, entrepreneurship and industry outreach, as well as service to the Swinburne community, as grounds for promotion.

Executive appointments

Two key executive positions were filled in 2004. Stephen Beall was appointed to the position of Vice-President, Resources in mid-2004. Stephen was previously Director, Human Resources at Swinburne, and he took on the leadership of the Facilities and Services Group prior to his appointment as Vice-President. He continues to drive the development of the University's facilities, particularly at the Hawthorn campus.

Stephen Connelly was appointed Pro Vice-Chancellor, International. Stephen was previously Director of International Marketing and then Director of the International Programs Office at La Trobe University, and he has more than fifteen years experience in international education including experience at universities and private providers both in Australia and overseas.

Integrated framework for staff selection and development

<http://www.swin.edu.au/corporate/hr/attributes/index.html>

A set of Swinburne Staff Attributes developed in 2004 aligns with the Swinburne Management Attributes to create an integrated framework for staff selection and development that supports the University's strategic directions. The Swinburne Attributes have been incorporated into all aspects of recruitment, performance management and development processes.

Vice-Chancellor's Excellence Awards

http://www.swin.edu.au/corporate/fpr/excellence_awards_winners2004.html

Excellence Awards in teaching, research and service were again presented in 2004.

Vice-Chancellor's Teaching Excellence Award – TAFE

Craig Jennings, Access Department,
TAFE School of Social Sciences
Stuart Hoxley, Building and Transport Department,
TAFE School of Engineering

Certificates of Commendation

Andrew Blair and George Kulikovskis

Vice-Chancellor's Teaching Excellence Award – Higher Education

Dr Adela McMurray, Australian Graduate School of Entrepreneurship
Dr Greg Murray, School of Social and Behavioural Sciences

Certificate of Commendation

Murray Rees, School of Business

Vice-Chancellor's Research Excellence Award

Professor Duncan Forbes, Centre for Astrophysics and Supercomputing, School of Biophysical Sciences and Electrical Engineering

Vice-Chancellor's Service Award

The Inter-Library Loans Team, from Information Resources (Julie Ager, Fiona Campbell, Anthony Campbell, Susan Chapman, Gabriela Severa and Mez Wilkinson)

Certificates of Commendation

The Procurement and Services Team, Facilities and Resources Group (David Sharp, Ann-Marie Clarke, Peter Collis, Loan Tran, Diana Greenslade), and Anne Paul, Child and Family Studies, TAFE School of Social Sciences

Students

The new Higher Education Support Act 2003 (HESA) brings with it a number of critical changes to policies and processes across the higher education sector. Significant work was undertaken internally to ensure that our information technology systems and associated student processes are adapted to meet new requirements, ranging from developing a pricing strategy and framework, to new reporting and load management requirements and mechanisms, to major student administration system changes and work processes. Significant staff time and funding have been re-directed to ensure HESA compliance. HESA changes have also allowed the University to enrol fee-paying domestic students and increase the HECS rate paid by students by 15% – lower than the maximum permitted 25% increase.

Swinburne Lilydale received an additional 120 Commonwealth supported places for 2005, which will grow to 328 by 2008. These new places resolve the student load funding issue at Lilydale which was a result of the Commonwealth withdrawing over-enrolment funding. Another 20 new places were also allocated in the Higher Education Division at Hawthorn/Prahran, growing to 55 by 2008.

Campus developments

The \$90million Wakefield Street development on the Hawthorn Campus, incorporating student accommodation, University office space, retail and rental office space, and parking, started in 2004. An Environmentally Sustainable Design assessment is nearing completion, with an expected 4-star accreditation for the office/retail and student accommodation components.

A \$33million triennial Capital Management Plan was approved by Council during 2004 to facilitate refurbishment of buildings on the Prahran and Hawthorn campuses over three years. A new purpose-built high-tech postgraduate research building on the Lilydale campus houses the Centres for eBusiness and Communication, Electronic Financial Services, and Regional Development, as well as workstations for research students, a computer laboratory, meeting rooms, and two purpose-built audio visual studios.

The 1908 Gallery, which includes portraits of all Swinburne's leaders, including Foundation Chancellor, Richard Pratt, was officially opened early in 2004. The Gallery is located in the foyer of the Administration Building on the Hawthorn Campus.

The National Institute of Circus Arts (NICA), located on the Prahran campus, received an additional \$6 million in funds to support the extension of its training and performance venue, as well as an additional \$2.4 million over four years for its operating budget. The National Circus Centre will not only benefit students, but provide space for emerging artists and the established circus and performing arts industry members to develop new physical work. This, in turn, supports the evolution of Australia's unique physical performance style. NICA provides professional training in circus arts and physical theatre, and prepares artists for national and international careers in the contemporary circus industry.

Vale Sir Rupert Hamer

On a sadder note, Swinburne farewellled Sir Rupert Hamer, who died in 2004. Sir Rupert made an extraordinary and lasting contribution to Swinburne over many years, including service as Vice-President of the former Swinburne Technical College Council. He was awarded an honorary doctorate by Swinburne in 1995, and was most recently foundation chair of the board of Swinburne's National Institute of Circus Arts (NICA). The annual Hamer Lecture Series, which commenced in 1996, has raised more than \$250,000 for Swinburne. Fittingly, the Sir Rupert Hamer Scholarship Awards continue to celebrate Sir Rupert's service to the University.

Part A : Organisational Profile

2004

■ Swinburne past, present and future

A proud history

<http://www.swinburne.edu.au/about.htm>

The 1992 proclamation of the Swinburne University of Technology Act by the Parliament of Victoria marked not only recognition of Swinburne's distinguished history, but the beginning of a new period of growth and innovation. From its establishment in 1908 in Melbourne's eastern suburbs at Hawthorn, through mergers with Prahran Institute of TAFE in 1992 and Eastern Institute of TAFE in 1998, Swinburne has grown from being a local provider of technical education into a multi-disciplinary, multi-campus provider of vocational and higher education and training of national and international significance.

Swinburne was established as the Eastern Suburbs Technical College by the Honorable George Swinburne, a former Mayor of Hawthorn and member of the Parliament of Victoria. The first students were enrolled in 1909, when classes began in carpentry, plumbing and blacksmithing. In 1913 the institution changed its name to the Swinburne Technical College.

Swinburne Council was given power to grant bachelor degrees in the 1970s, with the first of these awarded at a conferring ceremony held on Thursday, 21 May 1981 at the Camberwell Civic Centre.

Swinburne University of Technology was proclaimed on 1 July 1992. Noted Australian businessman, Mr Richard Pratt, was installed as Swinburne's Foundation Chancellor on 15 March 1993, with Professor J. G. Wallace the inaugural Vice-Chancellor.

The coat of arms

Swinburne holds a unique position among educational institutions in Australia in the link that persists between it, the founder and his family. The conferring of a modification of the family's coat of arms preserves and strengthens that link.

- **The arms:** the basic colours of red and white, and the cinquefoils charged on the shield, commemorate the arms of the Swinburne family. The four Mulletts in the Cross symbolise the Southern Cross.

- **The crest:** the demi-Boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning.
- **The motto:** the College of Arms' translation of the motto is 'Achievement through learning'.



Objectives

The University's objects and functions are detailed in Section 6 of the *Swinburne University of Technology Act*:

- (a) the development of an institution with excellence in teaching, training, scholarship, research, consultancy, community service and other educational services and products, with emphasis on technology and its development, impact and application;
- (b) the provision of a multi-level system of post-secondary education programs relevant to the needs of the community covering a range of fields and levels from basic trade to post-doctoral studies with provision for recognition of prior learning and flexibility of transition between programs;
- (c) the provision of high quality educational, research, residential, commercial, cultural, social, recreational, sporting and other facilities;
- (d) the advancement of knowledge and its practical application by research and other means, the dissemination by various means of the outcomes of research and the commercial exploitation of the results of such research;
- (e) the participation in commercial ventures and activities,
- (f) the fostering of the general welfare and development of all enrolled students;
- (g) the conferring of prescribed degrees and the granting of prescribed diplomas, certificates and other awards,
- (h) the provision of opportunities for development and further training for staff of the University;
- (i) the development and provision of educational, cultural, professional, technical and vocational services to the community and in particular the fostering of participation in a university of technology of persons living or working in the outer eastern region of Melbourne;
- (j) the provision of programs, products and services in ways that reflect the principles of equity and social justice;
- (k) the maintenance of close interaction with industry and the community and the development of associations or agreements with any educational, commercial, governmental or other institution;
- (l) the enhancement through the development of knowledge and skills of the ability to shape technology, social and economic processes and to recognise, understand and take account of the ethical, environmental and other implications of such processes;
- (m) the conduct of teaching, research, consultancy and development activities within and outside Australia; and
- (n) generally, the development and operation of a university providing appropriate and accessible academic and other programs, courses of study, educational products and research activity such as the Council considers necessary for the attainment of the foregoing in Victoria and elsewhere.

A copy of the Swinburne Act is available at the following website:

http://www.austlii.edu.au/au/legis/vic/consol_act/suota992422/

Relevant Minister

Swinburne University was established under the *Swinburne University of Technology Act 1992*. The relevant Minister in 2004 was the Victorian Minister for Education and Training.

For funding purposes and some aspects of strategic planning, the relevant Minister in 2004 was the Federal Minister for Education, Science and Training.

Nature and range of services

As a dual-sector, multi-campus educational institution, Swinburne offers a range of programs from apprenticeships to PhDs across the broad fields of:

- applied sciences
- business
- design
- engineering
- multimedia
- information technology and communications
- psychology and social sciences
- performing arts and
- humanities.

The University operates across six campuses in Australia – Croydon, Hawthorn, Healesville, Lilydale, Prahran and Wantirna – and one international campus in Kuching, Sarawak, Malaysia.

Swinburne provides career oriented education and is strongly committed to focused research. Its robust technology base and effective links with industry are supported by a number of cutting-edge, internationally recognised research centres. Learning and Teaching is a strategic priority, reflecting Swinburne's commitment to Life Long Learning.

Industry-based learning (IBL) programs are a feature of Swinburne undergraduate programs, reflecting their applied vocational emphasis and industry relevance. Swinburne was a pioneer of IBL, which places students directly in industry for vocational employment as an integral part of the course structure.

As one of Australia's leading intersectoral universities, Swinburne continues to create new approaches to integration between higher education and TAFE. The concept of Pathways has a high profile at Swinburne, and is seen as one of the institution's strengths.

Pathways allow students to move from TAFE to higher education, and from TAFE-based VCE studies into TAFE programs. Movement between higher education degrees and TAFE studies is also possible, and likely to increase in the future. A number of credit transfer arrangements for credit in higher education courses based on TAFE study are also in place and regularly reviewed. Pathways and credit transfer provide students with more flexibility and increased opportunities to complete tertiary qualifications.

Swinburne also offers dual qualifications that enable students to enrol in both TAFE and higher education courses at the same time. Through the use of cross-credits, students can attain a balance of theoretical and vocational learning during their course.

Teaching Divisions

Swinburne has two teaching sectors under the control of the Council: Higher Education and TAFE. There are two higher education divisions, and one TAFE division, each headed by a Deputy Vice-Chancellor.

Programs offered in the Higher Education sector include undergraduate degrees, graduate certificates, graduate diplomas, masters (by research and coursework), professional doctorates, and PhDs. The Academic Board oversees higher education academic matters, including quality assurance matters.

The TAFE sector offers courses at professional, para-professional and technical levels covering advanced diploma, diploma, certificate, apprenticeship, VCE, access and graduate certificate qualifications. A number of specialist courses are also provided for industry and the community. Academic issues are overseen by the Board of TAFE Studies.

Higher Education Divisions

Hawthorn/Prahran

<http://www.swin.edu.au/hed>

There are five faculties within the Division offering a range of undergraduate and postgraduate coursework and research programs focused around the themes of: professional engineering; information technology; business innovation and management; design; multimedia; and health and human services. The five faculties are:

- Faculty of Business and Enterprise
- Faculty of Design
- Faculty of Engineering and Industrial Sciences
- Faculty of Information and Communication Technologies
- Faculty of Life and Social Sciences

In addition, the University has the National Institute of Circus Arts (NICA).

Lilydale

<http://www.ld.swin.edu.au/>

Within the context of the University's mission, Swinburne Lilydale's mission is to:

- inspire and assist individuals to develop their capabilities to the highest potential for personal growth and fulfillment, and for effective participation in the community, and
- advance, and to further the application of, knowledge and understanding for the benefit of society.

Swinburne Lilydale offers degree and other undergraduate and postgraduate programs in Business, Social Science and Applied Science. Major studies are available in economics, management, human resource management, information technology, accounting, computing, enterprise management, marketing, psychology, sociology, media and tourism.

TAFE Division

<http://www.tafe.swin.edu.au/>

Swinburne's TAFE Division is a major provider of technical and vocational education in business, engineering, industrial science, social science, arts and community services.

There are four teaching schools in the TAFE Division:

- School of Arts, Hospitality and Sciences;
- School of Business and eCommerce;
- School of Engineering; and
- School of Social Sciences.

TAFE at Swinburne also includes the Educational Development Group and the Strategic and Business Development Group.

Programs are delivered off campus, often in the workplace, and on campus at the Hawthorn, Healesville, Lilydale, Croydon, Prahran and Wantirna campuses.

Corporate Groups

Corporate groups provide a range of services to support the University's educational mission.

Resources Group

http://www.swin.edu.au/corporate/ovp_resources/

The Resources Group provides strategic and executive management of the physical, human, and information resources of the University through the following departments:

- Facilities and Services
- Human Resources

- Information Resources
- Information Technology Services
- Security

Student Affairs Group

http://www.swin.edu.au/corporate/student_affairs/

The Student Affairs Group leads and manages the activities of a number of departments focused on meeting the needs of students (prospective, current and past) and on supporting teaching units:

- Alumni and Development
- Careers and Employment
- Marketing
- Student Recruitment
- Student Operations
- Student Services
- Swinburne Press
- University Secretariat

Pro Vice-Chancellors

The **Pro Vice-Chancellor, International** coordinates and leads the development of the University's international operations and the activities of Swinburne International.

<http://www.swin.edu.au/chance/international/>

The **Pro Vice-Chancellor, Research and Industry Liaison** coordinates the University's research function and industry links, and leads the Graduate Research School and Office of Research and Graduate Studies.

<http://www.swin.edu.au/research/welcome.htm>

Governance

<http://www.swin.edu.au/chance/GovernIntro.htm>

Swinburne is committed to implementing best practice in organisational governance. A review of the University's governance framework was completed in 2003, with recommendations implemented in 2004. Improvements included:

- more systematic follow-up of Council decisions through watch lists and action lists required for Council and all committees;
- reform of procedure for nominating members of Council committees;
- various improvements to governance-related statutes and regulations;

- progressing University compliance with National Protocols on University Governance, and hence payment of 2.5% increase in operating grant approved in November 2004.

Council

Deriving its powers from the *Swinburne University of Technology Act (1992)*, the Council is the governing body of the University and has responsibility for the direction and superintendence of the University. The Act also allows the Council to make statutes relating to “all matters relating to the organisation, management and good government of the University...”.

In a general sense, Council acts on behalf of the community in overseeing the affairs of the University and, as such, is accountable to the community. As the governing authority, the University Council accepts particular responsibilities such as:

- ensuring that long term and short term planning is undertaken, endorsed and implemented;
- establishing proper authority and accounting for expenditure, and assessing the effectiveness with which resources are used;
- making such delegations as will enhance Swinburne's efficiency without diminishing the responsibility of Council; and
- overseeing the maintenance and enhancement of the quality of teaching, research and learning within Swinburne.

Council's role focuses upon policy and strategic issues concerning the University. It receives specialist advice through a series of committees designated to carry out certain functions.

Chancellery

The Chancellery comprises the offices of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, and the Vice-Presidents. The Council Secretariat, Finance Department, Foresight, Planning and Review unit, Internal Audit and Swinburne Legal are also part of the Chancellery.

The Chancellery, responsible to the University Council, has a range of individual and collective responsibilities and is concerned with policy development and matters affecting the University as a whole. Its principal functions include strategy development and strategic planning of the University, the distribution of resources to meet both operational and strategic requirements, the monitoring of progress towards the achievement of institutional objectives and ensuring an effective interface between the University, State and Federal Governments, business, industry and the wider community.



Members of Swinburne Council 2004

External members

Category of membership	Name	Expertise (as appropriate)	Qualifications, honours and awards
Ex Officio	Dr. D MITCHELL (Chancellor)		BSc(Melb), MSc, PhD(London)
Appointed by the Governor-in-Council	Mr. D J EYNON	TAFE experience and industrial relations	Bec(Monash), MA(Melb)
	Ms H GRAY	Superannuation, trusts and commercial law	BA(Hons), LLB(Hons)
	Mr. R G HODGES	International engineering	DipEng(Aero) (RMIT)
	Mr. I R WILSON		BEcon(Hons), MBA(Monash)
	Ms K BOWLEN	Media business	BA (SIT)
	Mr K CATO*	Design	DUniv (Swin)
Appointed by the Minister for Tertiary Education and Training	Ms J TREWHELLA		BA (Hons) (ANU)
Appointed by the University Council	Ms J AUSTIN**		BA, DipEd (Sheffield)
	Mr. T W BROWN (Deputy Chancellor)	Chartered accountant – finance	FCA
	Ms J KING	Business management	BA(Murdoch), FAICD
	Mr S LIPSKI	Humanities, social services and media	AM, BA(Melb)
	Mr D WATSON	Finance and general business	DipMS(London), FCIS, FAICD, FAIBF
	Ms K N WATSON	Community representation in outer eastern areas	AM, BA, BipEd, BEd(Melb)

Internal members

Category of membership	Name	Expertise (as appropriate)	Qualifications, honours and awards
Ex Officio Vice-Chancellor	Professor I YOUNG		BE (Hons), MEngSc, PhD (James Cook), FIEAust, FTSE
Ex Officio Chair of the Academic Board	Professor H LUECKENHAUSEN	Higher education programs	GradDip(Industrial Design)(RMIT), DipEd(Hawthorn), MDIA, AADM
Ex Officio Chair of the Board of TAFE Studies	Ms J BISSLAND	TAFE programs	BA(Hons)(Saskatchewan), MS(Ontario), GradDipChildDevelopment, GradDipEd(Melb), MedStudies(Monash)
Elected by Higher Education Academic Staff	Mr. G M LEONARD	Higher Education staff	BSc(Melb), MACS
Elected by TAFE Academic Staff	Mr D STREET	TAFE staff	BA(Hons)(Otago), DipEd(Christchurch)
Elected by General Staff	Ms B CAMFIELD	General staff	BA(SIT), AssocDipLib(RMIT)
Elected by Higher Education Students	Mr. K (Katariya) MAYUR	Student interests	BEng (SVRCET), PGDIT (Swin)
Elected by TAFE Students	Ms S DESMOND	Student interests	

*Resigned May 2004

**Resigned June 2004

Council members' meeting attendance

Member	Meetings held	Eligible to attend	Attended
Jean Austin	7	4	1
Judy Bissland	7	7	4
Kathy Bowlen	7	7	6
Trevor Brown	7	7	7
Barbara Camfield	7	7	6
Ken Cato	7	3	1
Samantha Desmond	7	7	6
David Eynon	7	7	6
Heather Gray	7	7	7
Robert Hodges	7	7	6
Judith King	7	7	5
Geoff Leonard	7	7	7
Sam Lipski	7	7	3
Helmut Lueckenhausen	7	7	4
Katariya Mayur	7	7	4
Doug Mitchell	7	7	6
Duncan Street	7	7	5
Jan Trehwella	7	7	6
Doug Watson	7	7	4
Kath Watson	7	7	6
Ross Wilson	7	7	6
Ian Young	7	7	7

Professional development for council members

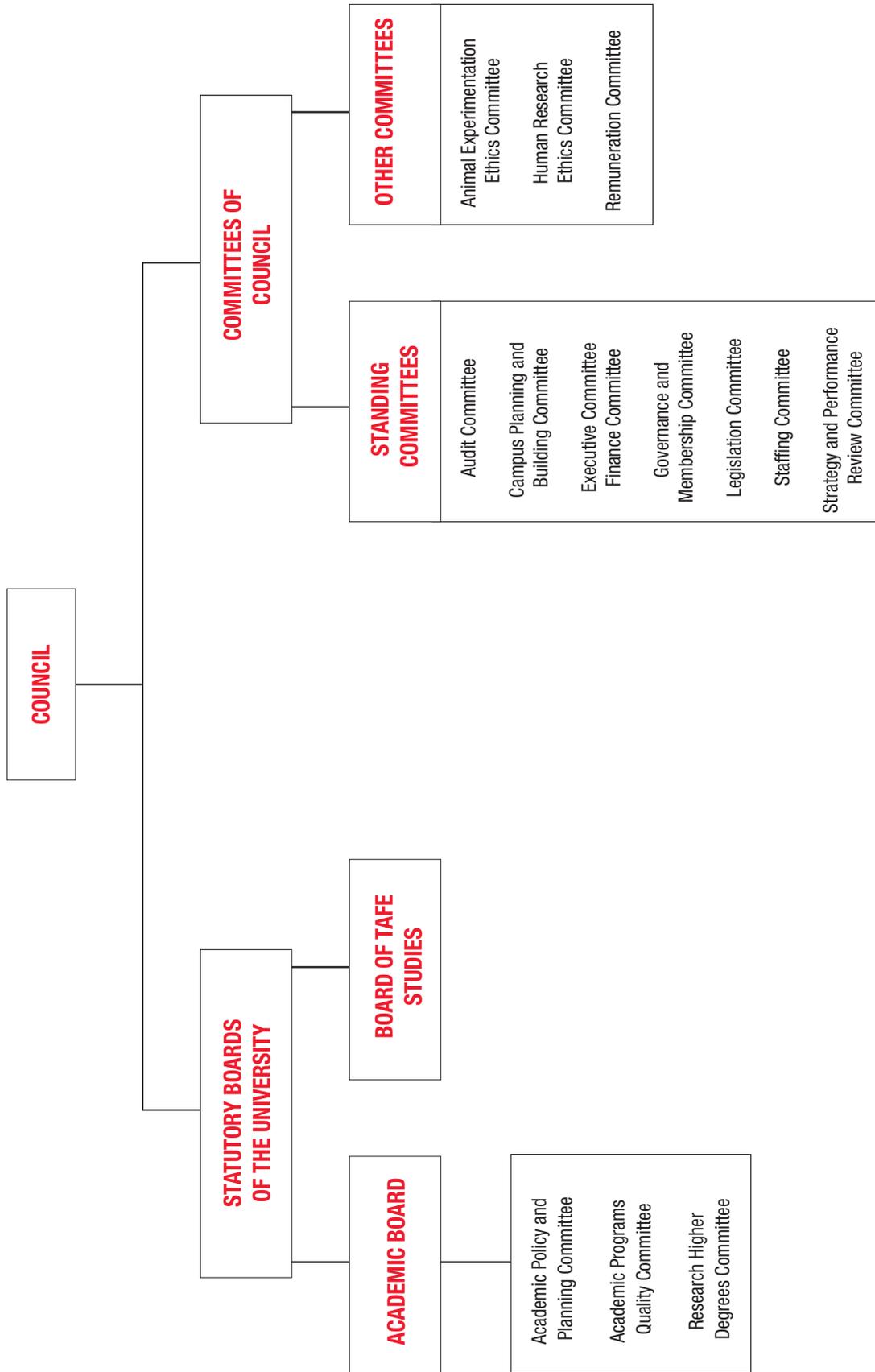
Council members have access to a number of professional development programs, some provided internally by the University, some provided by external organisations. Programs include:

- briefing seminars for Council members from all Victorian universities organised by the Office of Higher Education in the Victorian Department of Education and Training;
- Swinburne Induction Program for Council Members, which covers roles and responsibilities of members, conflicts of role and of interest, the University governance framework and management structure,

Council committees, meeting procedures, University strategic directions and finances;

- special topic presentations at each Council meeting;
- special briefing sessions on major issues outside meeting as required;
- attendance at relevance conferences and activities; and
- campus tours.

■ Swinburne University of Technology Committees of the University



Council Boards and Committees

Two statutory boards, the Academic Board and the Board of Technical Studies, report to Council. These Boards oversee academic programs of study in the Higher Education and TAFE sectors, respectively.

Academic Board

The powers of Academic Board, as set down in Section 30 of the *Swinburne University of Technology Act* are as follows. The Academic Board:

- may discuss and submit to the Council an opinion on any matter relating to the prescribed higher education programs of the University and, in particular, may make to the Council such recommendations as it thinks proper with respect to instruction, studies, discipline, examinations, assessments, research, degrees and diplomas in those programs of the University;
- must report to the Council on all matters submitted to it by the Council for report
- has such other powers and duties as are conferred or imposed upon it by this Act or by the Statutes or Regulations and
- subject to this Act and, except as otherwise prescribed the Statutes and Regulations, may regulate its own proceedings.

Board of Technical Studies

The powers of the Board of Technical Studies, as set down in Section 35 of the *Swinburne University of Technology Act* are as follows:

- academic oversight of prescribed programs and courses of study in technical and further education; and
- providing advice to the Council and the Board of Technical and Further Education on:
 - (i) the conduct and content of those programs and courses, and
 - (ii) the awarding of certificates and diplomas in technical and further education.

Standing Committees of Council

Audit Committee

(Dr D Mitchell, Ms J King, Mr T Brown, Ms H Gray)

Assists Council in fulfilling its governance responsibilities and assures the quality and reliability of financial information presented by the University. The Committee



establishes and oversees conformance with ethical standards and legal compliance, ensures adequate systems of internal control and risk management operate, reviews the annual internal audit plan and monitors relationships with the Office of the Auditor-General. It also appoints and liaises with the University's external auditor and receives, reviews and acts on reports from this auditor.

Campus Planning and Building Committee

(Dr D Mitchell, Mr D Eynon (Chair), Mr R Hodges, Professor I Young, Mr G Leonard, Mr K Mayur)

Advises Council on major matters affecting campus planning and buildings and on overall planning for the physical development of the University's campuses. The Committee considers strategic directions associated with campus planning and building development and identified associated financial, physical and human resource implications.

Executive Committee

(Dr D Mitchell (Chair), Mr T Brown, Professor I Young, Ms K Bowlen, Mr D Eynon, Professor H Lueckenhausen, Mr K Mayur)

Meets to consider matters that require an immediate decision between Council meetings. The Committee advises the Chancellor and Vice-Chancellor on matters which should not be delayed until next Council meeting, and acts for Council between Council meetings in considering and acting upon matters referred to it by Council.

Finance Committee

(Dr D Mitchell, Mr T Brown (Chair), Mr R Wilson, Mr D Watson, Mr D Eynon, Professor I Young, Mr D Street, Ms S Desmond)

Has specific authority to monitor and approve the financial performance of the University. The Committee approves detailed budgets for all divisions of the University, considers and approves the University's annual accounts, and acts on behalf of the university in areas of delegated authority.

Governance and Membership Committee

(Dr D Mitchell, Mr T Brown, Ms J Trehwella, Ms J King (Chair), Professor H Lueckenhausen)

Reviews the governance framework of the University, makes recommendations to Council on the appointment of wider community members of Council, ensuring an appropriate range of skills, experience and expertise, and succession planning.

Honorary Degrees Committee

(Dr D Mitchell (Chair), Mr T Brown, Professor I Young, Professor H Lueckenhausen)

Receives and considers submissions for the conferring of honorary degrees. The Committee meets as required to consider these nominations to the Vice-Chancellor and makes recommendations to Council.

Legislation Committee

(Dr D Mitchell, Ms H Gray (Chair), Professor I Young, Ms J Bissland, Ms S Desmond)

Advises Council on legislation matters affecting the University. The Committee meets as required and also considers matters referred to it by Council or the Vice-Chancellor.

Staffing Committee

(Dr D Mitchell, Ms K Bowlen (Chair), Mr S Lipski, Professor I Young, Ms B Camfield, Ms S Desmond)

Advises Council on human resources issues including staffing and other appropriate policies, and considers strategic directions in the staffing area.

Strategy and Performance Review Committee

(Dr D Mitchell, Mr T Brown, Professor H Lueckenhausen, Ms J Bisland, Mr D Watson (Chair), Ms K Bowlen, Mr R Hodges, Ms S Desmond)

Provides input into development of the University's mission, strategic directions, profile and positioning, and monitors the performance of the University against planning objectives.

Ad Hoc Committees of Council

Remuneration Committee

(Dr D Mitchell (Chair), Mr T Brown, Ms K Bowlen, Mr D Eynon)

Meets twice a year to discuss the performance and remuneration of the Vice-Chancellor.

Ethics Committees are organised through the Graduate Research Office and provide a report for Council's information.

Risk Management

Council has adopted a statement of its primary responsibilities, which includes: “ensure systems of control, risk management, compliance and accountability are in place, including for controlled entities.”

Responsibility for oversight of University commercial operations and ventures rests with Finance Committee, on behalf of Council.

Finance Committee requires business plans to be submitted for all such operations and ventures according to a standard proforma. Where a related company is to be established, Finance Committee requires officers of the University and of the company to ensure that key issues have been considered, due diligence undertaken and procedures put in place. The constitution of a company and business plan must be approved by Finance Committee, as well as any subsequent changes.

In entering into any venture or establishing any company, the Finance Committee seeks to ensure that public assets are protected, and the control of company assets is determined.

Finance Committee establishes an approved process for the appointment of directors to related companies, and ensures that University appointees have appropriate financial expertise.

Finance Committee also maintains a list of companies, ventures and major projects that require monitoring. Designated individuals are required to submit progress

reports based on a pro forma at designated intervals. Onward reporting to Council is normally via the Finance Committee Report to Council.

The University implemented its *Risk Management Policy and Principles* in July 2001. The policy, based on the Australian/New Zealand Standard for Risk Management (AUS/NZ 4360:2004), provides a comprehensive approach to identifying and managing risk within units.

Under the Policy and Principles, all unit managers have responsibility for the ongoing consideration, assessment and appropriate action to address risk in their areas of responsibility including:

- occupational health and safety;
- employee relations;
- financial operations;
- emergency management; and
- insurance protection.

A Risk Management Framework supports this responsibility through deployment of a number of approaches including:

- development or review of policies for specific areas;
- risk management workshop program, risk register; and
- ongoing internal audit.

The following table details the nature and extent of risk for associates and commercial ventures with a capital investment in excess of \$100,000, or turnover exceeding \$500,000, and those associates and ventures which have no limited liability.

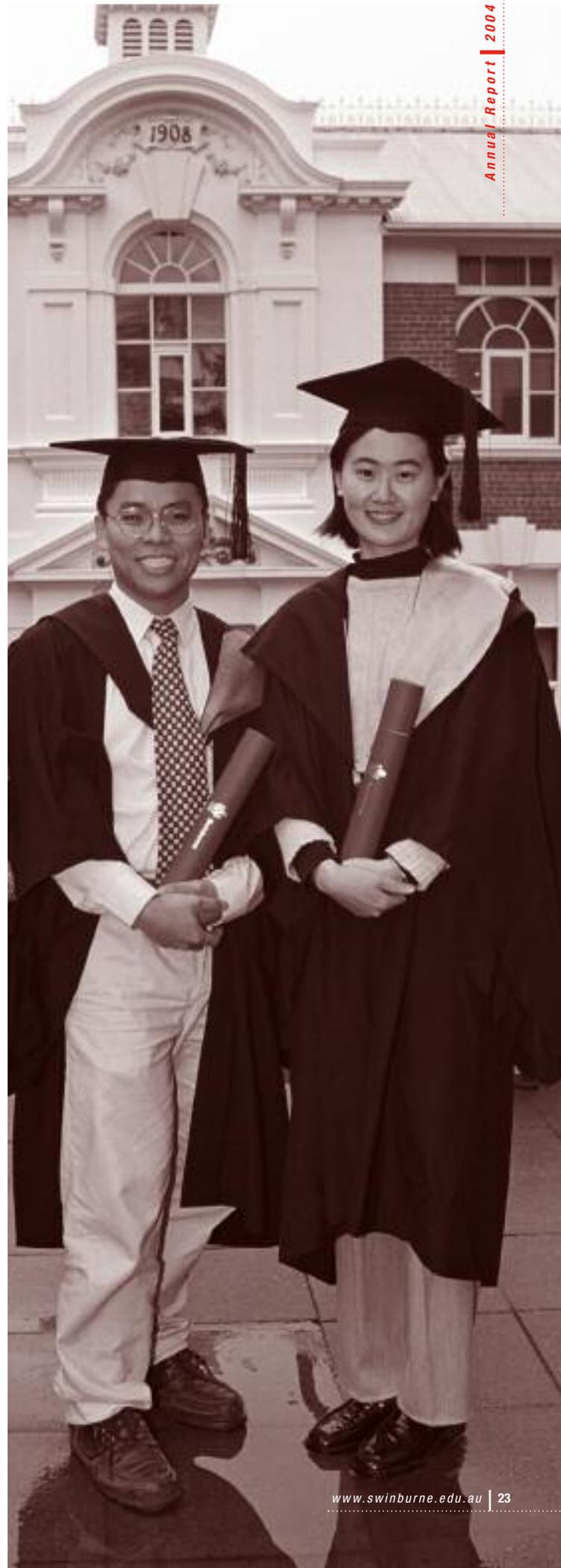
Associate/commercial venture	Principal objects	Level of financial risk (high, medium, low)	Level of reputational risk (high, medium, low)
Swinburne Limited	Property holding company, for the land and buildings leased to the University.	Low	Low
BR (Vic)	To utilise the neuroinformatic database of the Brain Resource Company via a franchise relationship for neuroscience research and to provide a service of reports to clinical practitioners.	Low	Low
Swinburne Ventures Limited	Trustee for the Swinburne Intellectual Property Trust.	Low	Low
National Institute of Circus Arts Limited	To promote and enhance the cultural development of the Australian arts industry by providing high-level quality training in circus arts and physical theatre.	Low	Low

University Companies and Controlled Entities

- BR (Vic) Pty Ltd
- National Institute of Circus Arts Limited
- Swinburne Graduate School of Integrative Medicine Pty Ltd
- Swinburne Limited
- Swinburne Ventures Ltd
- Swinburne Holdings SDN BHD Malaysia (*in liquidation*)

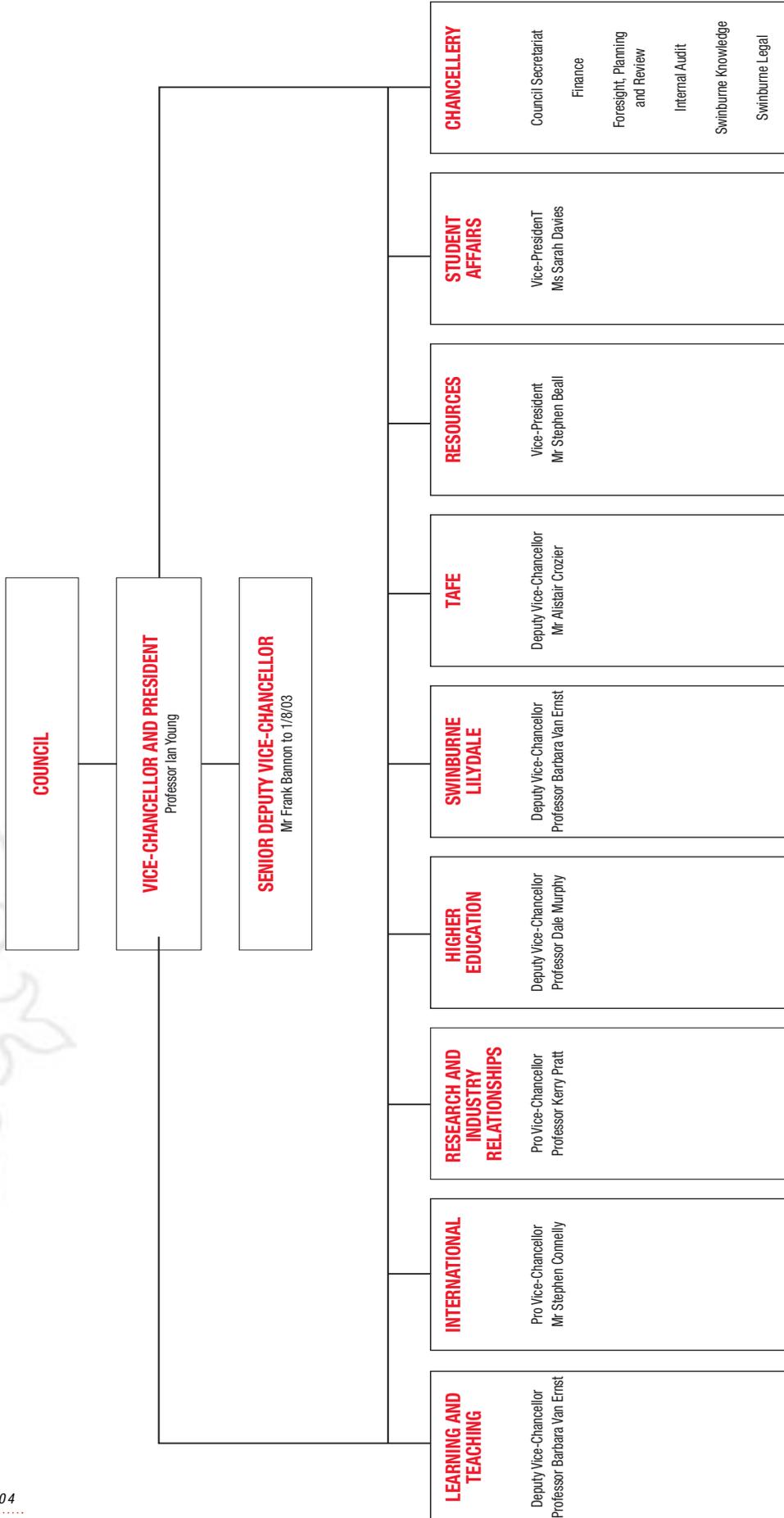
Statutes and Regulations amended in 2004

Statute 1	Interpretation
Statute 8	The Chancellor and Deputy Chancellor
Statute 13	Degrees/Diplomas/Certificates and Other Awards – Procedures
Statute 19	Regulation Making Power
Regulation 8	The Chancellor and Deputy Chancellor
Regulation 13	Degrees/Diplomas/Certificates and Other Awards – Procedures
Regulation 16	Discipline
Regulation 17	University Assembly
Regulation 21	Board of Technical Studies
Regulation 22	The Academic Board
Regulation 23	Academic Regalia



■ Swinburne University of Technology Organisation Chart

SWINBURNE UNIVERSITY OF TECHNOLOGY ORGANISATION CHART



Senior University Officers

Chancellor

Dr D Mitchell, BSc(Melb), MSc, PhD(London)

The Chancellor is the titular and ceremonial head of the University. The Chancellor is the Chair of the University's governing body, the Council.

Vice-Chancellor

Professor I Young, BE (Hons), MEngSc, PhD(JCU), FIEAust, CPEng, FTSE

The Vice-Chancellor is the Chief Executive Officer and President of the University, responsible and accountable to Council for all aspects of the efficient and effective operation of Swinburne.

Deputy Vice-Chancellor, Higher Education Division (Hawthorn and Prahran)

D Murphy, BE, MSc, DPhil(Oxon), MAIP, FIEAust, CPEng

Deputy Vice-Chancellor, Swinburne Lilydale

Professor B van Ernst, AM, BA, BEd(Mon), MEd(LaTrobe), PhD(LaTrobe), TPTC, MACE

Deputy Vice-Chancellor, TAFE Division

A Crozier, BSc (Hons) (London), PGCE(Camb), ARCS

The Deputy Vice-Chancellors in charge of each Division are responsible for the leadership, planning and management of all academic and administrative activities within their Divisions.

Deputy Vice-Chancellor Learning and Teaching

Professor B van Ernst, AM, BA, BEd(Mon), MEd(LaTrobe), PhD(LaTrobe), TPTC, MACE

The Vice-President responsible for leadership, planning and co-ordination of the University's learning and teaching directions.

Pro Vice-Chancellor, International

S Connelly, BA(Hons), DipEd, MA (Mon), PostGradDipMan (MBS)

The Pro Vice-Chancellor (International) is responsible for the leadership, planning and coordination of the University's international activity and for the operations of Swinburne International.

Pro Vice-Chancellor, Research and Industry Liaison

Professor K Pratt, BE(Chem), PhD(Melb), FTSE, FICHE, FIEAust, CEng, FRACI, CChem

The Pro Vice-Chancellor, Research and Industry Liaison is responsible for the leadership, planning and co-ordination of the University's research function, for operations of the Swinburne Graduate Research School, and for the development of the University's links with industry.

Vice-President, Resources

S Beall

The Vice-President, Resources has responsibility for the major administrative and operational areas of Facilities and Services, Human Resources, Information Resources, Information Technology Services, and Security.

Vice-President, Student Affairs

S Davies, BA(Hons) (Leic), Dip. Marketing(CIM), FAMI, CPM.

The Vice-President, Student Affairs is responsible for all aspects of the University's relations with the community, and all services that support students, including Alumni and Development, Careers and Employment, Corporate Marketing and Student Recruitment, Student Operations, Student Services, Swinburne Press and University Secretariat.



■ Swinburne at a glance

Staff 2002–2004

Staffing profile* by organisational unit

	2002	2003	2004
Chancellery/Corporate Units	298	533	532
Higher Education Division	479	514	542
Swinburne Lilydale	51	57	62
TAFE Division	664	629	637
University total	1692	1733	1773

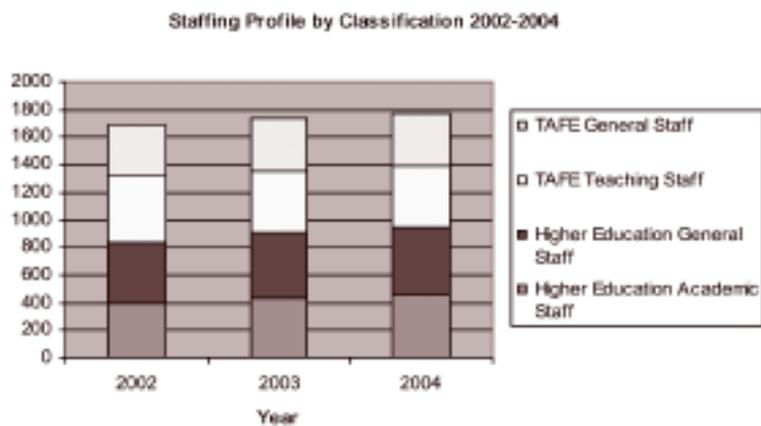
*Equivalent Full-time (EFT) staff; figures exclude casual and sessional staff.



Staffing Profile by Classification: Teaching Divisions

	2002	2003	2004
Higher Education Sector*			
Academic Staff	392	436	457
General Staff	447	478	484
TAFE Division			
Teaching Staff	481	440	443
General Staff	372	378	389

*Includes both Hawthorn/Prahran and Lilydale



Students 2002–2004

TAFE Division

	2002	2003	2004
Total student enrolments (persons)	39097	39199	41350
Total student contact hours (SCH)	8731982	8725121	9771388
Total students (EFTS)	12127	12118	13571

By funding source (EFTS)

State	9430	8434	8625
Domestic fee-paying	1325	2290	3795
Overseas fee-paying	844	885	779
Other ¹	185	175	124
Short courses	343	334	248

By level of course (EFTS)

Postgraduate coursework awards	71	71	81
Diploma	6014	4947	4706
Certificate	5132	6105	7856
Other ²	567	661	680
Short courses	343	334	248

By school (EFTS)

Arts, Hospitality and Sciences	1890	1740	1892
Business and eCommerce	3751	4065	3109
Engineering	2579	2541	2286
Social Sciences	3131	2929	3010
Other ³	776	843	3274

By campus (EFTS) (excludes short courses)

Croydon	1684	1615	1527
Hawthorn	3567	3218	3051
Healesville	56	56	39
Lilydale	892	872	901
Prahran	2752	2683	2790
Wantirna	1802	1659	1595
Other ⁴	1031	1681	3420

By gender (EFTS) (excludes short courses)

Female	5846	5777	6605
Male	5938	6007	6718

By attendance type (persons) (excludes short courses)

Full-time	6141	6052	6204
Part-time	19786	20016	24551

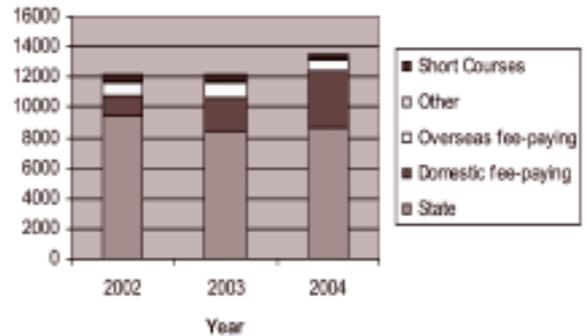
¹ Includes interstate trainees and VET in VCE.

² Includes ELICOS, VCE, and non-certificate.

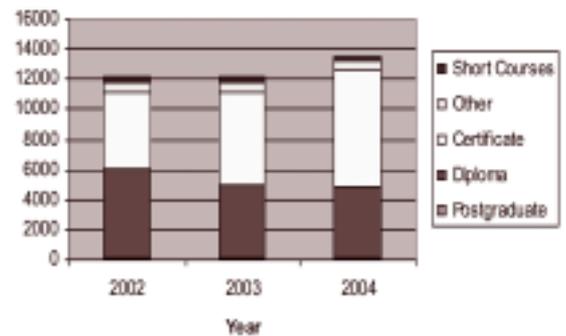
³ Includes Industry Consulting, Distance Education, ELICOS, NICA, Short Courses (Industry Consulting courses linked in schools in 2002/2003).

⁴ Includes workplace, distance education, outreach.

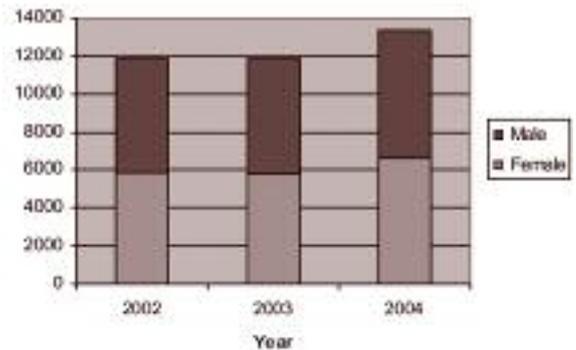
TAFE Students: Funding Source 2002-2004



TAFE Students: Course Level 2002-2004



TAFE Students: Gender 2002-2004



Higher Education Sector*

	2002	2003	2004
Total student enrolments (persons)	14320	14757	14907
Commencing enrolments (persons) (1)	5260	5614	5281
Total Student Load (EFTSU)	9951	10117	10102
Commencing Load (EFTSU) (1)	3592	3847	3587

By funding source (EFTSU)

DEST	6250	6157	6003
Fee paying overseas	2405	2668	2798
Fee paying local	1296	1292	1301

By level of course (EFTSU)

Postgraduate research	353	386	375
Postgraduate coursework	1958	2066	2056
Bachelors Degree (2)	7640	7665	7671

By school (EFTSU)

Chancellery

Integrative Medicine	27	28	40
Learning and teaching			10

Higher Education Division

Biophysical Sciences and Electrical Engineering	1349	1447	1430
Brain Sciences Institute	15	21	22
Business	1377	1299	1353
Design	724	801	823
Engineering and Science	1318	1356	1382
IRIS	105	157	172
Information Technology	1942	1816	1509
Institute for Social Research	34	45	47
AGSE	499	481	449
Mathematical Sciences	56	44	39
Social and Behavioural Sciences	48	817	813

Higher Education Division Total

Division Total	8265	8390	8313
Swinburne Lilydale	1659	1698	1739

By campus (EFTSU)

Hawthorn	7491	7596	7383
Lilydale	1659	1698	1739
Prahran	801	823	980

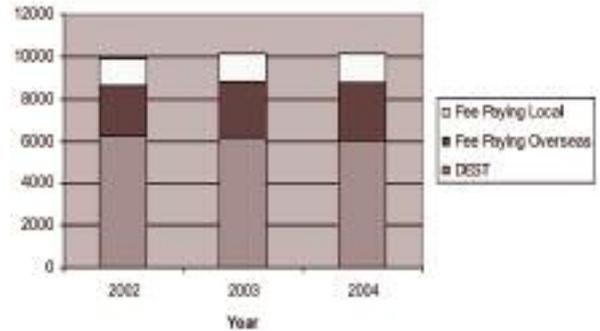
By gender (EFTSU)

Female	4070	4035	4006
Male	5881	6081	6096

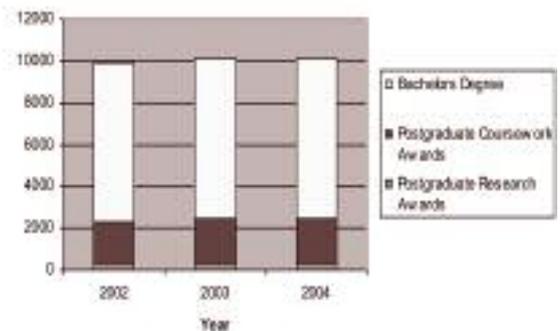
By attendance type (persons)

Full-time	9127	9449	9692
Part-time	5193	5308	5215

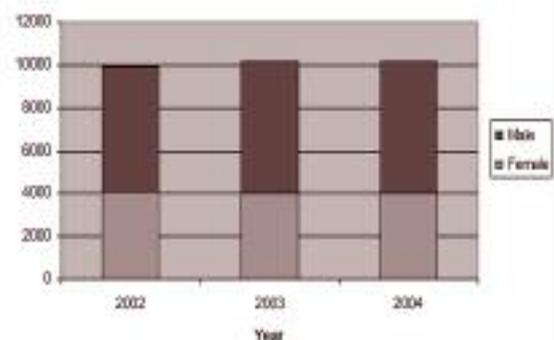
Higher Education Students: Funding Source 2002-2004



Higher Education Students: Course Level 2002-2004



Higher Education Students: Gender 2002-2004



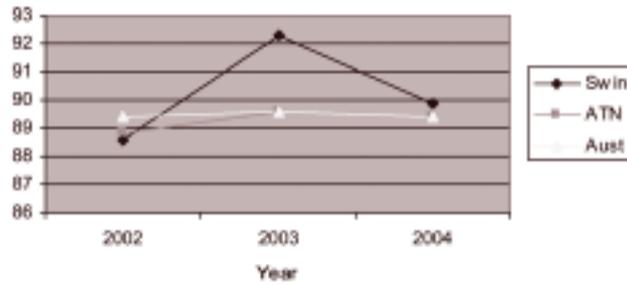
*Higher Education Division and Swinburne Lilydale
 (1) Commencing after 31 August in previous year
 (2) Includes Bachelor Honours

Statement of Direction 2010: Selected key performance indicators

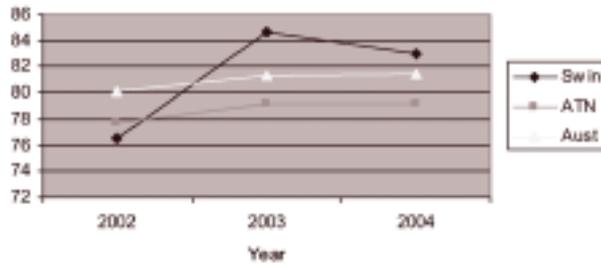
Flexible learning and teaching

Performance indicator (Higher Education only)	2002			2003			2004		
	Swin	ATN	Aust	Swin	ATN	Aust	Swin	ATN	Aust
Overall Satisfaction (%)	88.6	88.8	89.4	92.3	89.6	89.6	89.9	89.4	89.4
Good Teaching (%)	76.5	77.7	80.1	84.7	79.2	79.2	83	79.2	81.5
Graduate Employability (%)	77.2	80	81.3	71.9	78.5	78.5	76.3	80.9	79.7

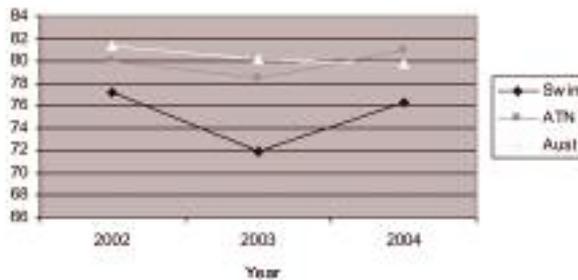
Higher Education Overall Satisfaction
2002-2004



Higher Education Good Teaching
2002-2004



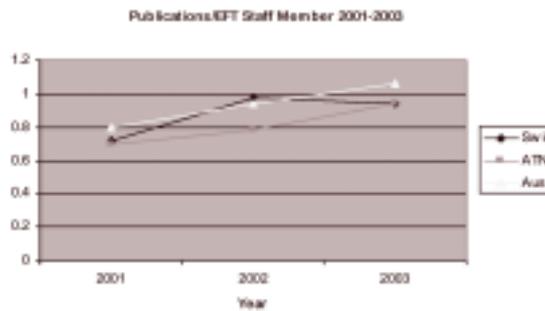
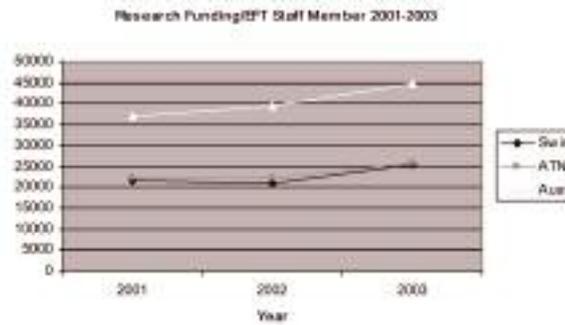
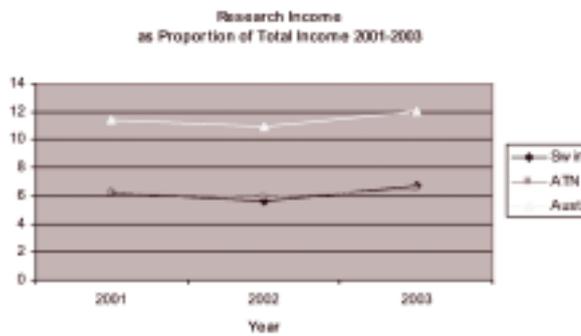
Higher Education Graduate Employability
2002-2004



The research intensive university

Performance indicator (Higher Education only)	2002			2003			2004		
	Swin	ATN	Aust	Swin	ATN	Aust	Swin	ATN	Aust
Funding as proportion of total revenue (%)	6.29	6.13	11.41	5.6	5.88	10.94	6.7	6.45	12.03
Research funding/FTE staff (\$)	21650	22025	37137	21052	22024	39615	25463	25855	44991
Publications/FTE staff	0.72	0.7	0.88	0.98	0.78	0.99	0.94	0.944	1.067

Key: FTE Full-time Equivalent

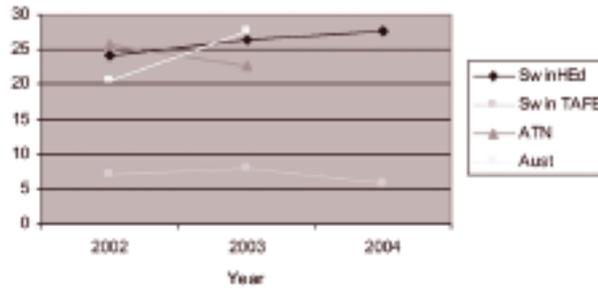


Internationalisation

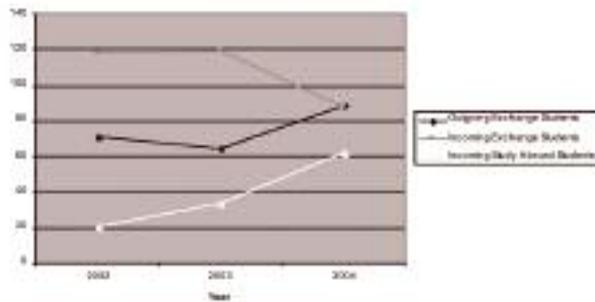
Performance indicator	2002			2003			2004		
	Swin	ATN	Aust	Swin	ATN	Aust	Swin	ATN	Aust
IS as % of total load HEd	24.20	25.6	20.5	26.30	28.3	22.6	27.7	<i>not available</i>	
IS as % of total load TAFE	7.20	n/a	n/a	7.90	n/a	n/a	5.80		
Swin students on education abroad	186**	n/a	n/a	77	n/a	n/a	193		
IS income as proportion of total income	20.20	19.30	12.50	22.60	20.40	13.80	17.0		

Key: IS International Student. 2004 ATN and National data not available.

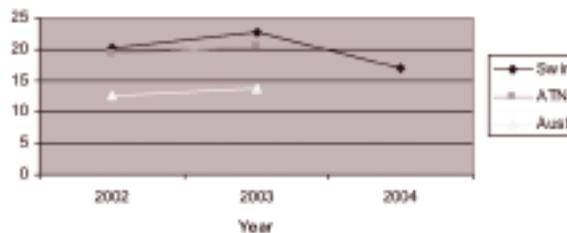
International Student Load as Percentage of Total Student Load 2001-2004



International Student Indicators 2002-2004

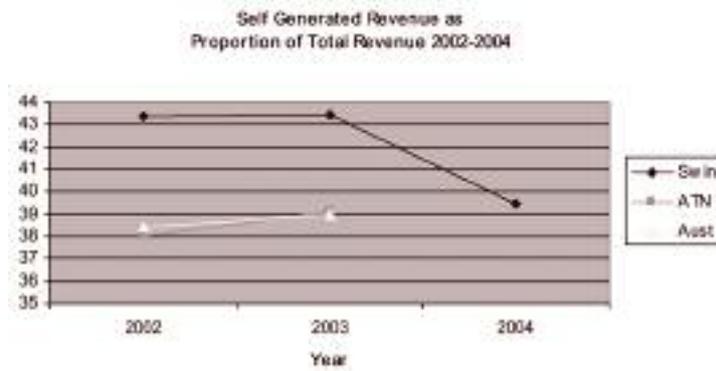


International Student Income as Proportion of Total Income 2002-2004



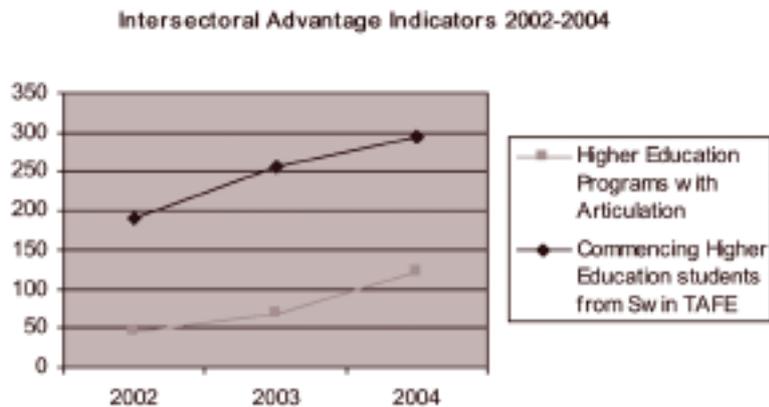
The entrepreneurial university

Performance indicator	2002			2003			2004		
	Swin	ATN	Aust	Swin	ATN	Aust	Swin	ATN	Aust
SGR as proportion of total revenue	43.40%	38.00	38.40	43.45	39.10	39.00	39.5	<i>not available</i>	



The intersectoral advantage

Performance indicator	2002	2003	2004
	Swin	Swin	Swin
Number of HEd programs with articulation	45	69	122
Commencing HEd students from Swinburne TAFE	191	256	294



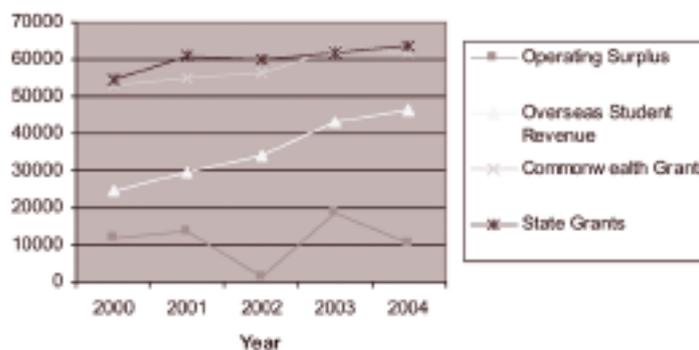
Financial key performance indicators

Performance indicators	2000	2001	2002	2003	2004
No. of days expenditure covered by net liquid assets	29	43	42	82	79
Current ratio (current assets/current liabilities)	124.69%	135.67%	152.59%	180.8%	213.4%
Exposure to long-term debt (LT liabilities/total funds)	5.07%	5.11%	4.66%	4.1%	6.6%
Retention of reserves (surplus (deficit)/total income)	5.46%	6.42%	0.80%	7.8%	6.1%

Summary of financial results

Survey of financial results (parent entity)	2000	2001	2002	2003	2004
	\$000	\$000	\$000	\$000	\$000
Net assets	280,033	295,866	305,504	374,237	402,718
Operating surplus (deficit)	11,738	13,567	1,566	18,595	10,533
Overseas students revenue	24,323	29,639	34,148	43,237	46,378
Commonwealth Government grants	53,291	55,219	56,335	62,746	62,029
State Government grants	54,405	60,765	59,839	61,886	63,626

Summary of Financial Results 2000-2004



There were no significant changes in the University's financial position during 2004. Apart from those mentioned elsewhere in this Report, there have been no events subsequent to balance date that could materially affect the financial position of the University.

Commonwealth and State financial assistance, and assistance from other public funding bodies during the reporting period, was expended in accordance with the purposes for which it was specified. The University has complied with the requirements of various program guidelines that apply to Commonwealth and State Financial assistance identified in the financial statements included in this report.

Note that the Summary of Financial Results 2000–2004 (Parent Entity) and the Summary of Financial Results 2000–2004 (Consolidated Entity) are provided on page 73.

■ Future directions

The Statement of Direction 2010 was reviewed in 2004 to create a Statement of Direction 2015 (<http://www.swin.edu.au/chance/statementofdirection.htm>).

Swinburne is committed to building a sustainable future. The Statement of Direction describes a Swinburne in 2015, where staff and students are entrepreneurial in their work, international in their outlook and intersectoral in their approach. Through these attributes, Swinburne aims to be recognised as flexible in learning and teaching, focused in research and engaged with industry and community. Underpinning the University's future development is a commitment to building sustainable partnerships and a sustainable environment.

Six strategic themes highlight the priority areas the University will develop into the future. The first three themes relate to staff and students, while the last three themes describe the areas in which Swinburne wishes to be recognised. These six themes link the University's core business with the key attributes required by staff to build a sustainable future.

Entrepreneurial in their work

Staff and students will be supported to generate innovative ideas and to develop an environment which is creative and dynamic. This will be achieved through the development of approaches to learning and innovative teaching and research which empower creativity, and responsive administrative systems which enable flexibility.

Our graduates will be able to meet the challenges of competitive business environments and rapidly changing communities with the flexibility and awareness to be successful in their chosen fields, and taking with them the best ideas from Swinburne's cutting edge research programs.

International in their outlook

Swinburne will be an international university that recognises its international role while meeting local and regional needs. Our students will come from around the world, and our graduates will be prepared for an international workplace. Staff will be members of an international education community, and strive to build Swinburne to be a significant international university. International perspectives will enrich the delivery of learning, teaching and research at all Swinburne campuses.

Intersectoral in their approach

Swinburne's dual sector nature creates unique and distinctive advantages for students, staff, and industry.

Students will be able to take advantage of effective pathways between TAFE and Higher Education. These pathways will add value to students in both Higher Education and TAFE.

Staff will be able to take advantage of opportunities to collaborate across sectors to develop capabilities that strengthen Swinburne's future as a sustainable university.

Industry will be able to take advantage of solutions for its education, training and research needs that range from workplace training to PhDs, and from one-off research projects and industry training, to continuing research collaborations.

Flexible in learning and teaching

Swinburne will be recognized for its flexible approaches to learning and teaching which will create an engaging, stimulating and modern environment in which students can learn in different ways and in different places to achieve their desired outcomes. Our approaches will be learner centred and sustained by a cooperative, stable and supportive community for students, with programs informed by scholarship and research.

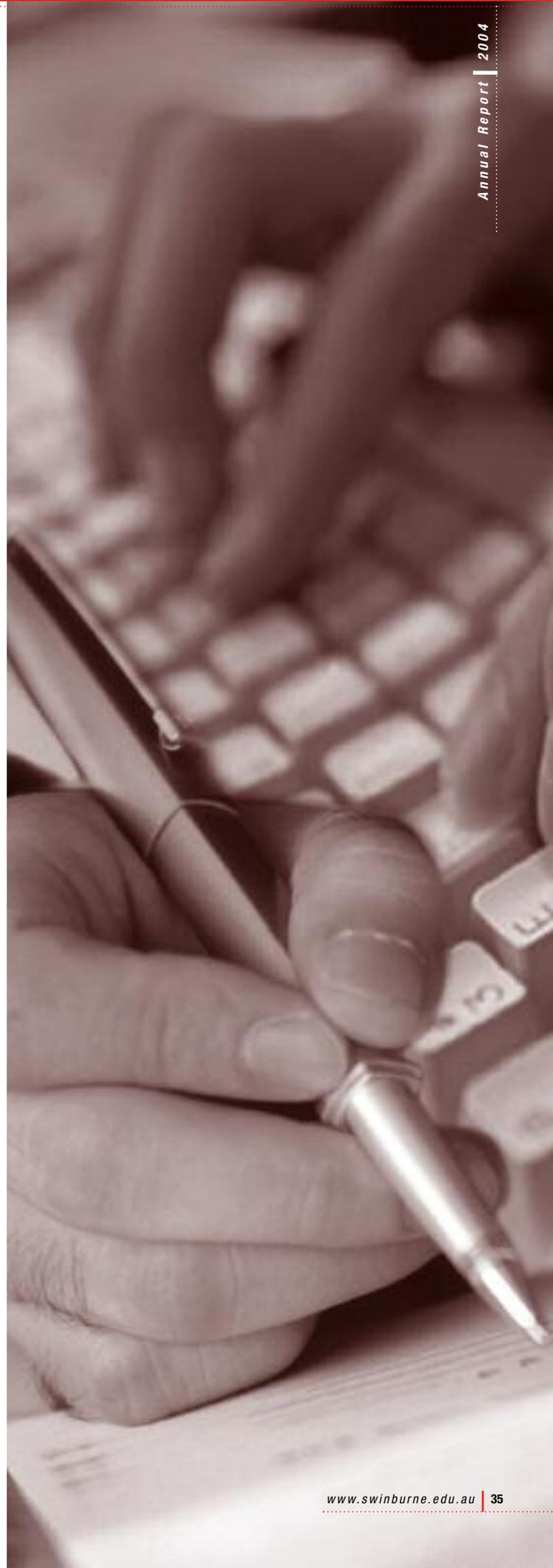
Our staff will provide high quality teaching which equips students with knowledge and thinking skills needed to work in an international workplace. Our quality assurance and improvement processes will ensure that our students are ready to meet industry and wider community expectations.

Focused in research

Swinburne's research base will be focused and targeted to deliver impact in a selected number of areas of strength, chosen to support and address the technologies and social issues of the 21st century. We will strive to develop an international reputation for research excellence within these focused areas. Our research activities will span both basic and applied activities. However, in keeping with our history, research relevance and real life applications in industry and community will be key defining features.

Engaged with industry and community

Staff and students will be engaged with industry and the community, building productive educational and research partnerships. Professional practice will also be encouraged as an important element of building these partnerships. Our strong heritage in providing high quality, professionally oriented education, training and research to industry partners will provide the foundation to build Swinburne's international reputation as a leader in industry-based learning and focused industry research. Underpinning industry and community partnerships will be key commitments to sustaining graduate employability.



Part B : Operational reviews

2004

■ Higher Education Division operational review



Higher Education Division operational review

<http://www.swin.edu.au/hed/>

For the Higher Education Division, 2004 was marked by a successful structural reorganisation, a major curriculum framework project, and significant developments in international partnerships in China.



Highlights

- Successful reorganisation of the Division to create a more streamlined and integrated structure.
- Implementation of Curriculum Framework Project to develop a vision of student learning in 2010.
- Branch Campus status awarded to the Sarawak Campus in Malaysia



Key performance indicators 2004⁵

Student staff ratio:	19:1
Demand indicator:	1.5:1
Student retention:	79%
Student progress:	88%
Overall satisfaction:	89%
Teaching quality:	82%
Generic skills:	90%
Employability:	76%



⁵ Definitions

Student Staff Ratio = Student Load (EFTSU) divided by Staff(EFT).

Student Retention = Continuing students in reference year, divided by total students minus completions in previous year.

Student Progress = Total successful student load divided by total student load with results.

Demand Indicator = Ratio of VTAC Change of Preference first preferences to commencing enrolment places (as at 31 March).

Overall satisfaction/Teaching quality/Generic skills = Course Experience Questionnaire results; all graduates who broadly agree.

Employability = graduates (bachelor degrees and diplomas), local students only, available for full-time employment

Overview

The Division completed a successful reorganisation in 2004, merging eight schools and three research institutes to form five faculties and an overseas branch campus, to enhance multi-disciplinary research and teaching opportunities. The reorganisation creates high profile faculties with brand and market value, as well as providing a catalyst for developing new, innovative and marketable degrees. The new faculty structure also provides continuing financial sustainability for research.

The reorganisation occurred seamlessly, without industrial action or staff redundancies. A cost based budget for 2005 focuses on expenditure and will address any financial issues associated with the reorganisation. A performance based budget will be developed in 2005 for implementation in 2006 and beyond.

The first phase of a three year Divisional Capital Management Plan began during 2004 and includes the complete refurbishment of two floors of the Engineering building and six floors of the Business Arts building, with completion due prior to classes commencing in 2005.

Flexible learning and teaching

An extensive **Curriculum Framework Project** to develop a compelling and distinctive vision of student learning in 2010 started in 2004. Implementation of the Framework commences in 2005 and will continue over a five year period. The learning and teaching vision is based on a set of six Key Curriculum Areas that emphasis real-world and student-centred learning:

- *Career oriented learning* – improving students' career skills and employment prospects;
- *Real world learning* – integrating real world contexts with theory through classroom teaching;
- *Widening the learning opportunities* – increasing flexibility, choice, acceleration and intersectoral opportunities in HED programs;
- *Learning for a changing world* – aiding internationalisation of the Swinburne learning environment and integration of an entrepreneurship and innovation emphasis together with an awareness of social difference and cultural diversity into students' learning opportunities;

- *Pathways into research* – providing research pathways and experience for undergraduates; and
- *Learning to Learn* – reviewing current teaching practices and program structures plus approaches to orientation and transition, in order to encourage deep and lifelong learning and to accommodate a range of student backgrounds and learning styles.

The Professional Certificate of Teaching Practice was accredited in 2004 and will enrol its first students in 2005. The course supports new academic staff members to develop skills and knowledge about university teaching practice and aids existing academic staff members to update and improve their teaching skills. The Certificate also addresses the Federal Government National Learning and Teaching Performance Fund requirements that the University provide "systematic support for professional development in learning and teaching for sessional and full-time academic staff".

The first year of the Faculty of Design's new Film and Television program resulted in enthusiastic feedback from industry representatives. 2005 will see a second cohort of enrolments with ENTER scores in the high 80s and 2006 will see the introduction of an Associate Diploma to be delivered jointly by the Higher Education and TAFE Divisions. The applied media disciplines are providing the means for sharing resources, minimising competition and maximising collaboration between the two sectors.

The Hawker de Havilland MBA partnership saw the first group of Boeing (parent company to Hawker de Havilland) staff from Melbourne and Sydney completing the first stage of the MBA, with many staff continuing their study to complete the MBA in 2005.

Visiting research fellowship schemes were expanded to include senior administrators as well as academic staff, with six Divisional administrators visiting Huazhong University of Science and Technology in China. Delegates from two other Chinese universities also visited Swinburne. Relationships developed during these visits, along with the sharing of best practice, assist in further developing twinning programs with these universities.

Research

The University's Good Universities Guide ranking for Research Intensiveness increased from 2 to 3 stars in 2004.

Together with the Board of Research, the Division allocated substantial funds to increase PhD stipend scholarships to fund PhD student research. The calibre of PhD applicants has increased, as has the overall number of research students in the University.

A collaborative agreement with China's top university, Tsinghua University, was signed early in 2004 to jointly offer postgraduate degrees. Under the agreement, the first of its kind to be signed with Tsinghua by an Australian university, a dual PhD program will be developed, and Tsinghua students will complete the second year of Masters programs in Information Technology at Swinburne.

The Faculty of Information and Communication Technologies held its first conference – Encouraging Research in Computing Education. Synergies between the Faculty and the Computing Education Research Group at Monash University were discussed during the Conference.

The University was awarded seven Australian Research Council Discovery grants, including a five year project grant to Professor Min Gu. Six Australian Research Council Linkage Program grants were also awarded, with the number of staff winning individual non-government research grants continuing to increase.

Two of the six prestigious Victoria Fellowship awards were awarded to Swinburne research students, and Professor Duncan Forbes was a deserving winner of our Research Excellence Award for 2004.

Research Week 2004 was held from 20-23 September 2004. Guests included Mr John Mullarvey, Chief Executive Officer of the Australian Vice-Chancellors' Committees.

Community and industry

The Divisional Marketing Office undertook a wide range of marketing activities in 2004. All Divisional activities complement University strategies delivered by Corporate Marketing, including the Student Recruitment Office, Media Unit and TAFE and Lilydale Divisional Marketing Offices.

Coordinated faculty advertising campaigns for postgraduate programs saw an increase in postgraduate website visits of 34% between 2003 and 2004 and a 10.5% increase in enquiries about postgraduate study to the Course



Information Office. A new range of printed undergraduate marketing material increased demand from secondary schools for brochures/posters to display in classrooms. A new School Education Programs website for program information and registration attracted 963 visitors between March and November 2004.

A new Showcase of the Sciences event, to trial a model of a coordinated marketing program for a discipline area, was attended by 29 secondary school representatives with Biomedical Sciences/Engineering, and Psychology/Psychophysiology (Science) backgrounds, with VTAC timely preferences increasing by 50% and 28% respectively in these disciplines.

The Siemens Science Experience, a three day Science and Technology program for 100 Year 9 students was again held at Swinburne in 2004. A Snapshots of Swinburne Program for 600 students at Melbourne Girls' College was another successful event.

Professional Development programs for VCE teachers were conducted across a range of curriculum areas, including Visual Communication and Design teachers, Psychology, Biology, Astrophysics and Photonics (Physics). Fee-for-service VCE curriculum delivery offerings to support School – Assessed Coursework items – Psychology, Biology, Medical Physics, Further Electronics – were also developed.

A new partnership program with the National Centre for Gender and Cultural Diversity entitled 'Girls In Technology' was offered, with 90 girls attending from nine priority schools.

The Divisional Marketing Office continues to contribute to developing and implementing University marketing strategies including, in 2004:

- establishing a monthly statistical report;
- redesigning the Division's postgraduate website for easier navigation, increasing visitation 34% from 2003;
- establishing the Divisional Marketing Advisory Committee;
- developing a Higher Education Division prospectus;
- assisting with developing and funding a corporate mid-year intake campaign, with a 0.95% increase in website visits from 2003;
- assisting in developing a strategy to promote online courses for 2005; and

- assisting in developing and funding a corporate Change of Preference campaign.

Internationalisation

Several international student enrolment limits were significantly increased in 2004. Limits are determined by a combination of teaching resources and funding as well as the proportion of international to local students per classroom. All three parameters were redefined, with significant enrolment increases in some courses.

A more consistent approach to funding arrangements and quality assurance was also developed following a review of existing offshore arrangements. Under the auspices of the University's International Office, guidelines which can be used as a model for twinning projects with other countries are being developed, consistent with the University strategy to invest in international partnerships rather than develop physical campuses. Memoranda of Understanding for twinning programs with several Chinese universities and Swinburne were signed in 2004.

Major features of the proposed twinning program guidelines include:

- a significant English language component, intended to improve students' IELTS scores, and study skills subjects during the second stage to assist students' transition to studies in Australia;
- opportunities for all completing students to come to Australia to finish the program;
- a common first year to reduce delivery costs and enable students to change streams at the end of first year;
- entry points in either March or September; and
- direct entry into the second year of a Swinburne degree, upon completion of the program in China, requiring student to complete a further two or three years at Swinburne depending upon their program of study.

At the end of second year of the program in China, students have the following options:

- to finish with a diploma;
- to complete their degree program with the partner in China;
- to complete their program in Sarawak; or
- to complete their degree program in Australia.

Following the awarding of university status to the Sarawak Campus, a number of new senior appointments were made

in 2004 to strengthen academic leadership, including a Director, Quality Assurance and Enhancement. Quality assurance processes were refined and fully documented with a quality assurance website developed using the Blackboard system. The first Swinburne Sarawak Council meeting and first graduation ceremony were also held in 2004.

The first cohort of students enrolled in the third year of the Bachelor of Communication Design in Hong Kong during the second half of 2004. This offshore program, in collaboration with Hong Kong City University, gives the Faculty the opportunity to establish Swinburne's brand, in collaboration with a prestigious local university, in this offshore market. Significant two-way traffic of staff has also contributed to Swinburne's internationalisation objectives.

The Faculty of Design will act as a quality assurance consultant, moderating all design and applied media programs for Limkokwing University College of Creative Technology (LUCT), which will now offer its own degrees following the awarding of university college status in Malaysia. LUCT will market its degrees as being enhanced by Swinburne's involvement, ensuring that Swinburne will continue to be viewed as an international university of significance in the Malaysian market. Swinburne's reputation as the university of choice for design students who want to transfer credit into an Australian institution will also be strengthened.

Several trips to Vietnam by Swinburne representatives to meet with a consortium of private entrepreneurs and government bureaucrats has advanced a proposal to establish a privately funded, government supported university of design, business and information technology. The potential for Swinburne to become a significant partner through the contribution of intellectual property and delivery mechanisms is currently being explored.

2005 will see Multimedia Design added to Communication Design courses offered in partnership with private provider, Billy Blue Schools in Sydney. Billy Blue has a significant reputation and international marketing expertise; the partnership has strengthened the reputation, reach and income of both organisations.

The entrepreneurial university

Over one hundred international and local delegates attended the inaugural AGSE-Babson Entrepreneurship Research Exchange, held from 23-25 February. This exchange was made possible with the support of the Babson Kauffman Entrepreneurship Research Conference (BKERC), held annually at Babson College, Massachusetts since 1981. The conference was attended by Professor William Bygrave, a previous director of BKERC, who is a leader in entrepreneurship research and was able to mentor and encourage this regional initiative. Eighty-seven research papers were presented and, of the 106 participants, 21 were from Europe and North America, 11 from Asia or Africa, 16 from New Zealand and 58 from Australia.

Approximately 50 international and local participants gathered at the inaugural AGSE Entrepreneurship Teaching Exchange held from 25-27 February. The Exchange was modelled on the original Price-Babson Fellows Seminar of Entrepreneurial Educators, which commenced in 1985 at Babson College (Massachusetts, USA) under the direction of Professor Jeffrey Timmons. Both Professor John Bailey and Professor Emeritus Murray Gillin, who lead the teaching exchange, are Appel Award Fellows of the Babson program. The exchange was also privileged to welcome Professor William Bygrave from Babson College, a Teaching Fellow of the Price-Babson program, who delivered the inaugural dinner lecture.

The intersectoral advantage

Working with TAFE in 2004, several Associate Degrees were accredited in the Photonics/Electronics and Information Technology. Successful completion of these Associate Degrees can result in direct articulation into the Higher Education degree course in the same discipline.

The Direct Entry Scheme for TAFE to Higher Education was further developed in 2004, offering interested TAFE students direct entry into relevant degree courses pending successful completion of their TAFE courses. Over 200 offers were made in 2004. The direct entry scheme is expected to strengthen the attractiveness of Swinburne TAFE courses in the marketplace compared with those of other single sector TAFE institutes.

Staff

Fifteen Principal Lecturers were awarded the title of Associate Professor in 2004: Craig Austin, John Bassani, Glen Bates, Barbara Cargill, Nicholas Garnham, Stephen Huxley, Julie James, Ian Jones, Geoffrey Leonard, Ying Leung, Margaret Mazzolini, John Pidgeon, Christopher Pilgrim, Brian Phillips, and Dario Toncich.

Awards and recognition

Staff

Professor Matthew Bailes	Information and Communication Technologies	Presented to the Prime Minister's Science, Engineering and Innovation Council (PMSEIC) on the future of astronomy
Ms Marcia Devlin	Higher Education Division	Appointed Judge of Co-op Bookshop Dialogica Awards run by Campus Review
Professor Murray Gillin	Business and Enterprise	Awarded a visiting research fellowship at Churchill College Cambridge Awarded a Lifetime Membership Award from the Babson-Kauffman Entrepreneurship Research Conference
Professor Min Gu	Engineering and Industrial Sciences	Elected a Fellow of the Optical Society of America (OSA) in recognition of his pioneering contributions to photonics research
Professor Vladimir Gurarii	Engineering and Industrial Sciences	Awarded a visiting professorship to the Weizmann Institute of Science in Israel
Professor Kevin Hindle	Business and Enterprise	Academy of Management Entrepreneurship and McGraw Hill Pedagogy Award, internationally regarded as one of the most prestigious prizes for excellence in entrepreneurship education Business Higher Education Round Table Award: Best Entrepreneurial Education of the Year.
Dr Bill Roebuck	Business and Enterprise	Medal of the Order of Australia in the General Division, in recognition of his services to education and the community.
Professor Tom Spurling	Engineering and Industrial Sciences	Appointed President-Elect of FASTS – the Federation of Australian Scientific and Technological Societies.
Dr Shahid Yamin	Business and Enterprise	Academy of Management Awards for outstanding service to the international research committee, and for outstanding service to the international teaching committee.

Students

Micah Atkin	Engineering and Industrial Sciences	Awarded the Victorian Fellowship Award (one of 6 in the state), and received a travel grant of \$18,000 to undertake short study missions to develop a commercial idea or undertake specialised training
Richard Barber	Engineering and Industrial Sciences	Awarded the Victorian Fellowship Award (one of 6 in the state), and received a travel grant of \$18,000 to undertake short study missions to develop a commercial idea or undertake specialised training
Anita Hatters	National Institute of Design	2004 John Moran Memorial Design Award (\$10,000)
Sia Exposito	Life and Social Sciences	2003 Student Prize, Australian Branch of the Society of Technical Communicators in the USA

■ Swinburne Lilydale operational review



Swinburne Lilydale operational review

<http://www.ld.swin.edu.au/>

2004 was an exciting year for Swinburne Lilydale, marked by strengthening sustainability in terms of student load, facilities development and full partnership in the University's research effort.



Highlights

- Allocation to Lilydale of 120 new fully-funded undergraduate places from 2005 with pipeline to 2008 – between 1998 and 2008, Lilydale's fully funded undergraduate load will almost double.
- Attaining membership of the University Research Higher Degrees Committee, marking inclusion of the Division as a full partner in the University's research effort.
- The first graduation of two Lilydale students through Open Universities Australia.
- Opening of a new building to house the Centres for eBusiness and Communication, Electronic Financial Services, and Regional Development, and provide student facilities.



Key performance indicators 2004⁶

Student staff ratio:	28:1
Demand indicator:	1.2:1
Student retention:	77%
Student progress:	85%
Overall satisfaction:	93%
Teaching quality:	85%
Generic skills:	95%
Employability:	76%



⁶ Definitions

Student Staff Ratio = Student Load (EFTSU) divided by Staff (EFT).

Student Retention = Continuing students in reference year, divided by total students minus completions in previous year.

Student Progress = Total successful student load divided by total student load with results.

Demand Indicator = Ratio of VTAC Change of Preference first preferences to commencing enrolment places (as at 31 March).

Overall satisfaction/Teaching quality/Generic skills = Course Experience Questionnaire results; all graduates who broadly agree.

Employability = graduates (bachelor degrees and diplomas), local students only, available for full-time employment

Flexible learning and teaching

Since Lilydale's first subject offerings in 2000 with what was then Open Learning Australia, Open Universities Australia enrolments at Lilydale have grown from 295 in 2001 to 667 in 2002, 890 in 2003 and 1,055 in 2004.

OUA students personify what 'flexible learning' is all about. They are not subject to entry requirements, their year consists of four study periods rather than two semesters, they do not come on campus, and they come in and go out of study as it suits them. Victoria and New South Wales accounted for around 67% of Lilydale's OUA enrolments in 2004, but all states and territories were represented. Around 8% were from overseas – from Brunei, Canada, Cayman Islands, China (mainland China, Hong Kong and Taiwan), East Timor, Hungary, India, Indonesia, Israel, Japan, Kenya, Malaysia, Mexico, Norway, Papua New Guinea, Saudi Arabia, Singapore, South Korea, Sri Lanka, Thailand, the United Kingdom and the United States of America.

Implementation of the Swinburne Lilydale Development Action Plan, an outcome of the Academic Unit Review in 2002, continued successfully in 2004. The Plan listed 39 'opportunities for improvement'; by the end of 2004, 22 had been achieved and 17 were in progress or ongoing.

Research and consultancy

Originally established as a teaching Division, Lilydale is now a full partner in the University's research efforts. As well as obtaining membership on the University's Research Higher Degree's Committee in 2004, a Divisional Manager of Research and Development was appointed, developmental activities for staff seeking to become research active and to publish their work increased, and the number of staff who can supervise higher degree research increased to 16. Fourteen students, or 5.5 EFTSU, were enrolled in higher degree research programs in 2004.

Swinburne Lilydale hosted the launch of the Special Interest Group in Education Research (SIGIER), established to bring together staff and postgraduate students involved in educational research, to share ideas and develop synergies to strengthen Swinburne's research in the education arena.

Beryl Phillips, Indigenous Rights activist and supporter, presented Swinburne with over a thousand items of correspondence, newsletters, minutes, publications, reports, conference proceedings and other material relating to the

history and culture of the Aboriginal peoples of Australia. Her generous gift has been catalogued and is available for research and student projects in the Lilydale Library.

Bukker Tillibul, (<http://www.ld.swin.edu.au/journal/>) a new online writing journal established in 2004, is bringing together writers of all ages, cultures and genres. Taking its name from an indigenous word meaning 'bottomless pit where a star fell to earth', the journal emerged from the Master of Writing postgraduate course at Lilydale. Authors have included academics, novelists, fiction and business writers as well as family historians.

Research performance

- Weighted publications: six in 2003, 2004 preliminary 27.
- Three Strategic Initiatives Grants totalling \$110,000 for 2005: Children, Youth and Families, Student Aspirations in the East, and Supporting and Developing Excellence in Research in the Higher Education Divisions through a Focus on Educational Research.
- Four Australian Postgraduate Awards and Swinburne University Postgraduate Research Awards awarded to Lilydale staff and students.
- Two competitive grants: ARC SPIRT Project Facilitating the Access of Elderly Rural Adults to Computer and Internet, and VicHealth Community Wellbeing Indicators Project.
- Six staff undertaking research higher degrees, with one completion.
- A second Swinburne Industry Synergy Grant: Community Sustainability/Community Health Indicators (Outer Eastern Melbourne in collaboration with Cities of Knox and Maroondah and the Sire of Yarra Ranges).

Efforts to build consultancy activities and revenue continued with ongoing involvement in six regional business clusters and networks and the regional Centre for Agriculture and Business and the Catchment Management Authority. Other consultancy work included a sustainability indicators project with a number of Victorian and South Australian local government authorities, and initiatives with schools and educational authorities, with state and local governments including 'Engaging and Empowering Students with Learning Difficulties', 'Leading Schools eLearning Project' and 'Problem Gambling Project'.

Community and industry

The Summer Getaway Camp for Indigenous youth was held again in 2004. This annual event, funded by DEST through its Vocational Education and Guidance for Aboriginals Scheme, is in its fifth year and continues to flourish and grow. Designed to encourage Indigenous students to continue secondary schooling, the camp provides Indigenous role models to the students in a variety of fields, enabling them to experience a week of fun, create awareness of post-secondary study options and reinforce their own identities through cultural activities and the formation of peer support networks.

Swinburne Lilydale's Divisional Advisory Board met three times in 2004. An especially gratifying event for the Board, whose members comprised four community representatives, two Swinburne Council representatives, the Deputy Vice-Chancellor (Lilydale), and a staff and a student representative, was the opening of Building LD, for which the Board had established a 'Swinburne Lilydale Building Fund' two years earlier.

In addition to Industry-Based Learning for students, a major focus in industry relationships was the Graduate Employment Link (GEL), a pilot program offering an innovative alternative to the commercial employment market. Lilydale graduates register with GEL, employers provide descriptions of positions to be filled, graduates are screened, and employers remit a service fee for screened candidates they select. Over 20 students found employment via GEL in 2004; many more had had interviews and have benefited from detailed feedback on resumés, interview performance and presentation. A number of 'GEL Employers' are local and several successful candidates also live locally.

'The Next Step' – a conference for final year Lilydale students – was held conjointly with Boise Office Solutions and the local consulting firm, People Outcomes. A forum for enhancing the employment-seeking skills and strategies of final year students, it was very positively received.

Twenty-eight local business, community and local government organisations and individuals sponsored 32 prizes at a value of \$16,205 in 2004. They were: Brian Glynn Ford, Croydon Bus Lines, HSBC Bank Australia Limited, James Sawyer, Jem Partners Accountants, John Wiley and Sons Australia Ltd, Judith Spiden, LexisNexis

Butterworth, LHK Paramedic Services Pty Ltd, Longmores Accountants, Max D McWilliam, McGraw Hill Australia, Millar Merrigan, Pearson Education, Roche Financial Planning Service, Shire of Yarra Ranges – Sustainable Future Unit, Snap Printing, STM Business Partnership, SVS Management Services Pty Ltd, Upwey and District Community Bank, Whiteside Andrews Accountants, and William Buck Accountants.

2004 was the sixth year of the Shire/University free Town and Gown Lecture Series

(<http://www.ld.swin.edu.au/html/town.htm>). Speakers included Lillian Holt ('Conversations about Reconciliation'), James Halliday ('A Wine Odyssey'), Bruce Esplin ('Emergency Services – Victoria') and Julian Burnside QC ('Democracy and Dishonesty'). Other significant University/Community events in 2004 included the inaugural Wal Elms Memorial Lecture, the second William Barak Memorial Lecture, a lecture by the Hon Barry Jones, in conjunction with Rotary, and the Festival of Words.

Community use of Lilydale facilities also increased in 2004. Major events included the 26th German National Summer School, the Tournament of Minds Regional Final, Salon Culinaire and Trade Expo and the Rotary Club of Chirnside Park Annual Art Exhibition.

Further strengthening Lilydale as a centre of Indigenous activity, a new multimedia project called Indigenous Memories began in 2004. The project will guide efforts to rediscover the stories of local Indigenous people. Currently revolving around the memories of 73 year-old Dot Peters, a Yarra Yarra elder, stories are being recorded about her mother and the life they led at Coranderrk, a mission station near Healesville. The project will produce an interactive CD-ROM for people wanting to research oral memory.

International

New agreements were signed with Nanjing University of Traditional Chinese Medicine (NUTCM) and the government of Sichuan Province in China. The NUTCM agreement will see the Bachelor of Business (eCommerce) offered through both a 'facilitated distance education model' to students studying in China and a '2+2 model' of two years study in China and two years in Australia.

The agreement with the government of Sichuan Province enables five groups of Chinese businesspeople to travel to

Lilydale over two years for training in applied electronic commerce. In 2004 one course was delivered in English with the aid of interpreters; teaching materials were provided in English and Mandarin.

An agreement concluded with China University of Mining and Technology (CUMT) in 2002 saw 26 CUMT undergraduate and two CUMT postgraduate students studying at Lilydale in 2004, with numbers to increase in 2005. Under the agreement, two Lilydale staff also taught at CUMT in 2004.

Staff

Seven Lilydale staff classified as Principal Lecturers were awarded the title of Associate Professor during the year: Josie Arnold, Dianne Bolton, Bruce Calway, Bruce Clarke, Barbara Lasky, Kay Lipson and Stephen Weal.

Three further Adjunct Professors were appointed in 2004:

- Adjunct Professor Jim Beck, formerly Managing Director of Open Learning Australia, a specialist in distance education;
- Adjunct Professor Stephen Garlick, an expert in universities and regional development; and
- Adjunct Professor Carmel McNaught, an expert in flexible learning and educational evaluation.

increasing the total number to six, and strengthening this invaluable bridge to industry, business and the community.

Students

Total load at Lilydale continued to grow in 2004, by 2.4% from 1,698 in 2003 to 1,739 in 2004. Fee-paying overseas load increased by 24 % from 99 EFTSU to 123 in 2004 (170 enrolments).

Of total load, 87% were DEST-funded students, 6% fee-paying local students, and 7% fee-paying overseas students (89%, 5% and 6% respectively in 2003). Gender distribution remained steady at women 51%, men 49%. Open University Australia enrolments have increased steadily from 295 in 2001 to 667 in 2002, 890 in 2003 to 1055 in 2004.

Awards and recognition

Division

Department of Transport and Regional Services (DOTARS) study on relationships of Australian universities with their local communities used Swinburne Lilydale as a 'best practice' case study.



■ TAFE Division operational review



TAFE Division operational review

<http://www.tafe.swin.edu.au>

2004 was an outstanding year for the TAFE Division, meeting all government targets, strengthening innovation across the Division and building significant community and industry links.



Highlights

- Positive audit reports against both ISO9001:2000 and Australian Quality Training Framework quality standards
- Strengthening Indigenous training programs
- Innovation Framework and Roundtable successes



Key performance indicators

- 101.3% of Government Funded Student Contact Hour targets achieved, totalling 6,089,048 SCH and an additional 3,502,901 SCH delivered in fee for service programs.
- 22% of Student Contact Hours delivered in the workplace to 35% of the students
- Industry Consulting Income of \$5 million – 143% of the budget target
- All Schools and Groups ended the year within budget
- Total fee for service income targets achieved in all areas except International Student income



Overview

The TAFE Division met all Government targets and requirements of the Office for Training and Tertiary Education (OTTE) Performance and Funding agreement. Apprenticeship and trainee numbers continued to grow and 12 innovation initiatives were funded by OTTE, including:

- A Youth Gateway to bring young people back into education;
- An Innovation Framework;
- Innovations in Sustainability, New Manufacturing and Health and Well-Being;
- Research into training needs for new and emerging industries;
- eSkills and Networked eLearning Leaders;
- A new program in Digital Film and Television; and
- Partnerships for Indigenous Training.

The Innovation Framework and Roundtable had considerable impact on developing the innovation capability of staff and students in the Division. Two notable activities were:

- Establishment of an 'Ideas Gateway' website to capture, assess and reward new ideas developed – 6 projects were funded and are currently being developed for implementation in 2005, and
- Implementation of a Division-wide Administrators Roundtable and School Roundtables to share solutions to improve systems and processes, of which the Quick Fix Bulletin Board is one example.

Over the last three years, the Division has strategically addressed the 2002 Victorian Government Ministerial Statement 'Knowledge and Skills for the Innovative Economy' while also contributing to the University's goals and directions, resulting in the following successes.

- Swinburne is the only TAFE provider in Victoria with three State Government specialist centres. Its Centre for Collaborative Business Innovation (CCBI) was recently granted this status, joining the National Centre for Sustainability and the Centre for New Manufacturing. The specialist centres form part of the Government's policy to encourage innovation and excellence in the TAFE sector, and they lead the State in the development of new training and related research in their particular fields.

- The National Centre of Sustainability has consolidated its leadership role and proactively worked across all Swinburne divisions and groups. The Centre is leading the development of a Sustainability Covenant with the Victorian Government, and supports the Committee for a Sustainable Swinburne.
- The Advanced Technology Training Capability Alliance (ATTCA), through the Centre for New Manufacturing, has gained recognition from OTTE as a model for cooperation among TAFE institutes. \$200,000 has been allocated to ATTCA for the implementation of the Competitive Manufacturing Training Package in 2005.

The Centre for Health and Wellbeing was launched in April 2004 by Beth Wilson, Victorian Health Services Commissioner, and has a strong advisory group of senior representatives from industry, community agencies, local government, state government departments, unions and employer groups. Its successes to date are:

- Establishing a State-wide forum, *Creating a Healthy State*;
- Presenting research findings at State and National forums and implementing innovative training solutions for the health industry;
- Winning a tender to develop resources for a Koori women's' health promotion program, to be piloted in 2005;
- Delivering customised training for the Department of Human Services; and
- Initiating desk massage for staff as part of the Swinburne Work/Life Balance priority.

'First Stop' continued to help young people return to education, promoting the concept of lifelong learning to learners disengaged from mainstream education and providing an alternative springboard back into education. There have been 490 initial contacts and 'Next Step' was introduced during 2004 to engage these young people into Swinburne courses.

It was extremely pleasing that the Division had very positive quality audit reports in 2004, both against the ISO standards and AQTF requirements. The Division has been reaccredited as a Registered Training Organization for the next five years, which is the maximum period possible. The Division passed the full ISO9001:2000 Re-Certification Audit with zero non-conformances.

Flexible learning and teaching

Excellence, flexibility and innovation in learning and teaching have been key themes for the TAFE Division during 2004. In the School of Business and eCommerce, innovation competencies were delivered across two Training Packages to 962 students, equating to 329,004 SCH. Student projects were developed to embed action learning and industry involvement, including a new work placement in Human Resources courses.

Real work projects are a very important and integral part of many courses. The work students do is outstanding and a notable example of this is the Bio-informatics program that was developed by TAFE Information Technology students to track experimental data generated by cancer research robots. This software is being adopted by universities around the world.

Developing creativity and innovation in students through curricula and learning models was clearly demonstrated in the School of Business and eCommerce, with students winning two of the three categories in the University Venture Cup. The Venture Cup again proved a very successful learning experience for students and the number of TAFE students involved doubled from 2003.

2004 saw the first graduates of the Advanced Diploma of Mechatronics, with this area starting to attract considerable attention from students and industry.

Swinburne TAFE won a Victorian Qualification Authority project to map 'Design' competencies to qualifications in engineering. Further work was done in the fields of Air-conditioning, Aviation, eBusiness, Counselling, as well as in Art and Design, with a new Advanced Diploma of Screen specializing in Digital Film and Television being developed and accredited. It is fully subscribed for delivery in 2005.

On-line education is growing exponentially in the TAFE Division with a major initiative to develop an online WebCT presence for every competency across teaching departments. With 200 additional WebCT presences developed in Semester 2, 2004, the project will continue into 2005. The Graduate Certificate of Executive Administration is now being delivered fully online.

The Victorian Certificate of Applied Learning (VCAL) continues to be an important area in bringing young people back into or continuing with education. The VCAL

Performing Arts/Multimedia stream and Commercial Cookery were new additions in 2004, and they were very positively received by students.

Relationships with secondary schools continue to be an important focus for the TAFE Division. The VET in Schools programs continue to grow with Swinburne supporting VET delivery at 120 secondary schools. Some areas of note are:

- Building and Construction
- Shared Technologies
- Hospitality
- Children's Services and Outdoor Recreation.

The Emergency Service Training Unit worked with the Outer Eastern Local Learning and Employment Network (LLEN) to develop programs in fire-fighting for youth in secondary schools. Swinburne is actively involved in both the Inner Eastern and Outer Eastern LLENs.

The Centre for New Manufacturing established an Innovation Challenge in automotive engineering with a number of secondary colleges, as part of the Re-engineering Australia initiative.

One hundred students obtained a Swinburne Skills Passport, which shows a summary of generic employability skills that students gain throughout their courses. The Passport documents where and how students have gained those key skills so highly valued by employers.

Mature aged learners are an important group for the TAFE Division and the Division has been actively involved in Skill Up, a program designed to provide a rapid response to retrain and support workers who are retrenched due to a major industry downturn or workplace closure. Swinburne has 60 participants from Johnson Tiles, VISI SIGN (Bayswater) and KODAK (Coburg).

Swinburne has a strong record for training Indigenous students and 2004 was no exception. Some of the highlights have been:

- delivery of Certificates I, II and III in Learning Pathways with electives in Hospitality, Automotive, Conservation and Land Management and Performing Arts;
- Frontline Management and Community Development (Certificate III – Diploma) Victoria-wide Training in partnership with Koorie Women Mean Business;
- recording of Healesville Elders stories;

- delivery of Certificates III, IV and Diploma in Community Services (Alcohol and Other Drugs) to DHS workers in Regional Victoria; and
- delivery of Diploma of Community Services competencies and Business (Frontline Management) to the Lake Tyers Community.

Research

Research for the TAFE Division has been directed at teaching and learning and is now supported by the newly established Research Common Interest Group. Projects completed in 2004 included research into emerging skills to determine the training needs in new areas such as digital film and television and sustainability. A project exploring the capabilities of culturally and linguistically disadvantaged students from non-English speaking backgrounds was an example of learning based research.

The Division welcomed the opportunity to support research in other Divisions with the delivery of customised training to students in the Graduate School of Research, to support their studies and enhance their graduate attributes.

Community and industry

Relationships with the community, and with industry and businesses, are crucial for the TAFE Division. Key relationships were consolidated during 2004 with Australia Post, Hawker De Havilland, Department of Justice, Department of Sustainability and Environment, Heinz, NAB, Repco, the City of Boroondara, the City of Port Phillip, TELSTRA, Vehicle Design Australia and VicRoads.

Industry Training is a significant and growing area for the TAFE Division. Industry Consulting Services promotes a whole of University spectrum of training to companies and businesses around Australia and overseas. Work at Hawker de Havilland in 2004 provided their employees with engineering training at Certificate III level, through to MBA training for executives.

The National Centre for Sustainability carried out numerous projects with industry partners including Eco Recycle, Tatura Milk Industries, Coles-Myer, Maunsell Environment Consultants and the Sustainable Energy Authority of Victoria.

Other key industry training initiatives across the Division were:

- 130 TELSTRA staff successfully completing the 16-week Frontline Manager Program, using a 'blended' approach to learning which encompassed three phases: self paced learning, workshops and application of learning;
- five Australia Post business units working closely with Swinburne to deliver certificate and diploma programs to establish best practice performance and determine the most appropriate Training Package units to map against a proposed development program;
- developing a new partnership with Berry Street Family Services to recognise the competencies of staff against the Community Services Industry Training Package;
- delivery of community development training to add to the very successful Alcohol and other Drugs training for Indigenous communities across the state; and
- delivering training to assist health promotion, including mental health programs for the Alpha Autism Association, and Eastern and Southern Region health promotion networks and VicHealth.

As part of the University Association of Lifelong Learning consortium, Swinburne TAFE's Continuing Education Unit was part of the consortium that brought feminist author Germaine Greer to Australia to deliver a series of lectures on 'Shakespeare and Sexual Difference'. Swinburne sponsored the Melbourne leg of the tour.

Entrepreneurship

The TAFE Division's record of successful tendering for projects continued in 2004. Examples of successful tenders were those for:

- developing CD ROMs in addition to training delivery in Language and Literacy for industries including the Country Fire Authority, Australian Automotive Air, Extel Communications and Vietnamese workers at Werribee, in collaboration with the Department of Primary Industries; and
- developing resources for a Koori women's' health promotion program.

The Division won four Reframing the Future Projects in the areas of:

- applying information to research;
- using 'Capture Cam Pro' software for access to the University's online reserve;
- developing multi-discipline project-based learning across Information Technology/Electronics and Mechanical Engineering; and
- learning pathways for Aboriginal and Torres Strait Islander people.

The Department of Education, Science and Training (DEST) extended its contract for delivery of a Language, Literacy and Numeracy Program into 2005 with an increased level of business for the financial year 2004 – 5. Child Care in-service training was also extended for a further year.

The Division was instrumental in organizing key conferences involving industry, educators and students:

- the National Centre of Sustainability conducted a very successful state-wide conference with the theme of incorporating sustainability into teaching and learning; and
- the School of Business and eCommerce and the Centre for Collaborative Business Innovation ran a statewide eBusiness Seminar.

International

An international plan developed in 2004 provides strategic direction for this key area of activity.

The Division now offers training to international industries and communities with delivery in 2004 in Vietnam at Vietnam Breweries and Vietnam Airlines, Parent Effectiveness Training in Singapore and Frontline Management in Vanuatu and French Polynesia.

Twenty-seven staff went offshore to work, extending not only the international work of the Division, but also increasing the internationalisation of staff and the culture within the Division. Visits by 12 international delegations from countries as diverse as China, Iran, Saudi Arabia, Vietnam and Korea were hosted in 2004.

Intersectoral advantage

Swinburne continues to be an exemplar for the movement of students between Higher Education and TAFE. 2004 saw direct entry for TAFE students into many Higher Education

courses in 2005. Based on their records, 244 TAFE students received provisional direct offers of Higher Education places in September 2004.

A key intersectoral activity was the development of Associate Degrees, particularly for international students.

Staff

An extensive professional development program in 2004 included teaching and learning related workshops which attracted staff Swinburne-wide. A key initiative was the development of a comprehensive booklet on the Swinburne Professional Teacher, providing information for beginning, continuing and experienced staff, which was distributed to all teachers.

The OTTE initiative 'Learning by Design' was initiated and the associated professional development sessions developed critical skills for innovative teaching and learning.

With the Division's Key Performance Area of Valuing Our People, the Division implemented a Work Life Balance project which built on research, consultation and feedback from staff forums. A comprehensive web portal now provides access to relevant information to help staff achieve this balance.

Industrial Release continues to be important to ensure that staff in the Division maintain their high level of industry skills. Three staff members from the School of Engineering spent time at MiniFAB during 2004. This built on existing partnerships with equipment maintenance and sharing between TAFE and the MiniFAB.

Students

During the year, the TAFE Division taught 41,350 students, with 30,691 students in 320 different accredited programs, and with 22% of delivery in the workplace to 10,873 students. 10,659 students registered for one or more of the 2000 public programs which range in length from half a day to one year's duration, with 569 students choosing to study online.

The Division had 1,159 international students studying on campus, enhancing the diversity and exciting cultural aspects of these areas. These included 517 students in ELICOS programs, 312 students in TAFE to Higher Education Pathways programs and 330 students in specific TAFE programs.

Awards and recognition

Divisional awards

Community Service and Health Industry Training Awards – Innovative Product

School of Social Sciences	Health, Recreation and Human Services Department	Innovative Product – Certificate IV Health (Nursing) Resources including St Agatha's Online Hospital
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AIMIA (Australian Interactive Multimedia Association) Award

School of Social Sciences	Access Department with Consultants, Finpa	Innovative Product – 'Where's the Party At?', an ANTA funded toolbox focused on developing literacy and numeracy skills using content significant to young people
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Environmental Education in Early Childhood (EEC) Vic Inc

School of Social Sciences	Department of Child and Family Studies	Award in appreciation of the Department's support for Environmental Education in Early Childhood 2000–2004
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Flora Pacific International Youth Gardening Forum (Japan)

School of Arts, Hospitality and Sciences	Horticulture and Environmental Sciences Department	Industry based Japan Landscape Contractors Association Award (Special Award) Shizuoka Daiichi Television Award (Special Award).
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Melbourne International Flower and Garden Show

School of Arts, Hospitality and Sciences	Horticulture and Environmental Sciences Department	Silver Medal for Display Presentation Inaugural South East Water 'Water Wise Garden' Award (\$3,000)
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Nylex Gardena

School of Arts, Hospitality and Sciences	Horticulture and Environmental Sciences Department	Department selected by Nylex Gardena to provide a \$20,000 garden makeover in response to a nationwide competition to be run in conjunction with Bunnings
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Staff awards

Fiona Mitchell	Hospitality and Tourism	Yarra Valley and Dandenong Ranges Chef of the Year
Lilian Austin	Innovation in Education	ANTA Flexible Learning Leader. One of 60 at a national level. Lilian's activities focussed on development and assessment of generic skills in an online environment.
Mary O'Callaghan	Innovation in Education	Invited to assist the Australian Institute of Human Resources (AHRI) in accrediting HR courses for the institute
John Doyle David Irwin-Bellette	Hospitality and Management	Maurie Curwood Award (\$2,000) <i>Acknowledging the work of Maurie Curwood, the inaugural Director of the Outer Eastern College of TAFE, the awards are presented annually to a staff member and a student.</i>
Jeff Percy		Staff Innovation Excellence Award for developing of a Workshop and a Workplace Review of an Administration System

Student awards

Sophie Roberts	Diploma of Arts (Small Companies and Community Theatre)	TAFE Special Award – Certificate of Commendation <i>(in recognition of bravery in defending a fellow student)</i>
Deidre Prior	Cert IV in Financial Services	Wantirna Campus Boronia Rotary Club Award (\$500) <i>The Boronia Rotary Club Student Award was established to recognise a TAFE student's individual achievement on Swinburne's Wantirna Campus and to foster linkages between the Rotary Club of Boronia and Swinburne TAFE.</i>
Colleen Atkinson	Regional Learning Networks	Victorian Training Awards – Indigenous Student of the Year State Finalist
Justin Miller	VCAL Carpentry Student of the Year	Anna Wearne Trust Awards – Student of the Year
Elizabeth O'Brien	VCAL Vocational Mix	
Nicholas Barrack	VCAL	Anna Wearne Trust Awards – Certificate of Merit
Paul Venus	VCAL	
Rebecca Julian	VCAL	
Glen Carter	Electrical	Rotary Club of Wantirna Apprentice of the Year Award
Kieran O'Donnell	VCAL	Rotary Clubs of Montrose and District Student Achievement Award for Carpentry

■ Resources Group operational review



Resources Group operational review

http://www.swin.edu.au/corporate/ovp_resources/

The Resources Group strengthened its level of service provision throughout 2004, with a focus on delivering facilities and services aligned to the needs of the University staff and students across all campuses.



Highlights

- New Swinburne web design and pilot student portal implemented in December 2004
- Detailed plan for Stage 1 of the Hawthorn Learning Hub developed, with library development plans for Prahran, Wantirna and Croydon campus libraries completed
- Staff feedback on library services extremely positive
- Implementation of SuperSearch software, enabling simultaneous searching of ten databases of online information and journals.
- Lilydale and Croydon campuses now completely Voice Over IP enabled.
- All campuses now Wireless enabled.
- Swinburne Staff Attributes developed to align with Swinburne Management Attributes.



Overview

The Resources Group consists of the following units that provide a range of support services for the University:

- Facilities and Services
- Human Resources
- Information Resources Group
- Information Technology Services
- Security



Learning and teaching

The Library participated in a Learnscope project with the TAFE Division. As part of the re-development of the University's website, a student portal to centralise authentication for learning management and teaching systems (WebCT and Blackboard) was launched. It also provides easy access for students to timetables, results and email.

Information Technology Services continued to support the University's IBL program by employing five local Swinburne students, and one international student from Victoria University in Canada to work on a range of projects.

Research

The Group supports the University's research effort primarily through providing information support for researchers. There was a substantial increase in new online journals in 2004, as well as a large increase in incoming inter-library loans. Swinburne is also a partner in the ARROW Project (<http://www.arrow.edu.au>) (Australian Research Repositories Online to the World), funded by the Australian Government (\$3.7 million), which aims to create software and processes for online research repositories in Australia, building on Fedora software.

Community and industry

The Information Resources Group provided consulting services to the State Library of New South Wales and for .au Domain Administration Ltd, and is participating in the work of the Foundation Boroondara's library outreach program. The Library participated in two DEST-funded external projects, the COLIS Project, based at the University of Tasmania, and the ARROW Project, based at Monash University.

Internationalisation

The Information Resources Group and Information Technology Services (ITS) maintained strong links with the Sarawak campus during 2004. Inter-library loans services and online access for students to journals and other databases supported offshore learning and teaching. Staff from ITS travelled to Sarawak to improve understanding of services provided and to perform upgrades to networks.

Human resources

The Swinburne Staff Attributes, a set of capabilities required for effective performance, were developed to align with the existing Swinburne Management Attributes during 2004, creating an integrated framework for staff selection and

development that supports the University's strategic directions. The Swinburne Staff Attributes are now incorporated into all aspects of staff assessment and development via the recruitment, performance management and development processes.

Recruitment and selection practices and policies were reviewed, and an eRecruitment system was successfully piloted and implemented for all University recruitment. A new Swinburne Welcome program was piloted in 2004, and it will provide information and networking opportunities for staff when implemented during 2005.

TAFE Teachers Performance Plans were simplified and performance measures in the form of Professional Standards for TAFE Teachers were developed for implementation in 2005. New certified agreements signed in 2004 for academic, teaching, trades and general staff included flexible work arrangements and flexible work types provisions such as Australian Workplace Agreements, parental leave, improved dispute resolution, 48/52 leave provisions, and sabbatical leave for TAFE Teaching Staff.

Building compliance

The Facilities and Services Group continues to work towards achieving total Building Compliance. The Strategic Maintenance System provides a reference to capture compliance and essential services issues that are addressed during refurbishment programs. This strategy has had, and will continue to have, a significant impact on the University's compliance responsibility. As the accelerated program continues, there will be an ongoing reduction in outstanding compliance and essential services issues.

Work undertaken in BA level 5/6 classrooms was completed in March 2004. The BA works included an upgrade of the air conditioning system throughout the building. Fire safety issues were also addressed in both BA and EN with smoke doors replaced in both buildings. Asbestos, SMF tiles and PCB were removed.

Awards and recognition

Staff

Richard Constantine	CAUDIT 2004 IT Award	The CAUDIT Australasian Information Technology Award is awarded annually by CAUDIT for the most outstanding paper on any current issue or topic addressing the application of information technology in a university environment. The prize of \$2000 was donated to the charity, Kids Under Cover.
Geoff Arger		
Peter Ling		
Raj Sharma		
Susan Chapman	Library Service Award	
Fiona Campbell		

■ Student Affairs Group operational review



Student Affairs Group operational review

http://www.swin.edu.au/corporate/student_affairs/

The Student Affairs Group consolidated and strengthened its services in 2004, and continued concerted efforts to ensure that its activities, services and operations meet the needs of the University and prospective, current and past students.



Highlights

- Agreement on a Student Affairs Strategy Map, with priority key performance indicators (KPIs) by both client group and core business outcome.
- Implementation of a new Service Delivery Model for Student Services and the commencement and success of initiatives and projects to support the model.
- Completion of two major strategic marketing projects: the development and sign off of a Swinburne brand 'promise statement' and implementation of the resulting communication program and creative campaign; and completion of the first phase of the brand equity project with a buyer behaviour model for Year 12 prospective undergraduate students.
- Approval and implementation of an integrated pricing strategy and framework for all undergraduate, postgraduate and international student fees.
- Signing of a License to Occupy, covering all space and facilities occupied by the Student Union on each campus, in conjunction with continuing development of the Union's Services plan related to general service fee contributions.



Overview

The focus of the Student Affairs Group is very much on the student – prospective, current and past – and working with staff across the University to deliver a positive student experience for all our students. Operational units in the Group are:

- Alumni and Development
- Careers and Employment
- Corporate Marketing
- Student Operations
- Student Recruitment
- Student Services
- Swinburne Press
- University Secretariat

Flexible learning and teaching

The Higher Education Support Act 2003 (HESA) and the new Higher Education Information Management System (HEIMS), both taking effect on 1 January 2005, required significant modifications to University systems and business processes in order to meet the Government's new requirements.

The Plato Project, an evaluation of a new student administration system for the University, was completed during 2004, resulting in approval for implementation of a new system, the Jade Student Management System. The implementation team commenced work in September 2004, with full implementation scheduled for March 2007.

Two major strategic marketing projects were completed in 2004:

- a Swinburne brand promise statement 'Education that Works' and the associated communication program and creative campaign were completed; the statement succinctly captures the essence of Swinburne as an institution that produces students that are in demand and able to take advantage of, and create, opportunities in the world; and
- the first phase of the brand equity project to identify key value drivers (ascertaining how different parts of Swinburne contribute to its overall reputation) and a buyer behaviour model, or Year 12 student enrolment decision model, incorporating input from Swinburne staff and prospective students.

The Student Services area implemented a new service delivery model during 2004, moving from a campus model to a discipline based one. It successfully implemented initiatives and projects such as the development of innovative methods to reach larger numbers of students, workshops, on-line services and the development of partnerships and joint projects (such as 'students-at-risk') with the teaching divisions.

A strategic review of Swinburne Student Residences for 2005 and beyond, with an enhanced focus on academic support, was completed during 2004. The Residential College's first Yearbook was produced and launched in November 2004.

An Equity Scholarship program for 2005 was established, and a strategic review of all University scholarships commenced. After extensive consultation, a University Disability Action Plan for 2005-2007 was finalised.

The University now has in place a new Regulation 16 – Student Discipline embodying key principles of natural justice with associated policies and procedures for both Assessment and Appeals (academic discipline), TAFE and Higher Education, and for Misconduct (applicable to all students within the University).

The Secretariat continues to play a pivotal role through the statutory boards' structures to generate ongoing reviews of the University's academic policies and procedures. As part of its commitment to continuous improvement, reviews of all standing committees of the Academic Board, with particular attention to membership and terms of reference, were held during 2004.

Community and industry

Student Affairs is also committed to recognising and acknowledging contributions to the Group and Swinburne by staff and friends of the University. In 2004, Student Affairs, in conjunction with the Resources Group, entered into a sponsorship arrangement with the National Institute of Circus Arts for the performance of the 'Inferno' tent show. Show tickets were provided to staff and friends of the University in recognition of their contribution to Swinburne.

The intersectoral advantage

Student Information Centres have now been established on all University campuses. Consultations commenced on

the expanded Hawthorn Student Information Centre with the building development project in Wakefield Street, which is due for completion in early 2006. Enhancing the Student Centre at Swinburne Lilydale was the establishment of joint TAFE/Higher Education student administration operations.

A high level of intersectoral cooperation was also evident during 2004 in terms of new and innovative proposals which related to the development and successful accreditation of several associate degree programs including Information Technology (Information Systems), Information Technology (Multimedia Software Development) and Information Technology (Computing).

Alumni and Development coordinated and presented several fundraising events, including the Swinburne Eclectics Art Exhibition in March 2004 and the Sir Rupert Hamer Lecture at Raheen in September 2004. The first installment of a \$300,000 pledge from People First Retirement Living Pty Ltd for a key dementia study was received during the year and, for the first time, the University's Annual Appeal exceeded \$100,000.

Internationalisation

The Student Affairs Group is committed to addressing the needs of both local and international students. During 2004 an integrated pricing strategy and framework for all undergraduate, postgraduate and international student fees was approved and implemented.

Awards and recognition

Staff

Student Affairs Group Entrepreneurial (SAGE) Awards

SAGE awards are designed to provide funding for projects which, under normal resource constraints, would not be able to be developed and delivered. These awards give staff the opportunity to apply for funds up to the value of \$16,000 to fund the development of collaborative staff initiatives.

Helen Kalaboukas	Student Services	Supporting Students at Risk
Ian Egan	International Student Unit	
Cait Ryan	Careers and Employment	Improving Employability of Swinburne Graduates
Jan McAdam	Student Information Centre	
Angela Taaffe	Alumni and Development	
Janelle Hansen	Marketing	
Anita Bortolotto	Marketing	Self-Guided Campus Tours
Janelle Hansen	International Student Unit	
Tom Sawicki	Student Information Centre	
Victoria Shillong	Student Services	
Claire Vickers		
Jenny McQuilkin		
Cathy Flanagan		
Tanya Carson		

An International Students at Risk project, which includes intervention strategies for international students at risk, commenced during 2004. A Students at Risk pilot project, targeted at local students, was also undertaken during 2004 jointly by Student Services and a Higher Education Division faculty.

The Student Affairs alumni group participated in Swinburne's International Advisory Board meeting in Hong Kong in December 2004. The Vice-Chancellor presided over the meeting, attended by senior alumni from Hong Kong, Malaysia, Singapore, Vietnam, Thailand, Bulgaria and Hungary.

Staff

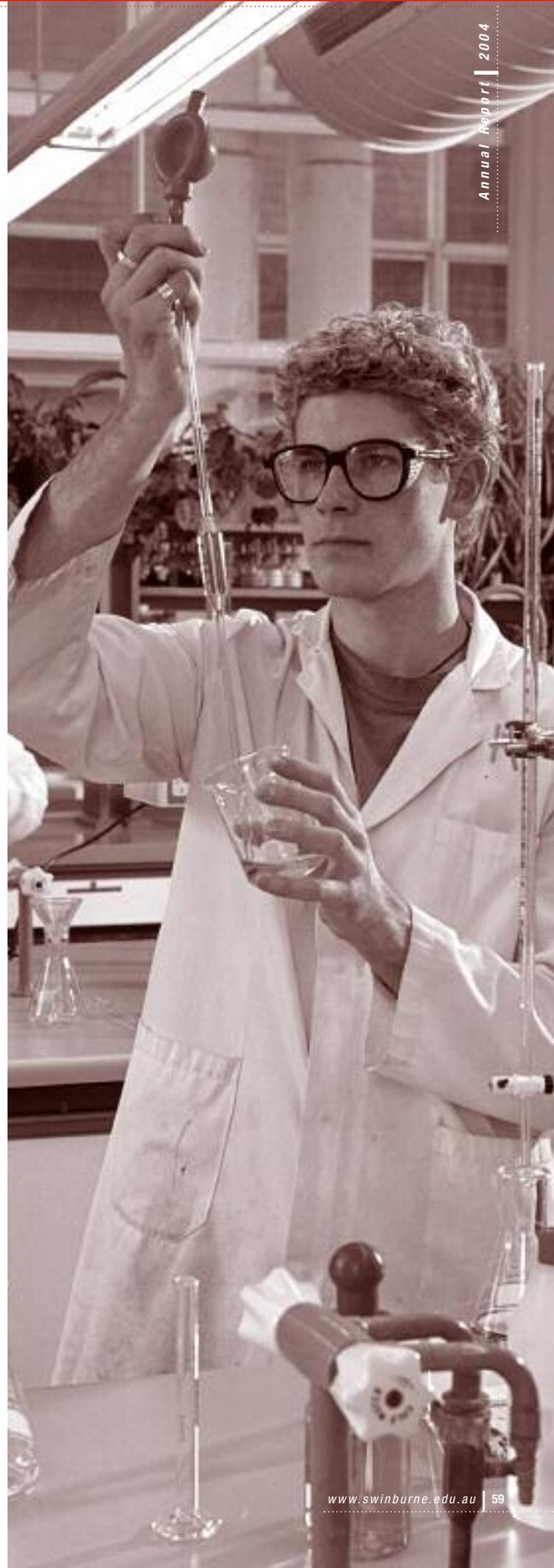
Two major staff development initiatives were implemented in 2004:

- phase two of the front line manager program, resulting in the award of the Diploma in Frontline Management for participating staff; and
- pilot of the middle management leadership program, designed to develop the knowledge and skills of Level 3 managers with people management responsibility. This program presented a range of management principles and models and their application in the University context.

Courses accredited and re-accredited in 2004

Undergraduate

- Bachelor of Applied Science/Bachelor of Business
- Bachelor of Applied Science/Bachelor of Social Science
- Bachelor of Business (eCommerce)
- Bachelor of Business (Honours)
- Bachelor of Business/Bachelor of Arts (Italian)
- Bachelor of Business/Bachelor of Arts (Japanese)
- Bachelor of Business (International Business)/Bachelor of Arts (Italian)
- Bachelor of Business(International Business/Bachelor of Arts (Japanese)
- Bachelor of Business/Advanced Diploma Business (Accounting)
- Bachelor of Business/Advanced Diploma Business (Marketing)
- Bachelor of Business (Tourism and Management)/Diploma Hospitality Management
- Bachelor of Business/Bachelor of Social Science
- Bachelor of Health Science (Public and Environmental Health)
- Bachelor of Health Science (Honours) (Public and Environmental Health)
- Bachelor of Multimedia in Games and Interactivity/Bachelor of Science in Computer Science and Software Engineering
- Bachelor of Science in Biochemistry/Chemistry
- Bachelor of Science in Psychology/Biochemistry
- Bachelor of Science in Biotechnology/Biochemistry
- Bachelor of Science in Biotechnology/Biochemistry/Bachelor of Business
- Bachelor of Science in Biotechnology/Biochemistry/Bachelor of Arts in Media and Communications
- Bachelor of Science (Honours) in Chemistry
- Bachelor of Science (Honours) in Biotechnology/Biochemistry
- Bachelor of Technology in Aviation
- Bachelor of Technology in Aviation/Bachelor of Business
- Bachelor of Technology in Air Transportation Management
- Bachelor of Technology in Air Transportation Management)/Bachelor of Business



Postgraduate

Graduate Certificates

- Graduate Certificate of Business in Applied Business
- Graduate Certificate of Business in Executive Administration
- Graduate Certificate of Business in Professional Practice
- Graduate Certificate of Business in Project Management
- Graduate Certificate of Business in Quality Management
- Graduate Certificate of Business in Small Business Management
- Graduate Certificate of Business in Supply Chain Management
- Graduate Certificate of Engineering in Microsystem Technology
- Graduate Certificate of Metrology and Quality
- Graduate Certificate of Science in Astronomy
- Graduate Certificate of Social Science in Male Family Violence
- Graduate Certificate of Social Science in Pre-Natal and Post-Natal Family Support

Graduate Diplomas

- Graduate Diploma in Integrative Medicine (*incorporating the Graduate Certificate in Integrative Medicine*)
- Graduate Diploma in Nutritional and Environmental Medicine (*incorporating the Graduate Certificate in Nutritional and Environmental Medicine*)
- Graduate Diploma of Integrative Medicine in Mind-Body Medicine (*incorporating the Graduate Certificate of Integrative Medicine in Mind-Body Medicine*)
- Graduate Diploma of Social Science in Professional Counselling (*incorporating the Graduate Certificate of Social Science in Professional Counselling*)

Stand-Alone Masters programs

- Master of Multimedia (Honours)
- Master of Multimedia Technology
- Master of Psychology in Clinical Psychology
- Master of Science (Honours) in Network Systems
- Master of Technology in Information Technology
- Master of Technology in Software Engineering
- Master of Technology in Information Systems
- Master of Technology in Internet Computing
- Master of Technology in Information Technology Management

Nested Masters programs

(*incorporating Graduate Certificate, Graduate Diploma and Masters qualifications*)

- Master of Business (Marketing) (Honours)
- Master of Engineering (Honours) in Advanced Manufacturing Technology
- Master of Engineering (Honours) in Industrial Engineering
- Master of Engineering (Honours) in Microsystem Technology
- Master of Entrepreneurship and Innovation (Honours)
- Master of Multimedia
- Master of Science in Astronomy
- Master of Science in Network Systems
- Master of Science in Good Manufacturing Practices

Doctoral programs

Professional Doctorate in Clinical Psychology

Other

- Associate of Information Technology in Information Systems (Associate Degree)
- Associate of Information Technology in Multimedia Software Development (Associate Degree)
- Associate of Information Technology in Computing (Associate Degree)
- Professional Certificate of Teaching Practice (non-AQF award classification)

Courses lapsed in 2004

- Associate Degree of Applied Science (Computing – Business Systems)
- Associate Degree of Business (International Trade)
- Associate Degree of Engineering (Computer Systems Electronics)
- Graduate Certificate of Social Science (Disability Policy and Management)
- Graduate Diploma of Social Science (Disability Policy and Management)
- Master of Social Science (Disability Policy and Management)

■ Industry Liaison operational review



Industry Liaison operational review

<http://www.swin.edu.au/corporate/ili/>

2004 was an exciting year for Industry Liaison, with the winning of a national competitive grant and development of key performance indicators.



Highlights

- Winning Higher Education Innovation Program funding for the establishment of 'Business Link' in collaboration with the Boroondara Business Network
- Reaching agreement on organisational level performance indicators for industry engagement
- Industry Engagement activities are recognised for promotion purposes in the new Interim Higher Education Promotions Policy
- Relationship building with key clients has been strengthened with the direct support of the Vice-Chancellor in hosting breakfasts with major industry partners and peak industry bodies. The Vice-Chancellor signed a Memorandum of Understanding with leading supply chain standards organisation EAN Australia.
- The Office of Industry Liaison, Human Resources, TAFE Professional Development and Industry Consulting Services joined forces to design and deliver a new workshop '*Essentials for Successful Industry Engagement*'.



Overview

The University's Industry Enabling Plan set the agenda for key policy and related developments in 2004. Major initiatives have commenced across the five goals for Industry Engagement:

1. to design and deliver programs that are relevant to the needs of industry
2. to optimise business development
3. to expand research collaboration with industry
4. to be recognised as a leading institution in community, industry and regional development initiatives
5. to ensure Swinburne's policies, systems and procedures effectively support superior performance in industry engagement.

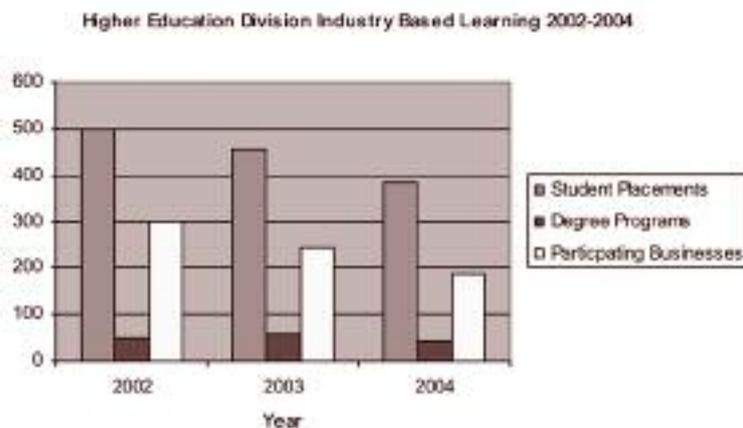
Industry-Based Learning (IBL)

Swinburne's IBL program continues to be strongly supported by industry with 424 students undertaking IBL placements in 218 companies in 2004. This included 24 students interstate, and 15 in overseas placements in countries including Switzerland, Scotland, UK, Canada, Japan, Singapore, , USA, and Germany .

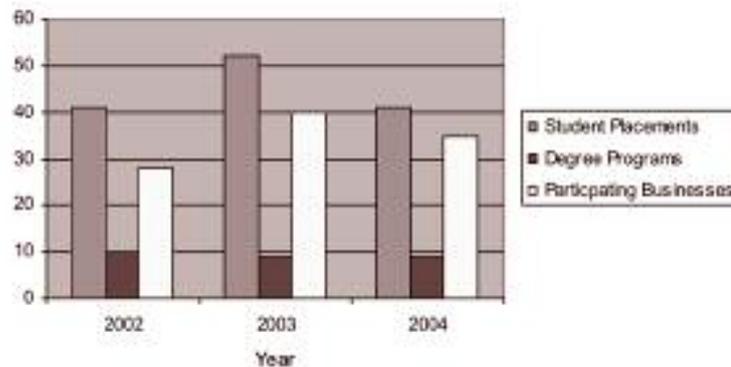
During 2004, an IBL Action Group recommended the implementation of university-wide strategies to be implemented in 2005 including mechanisms to further enhance Swinburne supervision of IBL placements and processes to enhance learning. These initiatives have been developed from research commissioned into industry perspectives of IBL and data from evaluations of the IBL program in 2003 and 2002 by employers and students.

	Year	Higher Education Division	Swinburne Lilydale	TAFE Division*	Total
Student placements	2002	497	41		539
	2003	458	52		510
	2004	384	41	483	908
Number of degree programs	2002	49	10		59
	2003	58	9		67
	2004	43	9		52
Participating businesses	2002	300	28		328
	2003	246	40		286
	2004	186	35	735	956

*TAFE Division data collected for the first time in 2004



Lilydale Industry Based Learning 2002-2004



More opportunities for industry collaboration

Industry collaboration opportunities have been boosted with the awarding of two Vice-Chancellor's Strategic Initiatives and a major Department of Education Science and Technology (DEST) – Higher Education Innovation Programme (HEIP) grant to the Office of Industry Liaison for implementation in 2005:

- the **Business Link** initiative funded by HEIP will link post and undergraduate students to short term paid employment projects related to their studies in local enterprises – this project is in collaboration with the Boroondara Business Network, a strong supporter and partner;
- the **Industry Fellowships and Experts-in-Residence Scheme** will provide opportunities for academics to undertake industry placements for up to 3 months full-time – complementing this scheme is the Experts-in-Residence initiative that will see corporate executives working inside the university to stimulate collaborative projects; and
- the success of the **Industry Synergy Grants** scheme was recognised through the award of a Vice-Chancellor's Strategic Initiatives grant.

Showcasing innovation

Communication of Swinburne's diverse strengths in research and innovation to industry can be a major challenge. The Office of Industry Liaison coordinated new approaches in 2004.

- The **Swinburne Innovation Festival** was part of the Australian Innovation Festival. The 21 Swinburne events attracted nearly 800 participants. Industry participation was very high at approximately 50%. Links with the InnovationXchange resulted in two major joint events:
 - The Festival Opening involving special keynote speakers Professor John Wolpert, former IBM Extreme Blue Lab Director and Dr John Sime, Imperial College, London; and
 - The Great Innovation Debate – *'Australia's Future: Innovators or Adaptors?'* moderated by David Miles, Chair, National Innovation Awareness Council.
- In association with Research Week, the first **Automotive Industry Research Forum – 'Shake, Rattle and Roll'** showcased the latest research on the road safety implications associated with:
 - 'Fatigue and sleepiness associated with low-frequency vibrations transmitted through the truck seats'* (Dr John Patterson and Dr Caroline Owen, Sensory Neurosciences Laboratory); and
 - 'Assessing the effectiveness of road roughness indices for determining poor ride for heavy articulated vehicle occupants'* (Assoc. Prof. Kerry McManus and Dr Rayya Hassan, School of Engineering and Science).

More innovative Industry Synergy projects funded in 2004

Following the successful outcomes from the first round of Industry Synergy Grants funding in 2003, five projects were funded in 2004. The Industry Synergy grants aim to stimulate innovation in Swinburne's diverse relationships with industry partners.

- National Centre for Sustainability and City of Greater Dandenong Council: 'Feasibility Study into Establishing a Sustainable Living Centre in the City of Greater Dandenong'
- National Institute of Design and Australand Holdings: '*Housing and Sustainable Futures*'
- School of Engineering and Science and Glensborough Estate: '*Desalination of Bore Water*'
- Education Research Unit – Lilydale and Department of Education and Training – Western Metropolitan Region: '*In Partnership with Parents: A Learning Difficulties Support Program*'
- Australian Graduate School of Entrepreneurship and Managed Innovation International: '*Development and Validation of an Innovation Diagnostic and Measuring Instrument.*'



Part C : Statutory reporting, compliance and disclosure statements

2004

Buildings Act

- 1(a) All new buildings and works are certified under section 217 of the Building Act 1993, by qualified and registered Building Surveyors (Building Practitioners).
- 1(b) All works comply with the 10 year liability gap, as a matter of routine and Occupancy Permit is obtained for new capital building works at the completion of all work.
- 2(a) Major Works completed in 2004 included:
 - Refurbishment of Levels 4/5/9 Business Arts Building Hawthorn Campus;
 - Centres Building LD, (New Building) Lilydale Campus;
 - Horticulture Facility (New Building) Wantirna Campus;
 - Refurbishment PA Building National School of Design Stage 1, Prahran Campus.
- 2(b) These projects were subjected to certification of plans, mandatory inspections and the issue of an Occupancy Permit by a registered Building Surveyor (Building Practitioner).
- 3 The University has an established maintenance schedule for all existing buildings, supplemented by an electronic 'Remote Requester' reporting system for use by maintenance staff and building users for building defects or failures of equipment. Maintenance contracts with specialised firms are let for major plant items such as lifts and escalators, air conditioning equipment, fire protection and emergency evacuation system.

- 4 The University's Capital Management Plan sets out a program for all buildings not strictly conforming with the Building Act 1993. In 2001 the University implemented a plan to bring all buildings to compliance.
- 5 It is the University policy that only registered building practitioners, approved by the Victorian Government for public sector works are engaged for Swinburne capital works projects.
- 6 There have been no cases of building practitioners becoming deregistered while engaged on Swinburne capital works.

Building works

- Buildings certified for approval in 2004 = 4
- Works in construction and the subject of mandatory Inspections = 3
- Occupancy Permits issued = 4

Maintenance

- Notices issued for rectification of sub-standard buildings requiring urgent attention = Nil
- Involving major expenditure and urgent attention = Nil

Conformity

- Number of buildings conforming to standards = 74

Consultancies

In Excess of \$100,000

Consultancy	Description	Amount
Charter Wilson and Associates Pty Ltd	Consulting services for Information Systems Strategy Scoping Project	\$107,002
Deloitte Touche Tohmatsu	Professional fees relating to the preparation of a financial model for the Hawthorn Development Project.	\$210,000
Total		\$317,002

Consultancies Less than \$100,000

There were 256 consultancies of less than \$100,000 each during 2004.

Expenditure totalled \$1,123,155. Details of these consultancies are available upon request.

Education Services for Overseas Students (ESOS)

Swinburne University remains committed to ESOS compliance and conducted workshops for staff during 2004. An audit was conducted by the University's internal audit unit in July 2004 which found the University to be compliant in the areas subjected to audit. In the interests of continuous improvement, further audits are planned for 2005 to be conducted by an external ESOS auditor.

Environmental statement

Environmental sustainability issues were addressed during the refurbishment of the Business Arts (BA) building on the Hawthorn Campus. A 'heat wheel' was installed, making Swinburne one of the first universities in the country to encompass this technology, which recovers heat energy for reuse. It is anticipated that savings of 15% – 20% in running costs for the air conditioning within this 12 storey building will be achieved.

Existing primary air conditioner systems throughout the building were cleaned and the entire building and air conditioning system balanced, increasing fresh air intake supplies and unit performance. This turned an old system subject to continual complaints from occupants into an efficient fully functional unit.

In addition, all newly renovated areas of the building have been equipped with T5 lighting and occupancy motion sensors. Other features adopted to increase building efficiencies include open plan offices, the extensive use of glass, and use of light colours and recyclable materials. Furniture was also reused where appropriate.

Freedom of Information

The Freedom of Information Officer is the responsible officer for administering the *Freedom of Information Act 1982* (FOI Act) for the University. The Principal Officer under the FOI Act is responsible for making decisions with regard to Internal Reviews; this function rests with the Vice-Chancellor.

Procedure for handling requests

All requests for access to documents under the FOI Act are made in writing to the Manager, University Records and Freedom of Information Officer, Swinburne University of Technology, PO Box 218, Hawthorn, Victoria, 3122. An application form can be obtained by telephoning 9214 5413.

FOI Statistics 2003–2004

Number of requests	2
Number of requests refused	0
Number of requests awaiting a decision	0
Number of decisions to release:	
– in full	1
– in part	1
Number of decisions to exempt in full	0
Number of decisions indicating no documents identified	0
Number of internal reviews	1
Number of Administrative Appeals Tribunal appeals	1
Exemptions cited	S33(2)(a);s30; s33;s35(1)(b)
Other provisions cited	Nil
Fees and charges collected	\$20

Categories of documents in the possession of the University

Swinburne has a University-wide records management application (RecFind). This system ensures that the University incorporates all relevant documents into its record keeping system. Records, including correspondence, agreements, contracts, tenders, publications, reports and committee agenda and minutes are maintained and defined within the following structure:

- Buildings and grounds
- Committees
- Communications
- Conferences and seminars
- Courses and programs
- Equipment
- Financial management
- Human Resources
- Marketing
- Operational management
- Research
- Student administration.

Hard copy student records are also maintained.

University bodies whose meetings are open to the public or whose minutes are available for public inspection

- Council
- Academic Board
- Board of Technical Studies

Name and designation of officer responsible for processing FOI requests

Mr. Shane Arnold
Manager, University Records and
Freedom of Information Officer
Telephone: 03 9214 5413

Grievance and complaint procedures

Staff

The University has a Staff Grievance Policy and Procedure to resolve any issues of perceived unfairness that do not fit within the scope of the anti-discrimination/bullying and industrial dispute procedures. In the policy, the University commits to: 'ensuring staff have fair and consistent treatment and prompt consideration of complaints' and to resolve grievances 'with the least practicable formality compatible with assurance of fair and consistent treatment.'

Students

The University is committed to ensuring that all students have a positive relationship with the University and its staff members. The General Grievance Procedures for Students include processes for receiving and processing complaints.

Most complaints are resolved at the local level. Students with a complaint or grievance are encouraged to raise the matter with the relevant School of Department manager initially. The procedures detail further steps that can be taken if problems cannot be resolved at the local level.

Complaints about administrative actions and decisions of the University can be made to the Victorian Ombudsman. Information about the complaint procedures and a link to the Ombudsman's web site is available at:

<http://www.swin.edu/corporate/registrar/ombudsman.htm>.

Industrial relations

The University has completed negotiations and implemented three new certified agreements in 2004, with no days of work lost to industrial disputes. The Certified Agreements implemented in 2004 are:

- Swinburne University of Technology Academic and General Staff Certified Agreement 2004–2006
- Victorian TAFE Teaching Staff Multi Employer Certified Agreement 2004
- Swinburne University of Technology Trades Staff Agreement 2003

An industrial agreement for Security Officers and General Duties Officers is still outstanding.

Merit and equity

The University has human resources policies and procedures to ensure merit and equity principles are upheld in employment and University services. Appointment and promotion policies ensure decisions are made based on relevant criteria, which incorporate merit principles.

In 2004, the University developed the Swinburne Attributes to promote effective and fair conduct for managers and employees. The Swinburne Attributes provide a comprehensive statement of required manager and employee capabilities, that is, the skills, knowledge and values expected of staff. The Swinburne Attributes represent the University framework of competencies or behavioural criteria for staff selection, performance and development processes.

National competition policy

Swinburne has a compliance manual which is distributed to staff as reference material. Training is provided on an as required basis for staff involved in the development of contracts. Spreadsheet models, which incorporate competitive neutrality principles, are available for use throughout the University. The University has also taken steps to ensure that relevant amounts, as appropriate, are recognised in its accounting system. These amounts mainly occur within the University's Higher Education divisions. The State Government, through the Office of Training and Tertiary Education, collects this amount from TAFE activities, as a levy on commercial revenue, by adjusting the amount paid for student contact hours funded by the State.

Occupational Health and Safety

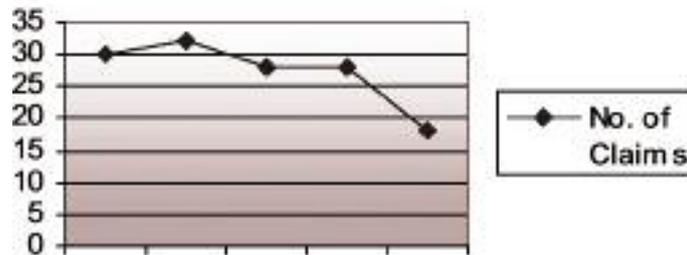
The University is committed to providing all its employees, students, contractors and the public with a healthy and safe environment for work and study. Through a process of continuous improvement Swinburne strives to integrate health and safety into all its operations and activities.

Achievements in 2004 included:

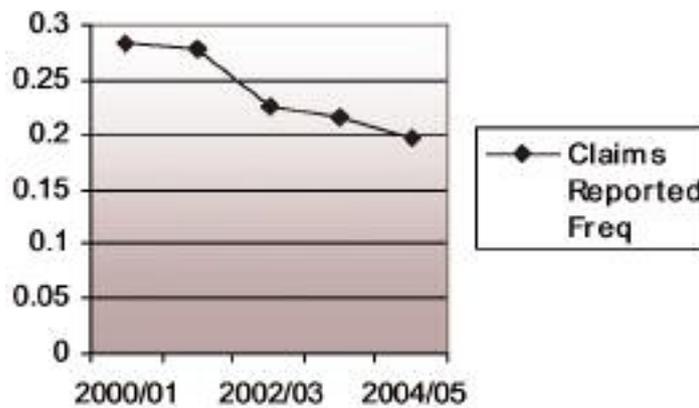
- implementation of a compliance tracking system across the University in the form of Area Management Plans;
- successful completion of Stage One of the Worksafe Universities Chemical Management Project; and
- completion of a Training Needs Analysis for University managers.

Occupational Health and Safety – Performance Indicators

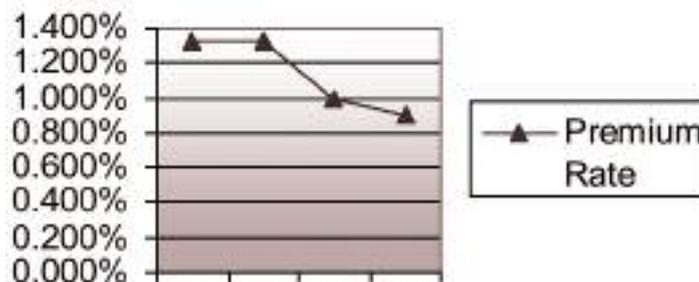
- The decline in the number of Standard Claims reported to WorkCover continued in the latter part of 2004, confirming a clear trend in this direction.



- Similarly, the Standard Claims Reported Frequency (no. of claims per \$M in wages) has decreased over the past four years to 2004–05 YTD by approximately 30%.



- The Remuneration-WorkCover Premium Rate has decreased over the same period, to below 1%.



Public Sector Management and Employment Act

The fair and responsible employment and management practices enshrined in the Public Sector Management and Employment Act are upheld by the University through a combination of a policy framework and staff induction and development processes.

Fair and reasonable standards of conduct in undertaking University business are detailed in a range of policies, including:

- Anti-Discrimination;
- Bullying;
- Conflict of Interest; and
- Code of Conduct policies.

Induction processes inform new employees of these employment rights and obligations and Human Resources delivers ongoing training for staff on the application of the principles of equity and diversity in decision making and employee conduct, including protection from bullying. A management development and staff development program, underpinned by the Swinburne Attributes, is directed to informing and developing employee capabilities and ethical behaviour.

The TAFE Division develops a Managing Diversity Plan and reports to the Office of Training and Tertiary Education on the achievement of strategies to facilitate participation and input by staff, students and other stakeholders from diverse backgrounds. Initiatives in 2004 included developing partnerships with indigenous organisations for training delivery and providing educational pathways for disadvantaged youth.

Whistleblowers Protection Act

Policies and procedures are maintained to ensure compliance with the *Whistleblowers Protection Act* and the Ombudsman's guidelines. The policy establishes that people seeking protection under the Act may do so in person or in writing to the Vice-Chancellor, the Director, Internal Audit or the Director, Human Resources. Referral and investigation procedures under the policy meet the requirements of the Act and the Ombudsman's Guidelines.

The University was pleased to participate in the Ombudsman's 2004 review of compliance. The review report recognises the efforts of the University in meeting

its obligations under this important, protective legislation. In 2004 no disclosures were made to the designated officers of the University that showed 'reasonable grounds' to be recognised as protected disclosures. Therefore, no disclosures were referred to the Ombudsman. During the year, one previous investigation was reviewed by the Ombudsman. No findings of 'improper conduct' or 'detrimental action', as defined by the Act, were made. No disclosures were referred by the Ombudsman to Swinburne. No investigations were taken over by the Ombudsman. No requests were made under section 74 of the Act. No disclosures were declined during the year and the Ombudsman made no recommendations under this Act.



Information about the University

The Swinburne website (<http://www.swin.edu.au>) provides a comprehensive range of information about the University, including detailed information about its courses, faculties, schools and departments, campuses in Australia and overseas, and the range of its activities. The website was redesigned at the end of 2004; this has enhanced its role in presenting Swinburne to Australia and the world.

The website also provides public access to the University Annual Reports at the following address:
http://www.swin.edu.au/corporate/fpr/reports_annual.html

A pictorial history of Swinburne's Hawthorn campus, dating from 1914, is also available as part of the National Library's Picture Australia initiative (<http://www.pictureaustralia.org>) The history provides a random tour through career-oriented education over most of the 20th century, portraying staff and students engaged in classroom, sporting, social and official activities.

Additional information available on request

Consistent with the requirements of the *Financial Management Act 1994*, Swinburne has prepared material on the following items, details of which are available upon request:

- a statement that declarations of pecuniary interest have been completed by relevant officers;
- publications about the University;
- overseas visits undertaken;
- changes in prices, fees, charges, rates and levies;
- major external reviews of the University; and
- major promotional, public relations and marketing activities;
- List of major committees sponsored by the University.

Enquiries about access to this additional information should be addressed to:

Tom Aumann
Director, Foresight, Planning and Review
Swinburne University of Technology
PO Box 218, Hawthorn, 3122
Telephone: 9214 4598
Email: taumann@swin.edu.au



■ Financial summaries and statements

Summary of financial results 2000 to 2004 (Parent Entity)

	2000 \$000	2001 \$000	2002 \$000	2003 \$000	2004 \$000
Net assets	280,033	295,866	305,504	374,237	402,718
Operating surplus (deficit)	11,738	13,567	1,566	18,595	10,533
Overseas students fee revenue	24,323	29,639	35,648	43,237	46,378
Commonwealth Government grants	53,219	55,219	56,335	62,746	61,995
State Government grants	54,405	60,765	59,839	61,886	63,660

Summary of financial results 2000 to 2004 (Consolidated Entity)

	2000 \$000	2001 \$000	2002 \$000	2003 \$000	2004 \$000
Net assets	325,640	343,688	356,063	429,623	468,652
Operating surplus (deficit)	11,578	15,042	1,869	19,537	16,623
Overseas students fee revenue	24,323	29,639	35,648	43,237	46,378
Commonwealth Government grants	53,519	56,755	57,775	64,106	69,625
State Government grants	54,405	61,005	60,079	61,886	63,660

Summary of Significant Changes in Financial Position during 2004

There were no significant changes in the University's financial position during 2004.

Events Subsequent to Balance Date which may have a Significant Effect on Operations in Subsequent Years

Apart from those mentioned elsewhere in this Report there have been no events subsequent to balance date that could materially affect the financial position of the University.

Statement that Public Funds allocated to the University have been allocated to the purposes specified by the Government or other public funding body

Commonwealth and State financial assistance, and assistance from other public funding bodies during the reporting period, was expended in accordance with the purposes for which it was specified. The University has complied with the requirements of various programme guidelines that apply to the Commonwealth and State financial assistance identified in these financial statements.

■ Statement on compulsory non-academic fees, subscriptions and charges

In accordance with the *Tertiary Education Amendment Act 1994*, all students were advised at the time of enrolment that the General Service Fee:

- is applied to the provision of student amenities and services by the University
- does not confer membership of the Student Union or any other student organisation.

Compulsory non-academic fees, subscriptions and charges 2004

Compulsory non-academic fees, subscriptions and charges	Student status	Total GSF 2004 \$
General Service Fee: Higher Education		
	Full-time, full year	296.00
	Full-time, semester	148.00
	Full-time, full year concession	194.00
	Full-time, semester concession	97.00
	Part-time, full year	148.00
	Part-time, semester	74.00
	Part-time, full year concession	97.00
	Part-time, semester concession	48.00
	IBL/Distance Education, full year	60.00
	IBL/Distance Education, semester	30.00
	Part time IBL/Distance Education, full year	30.00
	Part time IBL/Distance Education, semester	15.00
General Service Fee: TAFE		
<i>Hawthorn, Prahran</i>		
	Full-time, full year	166.00
	Full-time, semester	83.00
	Full-time, full year concession	112.00
	Full-time, semester concession	56.00
	Part-time, full year	112.00
	Part-time, semester	56.00
	Part-time, full year concession	70.00
	Part-time, semester concession	35.00
<i>Eastern campuses</i>		
	Full-time, full year	138.00
	Full-time, semester	69.00
	Full-time, full year concession	86.00
	Full time, semester concession	43.00
	Part-time, full year	86.00
	Part-time, semester	43.00
	Part-time, full year concession	54.00
	Part-time, semester concession	27.00
Off-campus		
	Workplace training, full year	0.00
	Workplace training, semester	0.00
	Off-campus, full year	34.00
	Off-campus, semester	17.00

■ Compulsory non-academic fees statement of income and expenditure year ended 31 December 2004

	31/12/2004	31/12/2003
Receipts from students (not including GST)	\$	\$
Brought forward	1,407,982	1,145,603
General Service Fees	4,414,637	4,063,114
Total	\$5,822,619	\$5,208,717
Disbursement of fees by Swinburne University of Technology (not Including GST)		
Remitted to Swinburne Student Union Inc.	2,606,657	2,469,553
Remitted to Swinergy (Swinburne University Sport and Recreation)	800,000	920,000
Disbursements from Student Amenities Fund	1,269,161	364,006
Handbooks and Registrar's expenses	40,582	47,176
Carried forward	1,106,219	1,407,982
Total	\$5,822,619	\$5,208,717
Disbursement of fees by Swinburne Student Union Inc.		
Visual and Performing Arts	57,071	64,340
Administration	9,880	21,610
Clubs and Societies	25,711	26,430
Campus Computers	20,786	40,114
Student Advisory Centre	121,565	88,699
Academic support	9,267	10,315
Equipment library	23	-
General expenses (including depreciation)	216,982	242,993
Communication and Information	23,873	35,500
Hawthorn campus	1,248,664	1,110,148
Eastern campuses	949,607	862,945
Prahran campus	452,328	432,806
Sub total	3,135,757	2,935,900
Less expenditure funded by non-fee income	529,100	466,347
Total	\$2,606,657	\$2,469,553
Disbursement of fees by Swinergy (Swinburne University Sport and Recreation)		
Administration	424,242	243,609
Capital Development Fund	-	170,011
Club Subsidies	58,390	51,568
Club Portfolio	51,430	55,543
Depreciation	63,811	65,864
Finance	64,754	67,205
Marketing	31,384	41,069
Team Swinburne	75,333	84,588
Recreation Portfolio	69,244	64,292
Hawthorn Sports Centre	(21,372)	71,454
Committee of Management	7,473	4,797
Sub total	824,689	920,000
Less expenditure funded by non-fee income	24,689	-
Total	\$800,000	\$920,000

Notes:

(1) Disbursements by Swinburne Student Union Inc. and Swinergy have been obtained from the preliminary annual accounts of the two entities

■ Compliance index 2004

The annual report of Swinburne University of Technology is prepared in accordance with:

FMA	<i>Financial Management Act 1994</i>
FRD	Financial Reporting Directions
SD	Standing Directors of the Minister for Finance issued under the <i>Financial Management Act 1994</i>
TEA 1993	<i>Tertiary Education Act 1993</i>
PAEC	Decision of Public Accounts and Estimates Committee of Parliament
RUG	Victorian Government Response to the Review of University Governance
ESOS	Education Services for <i>Overseas Students Act 2000</i>
DEST	Department of Education, Science and Training

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

Clause	Disclosure	Page(s)
Report of operations		
FRD 10	Compliance index	75-76
FRD 11	Disclosure of <i>ex-gratia</i> payments	N/A
FRD 21(1)(a), (b), (c), (d)	Disclosure of responsible persons and executive officers remuneration	118-119
FRD 21(2)(a), (b), (c); FRD 22	Disclosure of remuneration of executive officers	118-119
SD 4.2(g) (h)	General and financial information	4-10
SD 4.2 (j)	Signature of Chancellor or nominee	3
	Date of meeting at which Council approved annual report, or date of delegated approval	3
General information		
FRD 22	Manner in which the University was established	12
FRD 22	Relevant Minister	13
FRD 22	Objectives, functions, powers and duties	13
FRD 22	Nature and range of services, people and communities served	13-15
FRD 22	Administrative structure	19-21
FRD 22	Members of the Council	17-18
FRD 22	Occupants of senior offices and areas of responsibility	24-25
FRD 22	Organisational chart	24
FRD 22	Workforce data for current and previous year; statement on application of merit and equity principles	26;68;70
FRD 22	Statement on Occupational Health and Safety matters	69
Financial year information		
FRD 22	Summary of the financial results with comparative results for the preceding four years	33;72
FRD 22	Summary of significant changes in financial position	33;72
FRD 22	Operational objectives and performance including significant activities and achievements	37-64
FRD 22	Major changes or factors affecting the achievement of operational objectives	37-64
FRD 22	Events subsequent to balance date which may have a significant effect on operations in subsequent years	72
FRD 22	Consultancies in excess of \$100,000	66
FRD 22	Consultancies less than \$100,000	66
Other relevant information		
FRD 22	Application and operation of the <i>Freedom of Information Act 1982</i>	67-68
FRD 22	Compliance with the <i>Building Act 1993</i>	66
FRD 22	Compliance with the <i>Whistleblowers Protection Act 2001</i> (section 104)	70
FRD 22	Statement that information listed in Appendix 1 is available on request to the relevant Minister	71
FRD 22	Implementation and compliance with National Competition Policy	68
FRD 22	Summary of environmental performance	67

■ Compliance index 2004 (continued)

Clause	Disclosure	Page(s)
Additional information on request subject to the provision of the FOI Act		
FRD 22	Declarations of pecuniary interests	71
FRD 22	Shares held by senior officers	71
FRD 22	Publications	71
FRD 22	Changes in prices, fees, charges, rates and levies	71
FRD 22	Major external reviews	71
FRD 22	Major research and development activities	6;30;35;40;45;51
FRD 22	Overseas visits	71
FRD 22	Promotional, public relations and marketing activities	71
FRD 22	Occupational Health and Safety matters	69
FRD 22	Industrial relations, accidents and disputes	68-69
FRD 22	List of major committees sponsored by the University	71
Superannuation Liabilities and Disclosure		
FRD 23	Name and type of scheme	122
FRD 23	Basis for calculating superannuation contributions	122
FRD 23	Cost to the University for the scheme during the year	122
FRD 23	Amount of contributions to defined contribution schemes outstanding at balance date	N/A
FRD 23	Details of any loan to the University from the scheme	N/A
FRD 23	If superannuation liabilities are recognized, details for each plan, accrued benefits, market value, etc	122
Additional information		
s. 12I TEA 1993	Compulsory non-academic fees, subscriptions and charges	73-74
PAEC (December 1997)	International initiatives and strategies	6-7;31;41-42;46-47;52
PSMEA ss 7 & 8	Employment processes and principles of conduct for public sector employees	70
RUG	Statement that public funds allocated to the purposes specified by the Government or other public funding body	72
RUG	Council's risk management strategy	22
RUG	Summary table of financial performance of the University's Associates and commercial ventures	22
ESOS	Compliance with ESOS Act 2000	67
DEST	Internal grievance and complaint procedures and complaints made to and investigated by the Ombudsman	68-70
DEST	Website address for the current and previous Annual Reports	71
FMA 49(a), (b), (c), (d), (e) Financial statements		
SD 4.2 (a)	Prepared in accordance with Australian Accounting Standards (AAS and AASB standards) and other mandatory professional reporting requirements (including Urgent Issues Group Consensus Views and Statements of Accounting Concepts), Financial Reporting Directions and Business Rules	79;81
SD 4.2 (b)	Comprised Statement of Financial Performance and Financial Position, Statement of Cash Flows and Notes to the financial statements	83-130
SD 4.2(c)	Signed and dated by the Accountable Officer, CFAO and a member of the Responsible Body	81
SD 4.2 (d)	Expressed in the nearest dollar	95
SD 4.2 (e)	Reviewed and recommended by the Audit Committee or Responsible body prior to finalization and submission	81

Part D : Financial Reporting

2004



AUDITOR GENERAL
VICTORIA

AUDITOR-GENERAL'S REPORT

To the Members of the Parliament of Victoria, responsible Ministers and Members of the Council of Swinburne University of Technology

Audit Scope

The accompanying financial report of Swinburne University of Technology for the financial year ended 31 December 2004, comprising statement of financial performance, statement of financial position, statement of cash flows and notes to the financial statements, has been audited. The financial report includes the consolidated financial statements of the economic entity, comprising the Swinburne University of Technology and the entities it controlled at the year's end or from time to time during the financial year as disclosed in note 39 to the financial statements. The Members of the Council are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, responsible Ministers and Members of the Council as required by the *Audit Act* 1994.

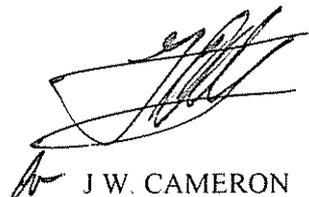
The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act* 1994, so as to present a view which is consistent with my understanding of the University's and the economic entity's financial position, and their financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act* 1994, the financial position of Swinburne University of Technology and the economic entity as at 31 December 2004 and their financial performance and cash flows for the year then ended.

MELBOURNE
24 March 2005



J.W. CAMERON
Auditor-General

SWINBURNE UNIVERSITY OF TECHNOLOGY
 ABN 13 628 586 699
FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004
STATEMENT BY ACTING CHANCELLOR, VICE-CHANCELLOR AND
PRINCIPAL ACCOUNTING OFFICER

We, the Acting Chancellor, Vice-Chancellor and Principal Accounting Officer, state that in our opinion:

1. The attached financial statements and notes thereto present fairly the financial position as at 31 December 2004, and the performance for the year ended 31 December 2004 of the University and the consolidated entity.
2. The attached financial statements and notes thereto are prepared in accordance with the Australian Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views and the provisions of the Financial Management Act 1994.
3. At the time of signing there are reasonable grounds to believe that the institution will be able to pay its debts as and when they become due.
4. Commonwealth financial assistance expended during the reporting period was expended in accordance with the purposes for which it was provided.

At the date of signing we are not aware of any circumstances that would render any particulars in the financial report either misleading or inaccurate.

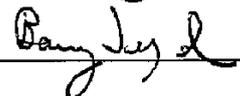
TW BROWN
Acting Chancellor



IR YOUNG
Vice-Chancellor



BM TELFORD
Principal Accounting Officer



Dated this 24th day of MARCH 2005.

■ Statement of financial performance for the year ended 31 December 2004

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Revenue from ordinary activities					
Commonwealth Government financial assistance					
Commonwealth Government grants	3	62,376	57,178	54,746	55,818
Higher Education Contribution Scheme					
Student contributions		3,159	2,976	3,159	2,976
Commonwealth payments	3	23,715	22,755	23,715	22,755
Commonwealth loan programmes	3	6,849	6,499	6,849	6,499
State and Local Government financial assistance	4	63,660	61,886	63,660	61,886
Superannuation– Deferred Government contributions		(3,425)	(4,522)	(3,425)	(4,522)
Commonwealth Supplementation	3	7,249	6,928	7,249	6,928
Fees and charges	5	91,747	80,384	90,991	79,786
Investment income	6	5,026	3,887	5,263	3,868
Royalties, trademarks and licences	7	301	101	301	101
Consultancy and contract research	8	9,243	8,202	9,243	8,080
Other revenue	9	2,765	7,362	2,646	4,554
Share of net result of associates and joint ventures accounted for using the equity method	40	-	(98)	-	-
Total revenue from ordinary activities		272,665	253,538	264,397	248,729
Expenses from ordinary activities					
Employee benefits & on costs	10	161,812	150,839	159,642	148,429
Depreciation and amortisation	11	18,027	13,990	11,901	11,914
Repairs and maintenance	12	9,074	6,349	9,024	6,349
Borrowing costs	13	590	556	590	556
Bad and doubtful debts	14	1,015	(2,079)	1,015	(2,079)
Other expenses	15	65,524	64,346	71,692	64,965
Total expenses from ordinary activities		256,042	234,001	253,864	230,134
Operating result from ordinary activities before related income tax expense		16,623	19,537	10,533	18,595
Income tax expense		-	-	-	-
Operating result from ordinary activities after related income tax expense		16,623	19,537	10,533	18,595
Profit/(loss) on extraordinary item after related income tax		-	-	-	-
Net operating result		16,623	19,537	10,533	18,595
Net operating result attributable to outside equity interest		22	6	-	-
Net operating result attributable to entity		16,645	19,543	10,533	18,595

■ Statement of financial performance for the year ended 31 December 2004 (continued)

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Net increase/(decrease) in asset revaluation reserve	23	22,128	52,796	18,039	50,179
Transfer of Swinburne Graduate School of Integrative Medicine to the Parent entity	30(b)	-	-	(91)	-
Adjustment resulting from change in accounting policy required by a change in an accounting standard		-	(298)	-	(295)
Adjustment in respect of prior years	30(b)	272	-	-	-
Total revenues, expenses and valuation adjustments attributable to the parent entity recognised directly in equity		<u>22,400</u>	<u>52,498</u>	<u>17,948</u>	<u>49,884</u>
Total changes in equity attributable to the parent entity other than those resulting from transactions with owners as owners		<u>39,045</u>	<u>72,041</u>	<u>28,481</u>	<u>68,479</u>

The above statement of financial performance should be read in conjunction with the accompanying notes.

■ Statement of financial position as at 31 December 2004

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current assets					
Cash assets	18	26,684	32,428	19,262	31,646
Receivables	19	10,811	8,659	10,903	11,129
Inventories	20	969	953	969	953
Other financial assets	22	59,486	56,607	59,486	56,607
Other non-financial assets	24	3,566	3,400	3,566	3,400
Total current assets		101,516	102,047	94,186	103,735
Non-current assets					
Receivables	19	94,603	100,287	108,426	100,287
Inventories	20	-	-	-	-
Investments accounted for using the equity method	21	-	-	-	278
Other financial assets	22	1,624	1,246	1,624	1,246
Property, plant and equipment	23	428,825	397,540	356,217	340,106
Other non-financial assets	24	77	47	77	47
Total non-current assets		525,129	499,120	466,344	441,964
Total assets		626,645	601,167	560,530	545,699
Current liabilities					
Payables	25	22,615	19,864	22,507	19,927
Interest bearing liabilities	26	1,892	2,005	1,892	2,005
Provisions	27	17,393	16,958	17,352	16,872
Other	28	5,581	20,555	5,568	20,555
Total current liabilities		47,481	59,382	47,319	59,359
Non-current liabilities					
Payables	25	-	-	-	-
Interest bearing liabilities	26	5,517	5,302	5,517	5,302
Provisions	27	10,622	9,219	10,603	9,160
Other	28	94,373	97,641	94,373	97,641
Total non-current liabilities		110,512	112,162	110,493	112,103
Total liabilities		157,993	171,544	157,812	171,462
Net assets		468,652	429,623	402,718	374,237
Equity					
Parent entity interest					
Statutory funds	29	-	-	-	-
Reserves	30(a)	195,759	174,164	128,613	111,107
Retained surplus	30(b)	272,915	255,465	274,105	263,130
Total parent entity interest		468,674	429,629	402,718	374,237
Outside equity interest in controlled entities	31	(22)	(6)	-	-
Total equity		468,652	429,623	402,718	374,237

The above statement of financial position should be read in conjunction with the accompanying notes.

■ Statement of cash flows for the year ended 31 December 2004

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Cash flows from operating activities					
Commonwealth Government					
Teaching and learning		44,742	46,822	44,742	46,822
HECS and other loan programmes		28,667	29,254	28,667	29,254
Scholarships		1,233	870	1,233	870
DEST research		7,201	7,476	7,201	7,476
ARC grant - Discovery		1,827	1,382	1,827	1,382
ARC grant - Linkages		1,451	2,975	1,451	2,975
Other Commonwealth		9,133	3,221	1,503	3,221
State Government		63,660	61,886	63,660	61,886
HECS – Student payments		3,159	2,976	3,159	2,976
Receipts from student fees and other customers (inclusive of GST)		94,358	94,143	92,605	88,308
Dividends received		830	371	830	371
Interest received		4,600	3,516	4,433	3,497
Payments to suppliers (inclusive of GST)		(78,315)	(60,293)	(81,113)	(60,294)
Payments to employees		(160,583)	(156,397)	(160,583)	(152,951)
Borrowing costs		(590)	(556)	(590)	(556)
Income taxes paid		-	-	-	-
Net cash inflow (outflow) from operating activities	42	21,373	37,646	9,025	35,237
Cash flows from investing activities					
Payments for property, plant and equipment					
		(27,270)	(14,881)	(9,974)	(14,735)
Payments for other financial assets		(2,979)	(12,898)	(2,979)	(13,857)
Proceeds from sale of property, plant and equipment	16	98	2,563	98	63
Net cash inflow (outflow) from investing activities		(30,151)	(25,216)	(12,855)	(28,529)
Cash flows from financing activities					
Loans from (to) related parties					
		2,933	8,288	(8,655)	8,274
Proceeds from Borrowings		2,150	-	2,150	-
Repayment of borrowings		(2,049)	(8,064)	(2,049)	(1,981)
Net cash inflow (outflow) from financing activities		3,034	224	(8,554)	6,293
Net increase (decrease) in cash held		(5,744)	12,654	(12,384)	13,001
Cash at the beginning of the year		32,428	19,774	31,646	18,645
Effects of exchange rate changes on cash		-	-	-	-
Cash at the end of the year	18	26,684	32,428	19,262	31,646

The above statement of cash flows should be read in conjunction with the accompanying notes.

■ Financial statements for the year ended 31 December 2004

Note	Contents
1	Summary of significant accounting policies
2	Disaggregated information
	Revenue
3	Commonwealth Government financial assistance including loan programmes
4	State Government financial assistance
5	Fees and charges
6	Investment income
7	Royalties, trademarks and licenses
8	Consultancy and contract research
9	Other revenue
	Expenses
10	Employee benefits & on costs
11	Depreciation and amortisation
12	Repairs and maintenance
13	Borrowing costs
14	Bad and doubtful debts
15	Other expenses
16	Sale of assets
17	Discontinued operations
	Assets
18	Cash assets
19	Receivables
20	Inventories
21	Investments accounted for using the equity method
22	Other financial assets
23	Property, plant and equipment
24	Other non-financial assets
	Liabilities
25	Payables
26	Interest bearing liabilities
27	Provisions
28	Other liabilities
	Equity
29	Statutory funds
30	Reserves and retained surplus
31	Outside equity interests in controlled entities
32	Financial instruments
33	Responsible persons and executive officers
34	Remuneration of auditors
35	Contingent liabilities and contingent assets
36	Commitments for expenditure
37	Superannuation plans
38	Related parties
39	Investments in controlled entities
40	Investments in associates
41	Events occurring after reporting date
42	Reconciliation of operating result from ordinary activities after income tax to net cash inflow from operating activities
43	Non cash Financing and Investing Activities
44	Acquittal of Commonwealth Government financial assistance

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies

This general purpose financial report has been prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views, the provisions of the Financial Management Act 1994, the requirements of the Department of Education, Science and Training, other State/Commonwealth legislative requirements and requirements of the Swinburne University of Technology Act 1992.

The financial statements have been prepared on an accrual basis in accordance with the historical cost convention, except for certain assets which, as noted, are at valuation. Unless otherwise stated, the accounting policies adopted are consistent with those of the previous year. All amounts within the financial statements have been rounded to the nearest thousand dollars.

(a) Financial effects of changes to Commonwealth payment arrangements for 2005 grant year

Background

Payment to universities in respect of programmes under the Higher Education Funding Act 1988 (HEFA) are made on the second and last Thursdays of each month. In the recent past, the first payment in respect of a grant year (equalling 8% of the total recurrent funding for that year) had been made at the end of December of the previous year.

Funding for most programs under HEFA ends on 31 December 2004 while most new programmes under the Higher Education Support Act 2003 (HESA) commence on 1 January 2005. Continuing the current practice of making the first payment in December 2004 for the 2005 grant year would mean that Commonwealth payments would be made in respect of programmes that are yet to commence and that these payments are treated by the majority of universities as revenue for 2004. This has considerable accountability implications for the Australian Government Department of Education, Science and Training (DEST) in administering and accounting for the programme payments.

Higher Education Providers (HEPs) (even those within the same State) do not treat the early payment uniformly and the payment is treated in at least three different ways – as revenue when it is received, as an advance (a liability), and part as revenue and the other as liability. Such varied treatment creates a lack of transparency and distorts both the Commonwealth funding and the HEPs' financial year results.

DEST has announced changes to payment arrangements whereby all recurrent payments in respect of a grant year will be made in that year. For the 2005 grant year, the first payment will be made in January 2005 instead of December 2004.

The changes to payment arrangements will mean, that from the 2005 reporting period, the financial statements of all higher education providers will accurately reflect the Commonwealth financial assistance in respect of a grant year.

Financial Effects for 2004

Changes to payment arrangements will mean that those HEPs that reported the whole or part of the 8% first payment in respect of the 2004 grant year as revenue in 2003 will have the effect of understating the Commonwealth funding for the 2004 grant year in their 2004 Statement of Financial Performance.

Swinburne University has consistently treated the December payment as a liability. As a result of this treatment, there is no financial effect on the 2004 Operating result.

	\$'000
2004 Revenue from Operating Activities (per Statement of Financial Performance)	272,665
Add Grants Received in 2003 for 2004 Activities:	
Commonwealth government financial assistance	-
HECS – Commonwealth payments	-
Commonwealth loan programmes	-
Total Restated 2004 Revenue from Operating Activities	272,665
Restated 2004 Operating Result	16,645
Reported 2004 Operating result	16,645
Financial Effect on 2004 Operating Result	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(b) International Financial Reporting Standards (IFRS)

The Australian Accounting Standards Board (AASB) is adopting IFRS for application to reporting periods beginning on or after 1 January 2005. The AASB has issued Australian equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Financial Reporting Interpretations Committee or the former Standing Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated entity's financial statements for the year ending 31 December 2005.

Entities complying with Australian equivalents to IFRS for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made, retrospectively, against opening retained surplus as at 1 January 2004.

The adoption of AIFRS for the university is applicable for the reporting period commencing 1 January 2005. Therefore the annual accounts for the year ended 31 December 2005 must comply with AIFRS showing the comparative results for the year ended 31 December 2004, based on the new standards.

The university has established a project team to manage the transition to Australian equivalents to IFRS, including training of staff and system and internal control changes necessary to gather all the required financial information. The project team is responsible to the Chief Financial Officer who reports to the Finance Committee. The project team has prepared a timetable for managing the transition and is currently on schedule. To date the project team has reviewed most of the university's current accounting policies and the proposed new standards and has identified some of the key issues and likely impacts resulting from the adoption of Australian equivalents to IFRS. In some cases choices of accounting policies are available, including elective exemptions under Accounting Standard AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards. Some of these choices are still being analysed to determine the most appropriate accounting policy for the university.

Changes identified to date that will be required to the university's existing accounting policies include the following (references to new AASB standards below are to the Australian equivalents to IFRS issued in July 2004):

(i) Financial instruments

Under the new AASB 132 Financial Instruments: Disclosure and Presentation the current classification of financial instruments issued by entities in the consolidated entity will not change.

Under the new AASB 139 Financial Instruments: Recognition and Measurement, there may be impacts as a result of:

- Financial assets held by the university being subject to classification as either held for trading, held-to-maturity, available for sale or loans and receivables and, depending upon classification, measured at fair value or amortised cost. The most likely accounting change is that investments in equity securities will be classified as available for sale and measured at fair value, with changes in fair value recognised directly in equity until the underlying asset is derecognised.

(ii) Post employment benefits

Under the new AASB 119 Employee Benefits the net position of each defined benefit superannuation scheme must be recognised as an asset or liability, as applicable. Movements in the carrying amount of this liability or asset will be recognised as a revenue or expense which is likely to result in increased earnings volatility.

Defined Benefits Plan

UniSuper has advised the university that it intends to adopt the Multi Employer Provisions of the new Australian Accounting Standard AASB 119 - Employee Benefits.

The multi employer provisions allow employers with defined benefit obligations to report on a defined contributions basis, with some additional information also reported. AASB 119 states that this is an appropriate solution in cases where:

The employer does not have access to the information required; or

There is no reliable basis for allocating the benefit liabilities, assets and costs between employers.

Based on this information the university will not account for any surpluses or shortfalls in the Defined Benefit Fund in its accounts.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(iii) Impairment of assets

AASB 136 – Impairment of Assets is based on the international equivalent of the existing Australian standard AASB 1010 – Recoverable Amount. Both standards have the same objective of ensuring that assets are not carried at more than their recoverable amount, although AASB 136 has a wider scope than the existing standard as it applies to all assets other than those exceptions noted in the standard.

All entities including Not for Profit entities are required to undertake an annual assessment of impairment of assets. The new standard provides an allowance for “Not for Profit” entities in determining “recoverable amount”. Specifically the standard allows that where future economic benefits of assets of a “Not for Profit entity” are not primarily dependent on the assets ability to generate net cash inflows and the entity would if deprived of the asset, replace its remaining future economic benefits, the entity can use depreciated replacement cost in determining the value in use of the asset (the recoverable amount is the higher of fair value less cost to sell, and value in use).

The above should not be regarded as a complete list of changes in accounting policies that will result from the transition to Australian equivalents to IFRS, as not all standards have been analysed as yet, and some decisions have not yet been made where choices of accounting policies are available.

(c) Principles of consolidation

The consolidated financial statements incorporate the assets and liabilities of all entities controlled by Swinburne University of Technology as at 31 December 2004 and the results of all controlled entities for the year then ended. Swinburne University of Technology and its controlled entities together are referred to in this financial report as the consolidated entity. The effects of all transactions between entities in the consolidated entity are eliminated in full. Outside equity interests in the results and equity of controlled entities are shown separately in the consolidated statement of financial performance and statement of financial position respectively.

Where control of an entity is obtained during a financial year, its results are included in the consolidated statement of financial performance from the date on which control commences. Where control of an entity ceases during a financial year its results are included for that part of the year during which control existed.

Investments in associates are accounted for in the consolidated financial statements using the equity method. Under this method, the consolidated entity's share of the post-acquisition profits or losses of associates is recognised in the consolidated statement of financial performance, and its share of post-acquisition movements in reserves is recognised in consolidated reserves. The cumulative post-acquisition movements are adjusted against the cost of the investment. Associates are those entities over which the consolidated entity exercises significant influence, but not control.

Investments in joint ventures are accounted for as set out in note 1(p).

(d) Foreign currency translation

Foreign currency transactions are initially translated into Australian currency at the rate of exchange at the date of the transaction. At balance date amounts payable and receivable in foreign currencies are translated to Australian currency at rates of exchange current at that date. Resulting exchange differences are recognised in determining the profit or loss for the year.

(e) Revenue recognition

Revenue is recognised for the major business activities of the consolidated entity as follows:

(i) Government Financial Assistance;

Revenue is recognised in the period to which funding relates as determined by the bodies providing the financial assistance

(ii) Higher Education Contribution Scheme;

Revenue is recognised in the period in which funding relates as determined by the Department of Education, Science and Technology.

(iii) Fees and Charges;

Fees include amounts received or receivable in respect of consulting and course delivery. Consulting revenue is recognised after completion of the service and clients have been invoiced. Fees relating to course delivery are recognised in the year in which courses commence.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(iv) Other Revenue;

Other revenue that is the subject of an invoice to a client is recognised when the invoice is raised. Otherwise it is recognised upon receipt.

(f) **Receivables**

Current receivables consist of amounts owed to the university in respect of professional services and course fees. Payment for professional services is due within 30 days of the end of the month following the billing date. Student fees are normally due for payment prior to the commencement of courses.

Non-current receivables consist of amounts due from corporations in which the university has an interest in respect of start-up finances provided by the university. Repayment of the debt is the subject of contractual arrangements between the university and the corporations concerned.

Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for doubtful debts is raised when doubt as to collection exists.

(g) **Inventories**

Inventories are stated at the lower of cost, which is assigned to individual items of stock on the basis of first-in-first-out, and net realisable value. Only those inventories that are of significant value have been treated in this manner, purchases of supplies purchased by departments and under their control have been brought to account as an expense. Stock obsolescence is provided for on the basis of the relationship between items of stock and recent sales.

(h) **Recoverable amount of non-current assets**

The recoverable amount of an asset is the net amount expected to be recovered through the cash inflows and outflows arising from its continued use and subsequent disposal.

Where the carrying amount of a non-current asset is greater than its recoverable amount, the asset is written down to its recoverable amount. Where net cash inflows are derived from a group of assets working together, recoverable amount is determined on the basis of the relevant group of assets. The decrement in the carrying amount is recognised as an expense in net profit or loss in the reporting period in which the recoverable amount write-down occurs.

(i) **Revaluations of non-current assets**

Revaluations of land and buildings are made with sufficient regularity to ensure that the carrying amount of each piece of land and each building does not differ materially from its fair value at the reporting date. Annual assessments are made by the responsible persons, supplemented by independent assessments every three years.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in net profit or loss, the increment is recognised immediately as revenue in net profit or loss.

Revaluation decrements are recognised immediately as expenses in net profit or loss, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(j) Other financial assets

Interests in listed and unlisted securities, other than controlled entities and associates in the consolidated financial statements, are brought to account at cost and dividend income is recognised in the statement of financial performance when received. Controlled entities and associates are accounted for in the consolidated financial statements as set out in note 1(c).

The interest in a joint venture partnership is accounted for as set out in note 1(p).

(k) Depreciation of property, plant and equipment

Depreciation is calculated on a straight line basis to write off the net cost or revalued amount of each item of property, plant and equipment (excluding land) over its expected useful life to the consolidated entity. Estimates of remaining useful lives are made on a regular basis for all assets, with annual reassessments for major items. The expected useful lives are as follows:

Buildings	42 years	(2003: 42 years)
Plant and equipment		
Furniture	8 years	(2003: 8 years)
IT Equipment	3 years	(2003: 3 years)
Motor Vehicles	2 years	(2003: 2 years)
Other Equipment	15 years	(2003: 15 years)
Library Collection	15 years	(2003: 15 years)

(l) Leased non-current assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incident to ownership of leased non-current assets, and operating leases under which the lessor effectively retains substantially all such risks and benefits.

Finance leases are capitalised. A lease asset and liability are established at the present value of minimum lease payments. Lease payments are allocated between the principal component of the lease liability and the interest expense.

The lease asset is amortised on a straight line basis over the term of the lease, or where it is likely that the consolidated entity will obtain ownership of the asset, the life of the asset. Leased assets held at the reporting date are being amortised over periods ranging from 4 to 15 years.

Operating lease payments are charged to the statement of financial performance in the periods in which they are incurred, as this represents the pattern of benefits derived from the leased assets.

(m) Unfunded superannuation

In accordance with the directions issued in January 1999 and the revised 1998 instructions issued by the Department of Education, Training and Youth Affairs (DETYA) now known as the Department of Education, Science and Training (DEST) the effects of the unfunded superannuation liabilities of Swinburne University of Technology and its controlled entities were recorded in the Statement of Financial Performance and the Statement of Financial Position for the first time in 1998. The prior years' practice had been to disclose liabilities by way of a note to the financial statements.

An Arrangement exists between the Commonwealth Government and the State Government to meet the unfunded liability for Swinburne University of Technology beneficiaries of the State Superannuation Scheme on an emerging cost basis. This arrangement is evidenced by the State Grants (General Revenue) Amendment Act 1987, Higher Education Funding Act 1988 and subsequent amending legislation. Accordingly the unfunded liabilities have been recognised in the Statement of Financial Position under Provisions with a corresponding asset recognised under Receivables. The recognition of both the asset and the liability consequently does not affect the year end net asset position of Swinburne University of Technology and its controlled entities.

(n) Trade and other creditors

These amounts represent liabilities for goods and services provided to the consolidated entity prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid by the end of the month following that in which they are received.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(o) Interest bearing liabilities

Loans and debentures are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recorded as part of other creditors.

(p) Joint ventures

(i) Joint venture operations

The proportionate interests in the assets, liabilities and expenses of a joint venture operation are incorporated in the financial statements under the appropriate headings.

(ii) Joint venture entities

The interest in a joint venture partnership, if any, is accounted for using the equity method. Under this method, the share of the profits or losses of the partnership is recognised in the statement of financial performance, and the share of movements in reserves is recognised in reserves in the statement of financial position.

Profits or losses on transactions establishing the joint venture partnership and transactions with the joint venture are eliminated to the extent of the consolidated entity's ownership interest until such time as they are realised by the joint venture partnership on consumption or sale, unless they relate to an unrealised loss that provides evidence of the impairment of an asset transferred.

(q) Web site costs

Costs in relation to web sites controlled by the controlled entity are charged as expenses in the period in which they are incurred. Generally, costs in relation to feasibility studies during the planning phase of a web site, and ongoing costs of maintenance during the operating phase are also considered to be expenses.

(r) Employee benefits

(i) Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months of the reporting date are recognised in provisions in respect of employees' services up to the reporting date and are measured at the amounts expected to be paid when the liabilities are settled.

As it is probable that annual sick leave entitlements, which are non vesting, will exceed leave taken no liability is deemed to have existed as at 31 December 2004.

(ii) Long service leave

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

(iii) Profit sharing and bonus plans

A liability for employee benefits in the form of profit sharing and bonus plans is recognised in other creditors when there is no realistic alternative but to settle the liability and at least one of the following conditions is met:

- there are formal terms in the plan for determining the amount of the benefit
- the amounts to be paid are determined before the time of completion of the financial report, or
- past practice gives clear evidence of the amount of the obligation.

Liabilities for profit sharing and bonus plans are expected to be settled within 12 months and are measured at the amounts expected to be paid when they are settled.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(r) Employee benefits (continued)

(iv) Superannuation

Unfunded Superannuation Liabilities: At 30 June 2004 the State Superannuation Fund was carrying total liabilities, including liabilities for members benefits, in excess of the fund's assets. The university is required by the Financial Management Act to include its share of unfunded superannuation liabilities in its financial statements. The amount attributable to the university as assessed by the Victorian Superannuation Board as at 30 June 2004 was \$102,641,000 (2003: \$106,076,000). Of the 2004 amount, \$98,909,000 (2003: \$102,334,000) related to Higher Education employees and the remainder to TAFE employees. The liability in respect of Higher Education employees as at 30 June 2004 has been included in the statement of financial position as a liability. Under existing arrangements the Commonwealth Government provides funds under the Higher Education Funding Act to cover pension payments and lump sums in respect of Higher Education employees paid by the university to the Victorian Government Superannuation Office. These arrangements have been in place for a number of years and it is reasonable to expect they will continue into the future. Further, it is the university's view that Section 14(1) of the States Grants (General Purposes) Act 1994 acknowledges the existence of a constructive obligation on the part of the Commonwealth to continue funding universities for debts they incur in relation to emerging superannuation liabilities. The university has consequently brought to account an asset of sufficient value to offset the liability. The decrease in the year in both the asset and the liability was \$3,425,000 (2003: decrease of \$4,522,000), which is shown in the operating result under income and expenditure respectively. Pension payments to former employees of the TAFE Division are paid direct by the Victorian Government Superannuation Office, without recourse to the university apart from the post-1994 contributions. The university is not required to include the unfunded liability in respect of TAFE employees in its financial reports.

UniSuper has advised that the present value of future payments of accrued benefits which arise from membership of the fund at the 30 June 2004, for Swinburne members, was \$60,128,485 (30 June 2003 \$52,138,053)

The estimated net market value of assets advised by UniSuper for current Swinburne members at 30 June 2004 available to pay the UniSuper superannuation liabilities was \$67,676,790 (2003: \$54,983,296).

(v) Termination benefits

Liabilities for termination benefits, not in connection with the acquisition of an entity or operation, are recognised when a detailed plan for the terminations has been developed and a valid expectation has been raised in those employees affected that the terminations will be carried out. The liabilities for termination benefits, if any, are recognised in other creditors unless the amount or timing of the payments is uncertain, in which case they are recognised as provisions.

Liabilities for termination benefits are measured as the estimated cash outflows, discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future payments, where the effect of discounting is material.

(vi) Employee benefit on-costs

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities.

(s) Borrowing Costs

Borrowing costs are recognised as expenses in the period in which they are incurred.

Borrowing costs include:

- interest on bank overdrafts and short-term and long-term borrowings
- amortisation of discounts or premiums relating to borrowings and
- finance lease charges.

■ Notes to the financial statements for the year ended 31 December 2004

Note 1. Summary of significant accounting policies (continued)

(t) Cash

For purposes of the statement of cash flows, cash includes deposits at call with financial institutions and other highly liquid investments with short periods to maturity which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value, net of outstanding bank overdrafts.

(u) Rounding of amounts

The University is an organisation of a kind referred to in Class Order 98/0100, issued by the Australian Securities and Investments Commission, relating to the "rounding off" of amounts in the financial report. Amounts in the financial report have been rounded off in accordance with that Class Order to the nearest thousand dollars, or in certain cases, to the nearest dollar.

■ Notes to the financial statements for the year ended 31 December 2004

Note 2. Disaggregated information

(a) Industry - Parent entity

Statement of Financial Performance

Note	Higher Education 2004 \$'000	TAFE 2004 \$'000	Total Parent 2004 \$'000	Higher Education 2003 \$'000	TAFE 2003 \$'000	Total Parent 2003 \$'000
Revenue from ordinary activities						
Commonwealth Government financial assistance						
Commonwealth Government grants	53,243	1,503	54,746	52,597	3,221	55,818
Higher Education Contribution Scheme						
Student contributions	3,159	-	3,159	2,976	-	2,976
Commonwealth payments	23,715	-	23,715	22,755	-	22,755
Commonwealth loan programmes	6,849	-	6,849	6,499	-	6,499
State and local Government financial assistance	-	63,660	63,660	2	61,884	61,886
Superannuation						
Deferred government contributions	(3,425)	-	(3,425)	(4,522)	-	(4,522)
Commonwealth Supplementation	7,249	-	7,249	6,928	-	6,928
Fees and charges	58,555	32,436	90,991	50,140	29,646	79,786
Investment income	3,770	1,493	5,263	2,546	1,322	3,868
Royalties, trademarks and licences	293	8	301	93	8	101
Consultancy and contract research	9,040	203	9,243	8,037	43	8,080
Other revenue	2,531	115	2,646	4,436	118	4,554
Total Operating Revenue	164,979	99,418	264,397	152,487	96,242	248,729
Expenses from Ordinary Activities						
Employee benefits & on costs	94,933	64,709	159,642	86,171	62,258	148,429
Depreciation and amortisation	6,616	5,285	11,901	7,205	4,709	11,914
Repairs and maintenance	6,029	2,995	9,024	2,694	3,655	6,349
Borrowing costs	590	-	590	556	-	556
Bad and doubtful debts	707	308	1,015	(2,122)	43	(2,079)
Asset disposals written down value	4,140	82	4,222	256	31	287
Operating lease rental expense	11,034	314	11,348	5,288	122	5,410
Other expenses	32,043	24,079	56,122	31,028	28,240	59,268
Total operating expenses	156,092	97,772	253,864	131,076	99,058	230,134
Operating result from ordinary activities before related income tax expense	8,887	1,646	10,533	21,411	(2,816)	18,595

■ Notes to the financial statements for the year ended 31 December 2004

Note 2. Disaggregated information(Continued)

(a) Industry - Parent Entity

Statement of Financial Position

	Higher Education 2004 \$'000	TAFE 2004 \$'000	Total Parent 2004 \$'000	Higher Education 2003 \$'000	TAFE 2003 \$'000	Total Parent 2003 \$'000
Current assets						
Cash assets	16,982	2,280	19,262	29,119	2,527	31,646
Receivables	8,727	2,176	10,903	9,302	1,827	11,129
Inventories	-	969	969	-	953	953
Other financial assets	34,608	24,878	59,486	38,548	18,059	56,607
Other non-financial assets	3,190	376	3,566	3,006	394	3,400
Total current assets	63,507	30,679	94,186	79,975	23,760	103,735
Non-current assets						
Receivables	108,426	-	108,426	100,287	-	100,287
Inventories	-	-	-	-	-	-
Investments accounted for using the equity method	-	-	-	278	-	278
Other financial assets	1,574	50	1,624	1,095	151	1,246
Property, plant and equipment	145,404	210,813	356,217	138,941	201,165	340,106
Intangible assets	-	-	-	-	-	-
Other non-financial assets	38	39	77	24	23	47
Total non-current assets	255,442	210,902	466,344	240,625	201,339	441,964
Total assets	318,949	241,581	560,530	320,600	225,099	545,699
Current liabilities						
Payables	13,801	8,706	22,507	13,952	5,975	19,927
Interest bearing liabilities	1,090	-	1,090	1,000	-	1,000
Finance leases	535	267	802	674	331	1,005
Provisions	11,607	5,745	17,352	11,103	5,769	16,872
Other	5,182	386	5,568	19,683	872	20,555
Total current liabilities	32,215	15,104	47,319	46,412	12,947	59,359
Non-current liabilities						
Payables	-	-	-	-	-	-
Interest bearing liabilities	5,517	-	5,517	4,500	-	4,500
Finance leases	-	-	-	535	267	802
Provisions	5,007	5,596	10,603	4,664	4,496	9,160
Other	94,369	4	94,373	97,634	7	97,641
Total non-current liabilities	104,893	5,600	110,493	107,333	4,770	112,103
Total liabilities	137,108	20,704	157,812	153,745	17,717	171,462
Net assets	181,841	220,877	402,718	166,855	207,382	374,237
Equity						
Reserves	30,696	97,917	128,613	24,505	86,602	111,107
Retained surplus	151,145	122,960	274,105	142,350	120,780	263,130
Total Equity	181,841	220,877	402,718	166,855	207,382	374,237

■ Notes to the financial statements for the year ended 31 December 2004

Note 2. Disaggregated information (Continued)

(a) Industry - Parent Entity

Statement of Cash flows

	Higher Education 2004 \$'000	TAFE 2004 \$'000	Total Parent 2004 \$'000	Higher Education 2003 \$'000	TAFE 2003 \$'000	Total Parent 2003 \$'000
Cash flows from operating activities						
Commonwealth Government						
Teaching and learning	44,742	-	44,742	46,822	-	46,822
HECS and other loan programmes	28,667	-	28,667	29,254	-	29,254
Scholarships	1,233	-	1,233	870	-	870
DEST research	7,201	-	7,201	7,476	-	7,476
ARC grant – Discovery	1,827	-	1,827	1,382	-	1,382
ARC grant – Linkages	1,451	-	1,451	2,975	-	2,975
Other Commonwealth	-	1,503	1,503	-	3,221	3,221
State Government	-	63,660	63,660	2	61,884	61,886
HECS – Student payments	3,159	-	3,159	2,976	-	2,976
Receipts from student fees and other customers (inclusive of GST)	60,762	31,843	92,605	58,070	30,238	88,308
Dividends received	423	407	830	371	-	371
Interest received	3,347	1,086	4,433	2,175	1,322	3,497
Payments to suppliers (inclusive of GST)	(57,144)	(23,969)	(81,113)	(22,478)	(37,816)	(60,294)
Payments to employees	(95,874)	(64,709)	(160,583)	(90,693)	(62,258)	(152,951)
Borrowing costs	(590)	-	(590)	(556)	-	(556)
Income taxes paid	-	-	-	-	-	-
Net cash inflow (outflow) from operating activities	(796)	9,821	9,025	38,646	(3,409)	35,237
Cash flows from investing activities						
Payments for property, plant and equipment	(6,888)	(3,086)	(9,974)	(13,661)	(1,074)	(14,735)
Payments for other financial assets	3,739	(6,718)	(2,979)	(13,002)	(855)	(13,857)
Proceeds from sale of property, plant and equipment	16	82	98	(1)	64	63
Net cash inflow (outflow) from investing activities	(3,133)	(9,722)	(12,855)	(26,664)	(1,865)	(28,529)
Cash flows from financing activities						
Loans from (to) Related parties	(8,640)	(15)	(8,655)	8,281	(7)	8,274
Proceeds from borrowings	2,150	-	2,150	-	-	-
Repayment of borrowings	(1,718)	(331)	(2,049)	(1,666)	(315)	(1,981)
Net cash inflow (outflow) from financing activities	(8,208)	(346)	(8,554)	6,615	(322)	6,293
Net increase (decrease) in cash held	(12,137)	(247)	(12,384)	18,597	(5,596)	13,001
Cash at the beginning of the year	29,119	2,527	31,646	10,522	8,123	18,645
Effects of exchange rate changes on cash	-	-	-	-	-	-
Cash at the end of the year	16,982	2,280	19,262	29,119	2,527	31,646

(b) Geographical- Consolidated entity

	Revenue		Results		Assets	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Australia	272,665	253,538	16,623	19,537	626,645	601,167
	272,665	253,538	16,623	19,537	626,645	601,167

■ Notes to the financial statements for the year ended 31 December 2004

Note 3. Commonwealth Government financial assistance including HECS and other Commonwealth loan programmes

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
(a) DEST – Teaching and learning	44.1				
Operating Grant		47,093	46,299	47,093	46,299
Capital Development Pool		1,061	523	1,061	523
Total DEST – Teaching and Learning		48,154	46,822	48,154	46,822
(b) HECS and other Commonwealth loan programmes	44.2				
HECS – Commonwealth payments		23,715	22,755	23,715	22,755
PELS		6,849	6,499	6,849	6,499
BOTPLS		-	-	-	-
Total HECS and other Commonwealth loan programmes		30,564	29,254	30,564	29,254
(c) Scholarships	44.3				
Australian Postgraduate Awards 2002 Onwards		742	521	742	521
Australian Postgraduate Awards Pre 2002		116	251	116	251
International Postgraduate Research Scholarships		167	98	167	98
Commonwealth Education Costs Scholarships		52	-	52	-
Commonwealth Accommodation Scholarships		156	-	156	-
Total scholarships		1,233	870	1,233	870
(d) DEST - Research	44.4				
Institutional Grants Scheme		1,876	1,746	1,876	1,746
Research Training Scheme		4,946	4,955	4,946	4,955
Systemic Infrastructure Initiative		151	151	151	151
Research Infrastructure Block Grants		854	624	854	624
Regional Protection Grants		-	-	-	-
Total DEST – Research		7,827	7,476	7,827	7,476
(e) Other DEST		-	-	-	-
Total Other DEST		-	-	-	-
(f) Australian Research Council	44.5				
(f)(i) Discovery	44.5(a)				
Project		1,832	1,341	1,832	1,341
Fellowships		(5)	95	(5)	95
Federation Fellowships		-	(54)	-	(54)
Indigenous Researchers Development		-	-	-	-
Total discovery		1,827	1,382	1,827	1,382
(f)(ii) Linkages	44.5(b)				
Special Research Initiatives		-	-	-	-
Infrastructure		449	1,775	449	1,775
International		106	131	106	131
Learned Academics		-	-	-	-
Projects		896	1,069	896	1,069
Research Networks		-	-	-	-
Centres		-	-	-	-
Total linkages		1,451	2,975	1,451	2,975
(g) Other Commonwealth Government financial assistance					
TAFE Buildings, equipment and maintenance		1,503	3,221	1,503	3,221
NICA Grants		7,630	1,360	-	-
Total other Commonwealth Government financial assistance		9,133	4,581	1,503	3,221
Total Commonwealth Government financial assistance		100,189	93,360	92,559	92,000

■ Notes to the financial statements for the year ended 31 December 2004

Note 3. Commonwealth Government financial assistance including HECS and other Commonwealth loan programmes (continued)

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Reconciliation				
Commonwealth Government grants [a + c + d + e + f + g]	69,625	64,106	61,995	62,746
HECS – Commonwealth payments	23,715	22,755	23,715	22,755
Commonwealth loan programmes [PELS + BOTPLS]	6,849	6,499	6,849	6,499
Total Commonwealth Government financial assistance	100,189	93,360	92,559	92,000

Note 4. State and Local Government financial assistance

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Higher Education	-	2	-	2
TAFE	63,660	61,884	63,660	61,884
Other Operating Grants	-	-	-	-
Total State and Local Government financial assistance	63,660	61,886	63,660	61,886

Note 5. Fees and charges

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Course fees and charges				
Fee-paying overseas students	46,378	43,237	46,378	43,237
Continuing education	7,524	6,530	7,172	6,334
Fee-paying domestic postgraduate students	6,728	5,960	6,728	5,960
Fee for Service- Other	8,737	4,922	8,737	4,922
Fee for Service- International Operations Onshore	129	594	129	594
Fee for Service- International Operations Offshore	55	-	55	-
Student Fees and Charges	5,474	4,525	5,474	4,525
Total course fees and charges	75,025	65,768	74,673	65,572
Other fees and charges				
Late fees	87	146	87	146
Library fines	101	112	101	112
Parking fees	778	577	778	577
Rental charges	604	2,162	604	2,162
Student accommodation	1,668	1,871	1,668	1,871
Proceeds from ancillary trading	4,020	4,344	4,020	4,344
Other miscellaneous income	8,861	4,931	8,457	4,529
Student excursions	483	213	483	213
Seminars, functions and academic dress hire	120	260	120	260
Total other fees and charges	16,722	14,616	16,318	14,214
Total fees and charges	91,747	80,384	90,991	79,786

■ Notes to the financial statements for the year ended 31 December 2004

Note 6. Investment income

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Dividends	830	371	830	371
Other	4,196	3,516	4,433	3,497
Total investment income	5,026	3,887	5,263	3,868

Note 7. Royalties, trademarks and licences

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Royalties	301	101	301	101
Total Royalties, trademarks and licences	301	101	301	101

Note 8. Consultancy and contract research

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Consultancy	1,046	1,154	1,046	1,142
Contract research	8,197	7,048	8,197	6,938
Total consultancy and contract research	9,243	8,202	9,243	8,080

Note 9. Other revenue

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Donations and bequests		1,236	1,105	1,120	1,054
Scholarships and prizes		1,431	3,437	1,428	3,437
Non-government grants		-	-	-	-
Proceeds from sale of assets	16	98	2,563	98	63
Other revenue		-	257	-	-
Total other revenue		2,765	7,362	2,646	4,554

■ Notes to the financial statements for the year ended 31 December 2004

Note 10. Employee benefits & on costs

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Academic				
Salaries	73,017	73,966	71,985	72,303
Contribution to superannuation and pension schemes:				
Emerging cost	3,574	5,086	3,574	5,086
Funded	9,646	9,421	9,569	9,421
Provisions for future emerging costs	(2,038)	(2,700)	(2,038)	(2,700)
Payroll tax	4,298	4,389	4,235	4,389
Worker's compensation	654	819	642	819
Long service leave expense	882	338	880	338
Annual leave	3,569	(5)	3,569	(5)
Performance allowance	243	166	243	166
Total academic	93,845	91,480	92,659	89,817
Non-academic				
Salaries	49,794	49,518	48,980	48,771
Contribution to superannuation and pension schemes:				
Emerging cost	4,671	2,935	4,655	2,935
Funded	6,953	5,436	6,890	5,436
Provisions for future emerging costs	(1,387)	(1,822)	(1,387)	(1,822)
Payroll tax	3,008	2,532	2,957	2,532
Worker's compensation	458	472	449	472
Long service leave expense	496	195	496	195
Annual leave	3,495	(3)	3,486	(3)
Performance allowance	479	96	457	96
Total non-academic	67,967	59,359	66,983	58,612
Total academic & non-academic employee benefits & on costs	161,812	150,839	159,642	148,429
Deferred employee benefits for superannuation	-	-	-	-
Total employee benefits & on costs	161,812	150,839	159,642	148,429

Note 11. Depreciation and amortisation

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Depreciation				
Buildings	11,857	7,018	5,755	4,959
Plant and equipment	3,655	4,466	3,631	4,454
Library Collection	1,433	1,430	1,433	1,425
Software	6	-	6	-
Total depreciation	16,951	12,914	10,825	10,838
Amortisation				
Leasehold improvements	-	-	-	-
Plant and equipment under finance lease	1,076	1,076	1,076	1,076
Patents	-	-	-	-
Research and development	-	-	-	-
Total amortisation	1,076	1,076	1,076	1,076
Total Depreciation and amortisation	18,027	13,990	11,901	11,914

■ Notes to the financial statements for the year ended 31 December 2004

Note 12. Repairs and maintenance

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Buildings	6,345	4,380	6,295	4,380
Equipment	2,729	1,969	2,729	1,969
Total repairs and maintenance	9,074	6,349	9,024	6,349

Note 13. Borrowing costs

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Borrowing Cost Expense (Interest)	590	556	590	556
Less amount capitalised	-	-	-	-
Total borrowing costs expensed	590	556	590	556

Note 14. Bad and doubtful debts

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Bad Debts Written Off	242	(35)	242	(35)
Provision for Doubtful Debts	773	(2,044)	773	(2,044)
Total bad and doubtful debts	1,015	(2,079)	1,015	(2,079)

Note 15. Other expenses

	Notes	Consolidated		Parent entity	
		2004	2003	2004	2003
		\$'000	\$'000	\$'000	\$'000
Scholarships, grants and prizes		6,737	6,309	6,737	6,246
Non-capitalised equipment		6,410	4,681	6,334	4,546
Advertising, marketing and promotional expenses		3,861	4,231	3,668	3,987
Audit fees, bank charges, legal costs, insurance and taxes		1,307	1,148	1,267	1,131
General consumables		5,694	8,389	5,636	8,314
Operating lease fees		4,848	5,410	11,348	5,410
Telecommunications and IT Services		7,033	6,531	6,920	6,497
Travel and related staff development & training		6,874	6,599	6,774	6,490
Carrying amount of assets sold	16	4,222	1,951	4,222	287
Fees		9,685	11,686	9,685	11,664
Utilities		2,394	3,326	2,394	3,326
Other expenses		6,459	4,085	6,707	7,067
Total other expenses		65,524	64,346	71,692	64,965

■ Notes to the financial statements for the year ended 31 December 2004

Note 16. Sale of assets

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Proceeds from sale of assets					
Investments		-	-	-	-
Property, plant and equipment		98	2,563	98	63
Total proceeds from sale of assets	9	98	2,563	98	63
Carrying amount of assets sold					
Investments		-	-	-	-
Property, plant and equipment		4,222	1,951	4,222	287
Total carrying amount of assets sold	15	4,222	1,951	4,222	287
Net gain or loss on sale of assets		(4,124)	612	(4,124)	(224)

Note 17. Discontinued operations

Divested by Swinburne University of Technology Centre for Innovation and Enterprise Pty Ltd

The Centre for Innovation and Enterprise Pty. Ltd, a wholly owned company appointed an Administrator on 10 July 2003.

The company acted as trustee for The Centre for Innovation and Enterprise prior to the trusts termination on 10 May 2000.

The company has been inactive since that date.

The assets and liabilities of the company at administration were as follows.

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	-	-
Liabilities	-	-
Equity	-	-

Technology Training Company Limited.

Technology Training Company Limited, a company limited by shares. Swinburne University of Technology sold its interest in Technology Training Company in March 2004.

The assets and liabilities at that date were as follows.

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	-	-
Liabilities	-	-
Equity	-	-

Divested by Swinburne Ltd

The Institute for Innovation and Enterprise Ltd

The Institute for Innovation and Enterprise Ltd., a company limited by guarantee registered on 1 June 1989, appointed an Administrator on 28 July 2003.

The company was the trustee of the discretionary trust, Brain Sciences Institute Trust. All units in the trust and the control of the company were transferred to an entity outside the control of Swinburne Ltd.

The assets and liabilities of the company at administration were as follows.

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	-	1
Liabilities	-	-
Equity	-	1

■ Notes to the financial statements for the year ended 31 December 2004

Neurometric Systems Pty Ltd.

Neurometric Systems Pty Ltd., a company limited by shares registered on 31 May 1985, appointed an Administrator on 10 July 2003.

The assets and liabilities of the company at administration were as follows

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	-	4
Liabilities	-	4
Equity	-	-

Swinburne Vabis Indochina Ltd

Swinburne Vabis Indochina Ltd, a company limited by shares. A deed of termination has been signed by Swinburne Ltd, Vabis Education Indochina Ltd and Swinburne Vabis Indochina Ltd. All parties concerned have agreed to release each of the other parties from any claims and the company has been struck off the register of companies in its jurisdiction.

The assets and liabilities of the company upon termination were as follows.

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	(134)
Revenue	-	-
Expenses	-	134
Assets	-	41
Liabilities	-	217
Equity	-	(176)

Swinburne Holdings Sdn Bhd.

Swinburne Holdings Sdn Bhd., a company limited by shares. A liquidator was appointed on 15th December 2004.

The assets and liabilities of the company at the appointment of the liquidation were as follows.

	2004 \$'000	2003 \$'000
Surplus / (deficit)	-	(17)
Revenue	-	-
Expenses	-	17
Assets	1	1
Liabilities	(53)	56
Equity	(52)	(55)

Note 18. Cash assets

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Cash at bank and on hand	16,513	9,872	9,090	9,090
Deposits at Call	10,171	22,556	10,172	22,556
Total cash assets	26,684	32,428	19,262	31,646

The above figures are reconciled to cash at the end of the year as shown in the statement of cash flows as follows:

Balances as above	26,684	32,428	19,262	31,646
Less: Bank overdrafts	-	-	-	-
Balance per statement of cash flows	26,684	32,428	19,262	31,646

■ Notes to the financial statements for the year ended 31 December 2004

Note 19. Receivables

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Student loans	169	123	169	123
Debtors	6,972	4,349	6,969	6,819
Less: Provision for doubtful debts	(1,066)	(520)	(1,066)	(520)
	<u>6,075</u>	<u>3,952</u>	<u>6,072</u>	<u>6,422</u>
Receivables from related companies	187	-	282	-
Deferred government contribution for superannuation	4,549	4,707	4,549	4,707
Total current receivables	<u>10,811</u>	<u>8,659</u>	<u>10,903</u>	<u>11,129</u>
Non-current				
Foreign currency receivable from associated companies	-	1,556	-	1,556
Other receivables from associated companies	167	3,779	13,990	3,779
Other receivables	76	197	76	197
Less: Provision for doubtful debts	-	(2,872)	-	(2,872)
	<u>243</u>	<u>2,660</u>	<u>14,066</u>	<u>2,660</u>
Deferred government contribution for superannuation	94,360	97,627	94,360	97,627
Total non-current receivables	<u>94,603</u>	<u>100,287</u>	<u>108,426</u>	<u>100,287</u>
Total receivables	<u>105,414</u>	<u>108,946</u>	<u>119,329</u>	<u>111,416</u>

Note 20. Inventories

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Inventories	969	953	969	953
Total current inventories	<u>969</u>	<u>953</u>	<u>969</u>	<u>953</u>
Non Current				
Inventories	-	-	-	-
Total non current inventories	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total inventories	<u>969</u>	<u>953</u>	<u>969</u>	<u>953</u>

Note 21. Investments accounted for using the equity method

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Shares in associates	-	-	-	278
Interest in joint venture entity	-	-	-	-
Total investments accounted for using the equity method	<u>-</u>	<u>-</u>	<u>-</u>	<u>278</u>

Shares in associates

Investments in associates are accounted for in the consolidated financial statements using the equity method of accounting and are carried at cost by the parent entity.

■ Notes to the financial statements for the year ended 31 December 2004

Note 22. Other financial assets

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current					
Shares in corporations- at cost		9,538	9,538	9,538	9,538
Unsecured Notes		28,467	15,467	28,467	15,467
Dealer Term Deposits		21,481	31,602	21,481	31,602
Total current other financial assets		59,486	56,607	59,486	56,607
Non-current					
Investments – Traded on organised markets					
Shares in associates- at cost		-	-	-	-
Shares in other companies - at cost		-	-	-	-
Other (non-traded) investments					
Shares in Swinburne Sarawak Holdings Sdn Bhd - at cost		1,353	1,025	1,353	1,025
Shares in other associates - at cost		271	221	271	221
Shares in other corporations – at cost		-	-	-	-
Total non-current other financial assets		1,624	1,246	1,624	1,246
Total other financial assets		61,110	57,853	61,110	57,853

Shares in corporations

Investments included under this heading are shares in corporations listed on the Australian Stock Exchange. Dividends are dependent on the resolutions of the directors of the corporations concerned. Shares in corporations are carried at cost. Dividends are recognised in the operating results when received.

Unsecured Notes

These are carried at the principal amount. Interest is paid half-yearly and quarterly, at an agreed date, and brought to account when received. Net fair value is equivalent to book value.

Dealer Term Deposits

These consist of fixed interest term deposits with money market dealers, all are due to expire within one year. Net fair value is equivalent to book value.

■ Notes to the financial statements for the year ended 31 December 2004

Note 23. Property, plant and equipment

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Land and buildings				
Freehold land				
At independent valuation (31 Dec 2003)	-	79,921	-	65,973
At University's valuation (31 Dec 2004)	92,714	-	74,603	-
At cost	-	-	-	-
	92,714	79,921	74,603	65,973
Buildings				
At independent valuation (31 Dec 2003)	44,222	268,787	-	225,529
At University's valuation (31 Dec 2004)	227,057	-	231,949	-
At cost	-	-	-	-
	271,279	268,787	231,949	225,529
Buildings under construction				
Construction costs	-	-	-	-
Borrowing costs	-	-	-	-
Work in progress	24,697	7,213	9,697	7,213
	24,697	7,213	9,697	7,213
Total land and buildings	388,690	355,921	316,249	298,715
Plant and equipment				
Plant and equipment at cost	67,051	71,541	66,850	71,362
Less: Accumulated depreciation	(46,734)	(51,899)	(46,700)	(51,871)
	20,317	19,642	20,150	19,491
Plant and equipment under finance lease	6,739	6,739	6,739	6,739
Less: Accumulated amortisation	(6,335)	(5,259)	(6,335)	(5,259)
	404	1,480	404	1,480
Library Collection- at cost	26,149	29,361	26,149	29,265
Less: Accumulated depreciation	(8,802)	(8,864)	(8,802)	(8,845)
	17,347	20,497	17,347	20,420
Art collection – at independent valuation	421	-	421	-
Software at cost	1,652	-	1,652	-
Less: Accumulated depreciation	(6)	-	(6)	-
	1,646	-	1,646	-
Total plant and equipment	40,135	41,619	39,968	41,391
Total property, plant and equipment	428,825	397,540	356,217	340,106

■ Notes to the financial statements for the year ended 31 December 2004

Valuations of land and buildings

The basis of valuation of land and buildings is fair value being the amounts for which the assets could be exchanged between willing parties in an arm's length transaction, based on current December prices in an active market for similar properties in the same location and condition. The 31 December 2003 revaluations were made by the Valuer General and the 31 December 2004 revaluations for land were based on information provided by the Valuer General and buildings were based on movements in the consumer price index obtained from the Australian Bureau of Statistics.

Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current year are set out below.

■ Notes to the financial statements for the year ended 31 December 2004

Note 23. Property, plant and equipment (continued)

	Freehold land \$'000	Buildings \$'000	Buildings under construction \$'000	Plant & equipment \$'000	Leased plant & equipment \$'000	Software \$'000	Library collection \$'000	Art collection \$'000	Total \$'000
(a) Consolidated									
Carrying amount at 1 January 2004	79,921	268,787	7,213	19,642	1,480	-	20,497	-	397,540
Additions	641	4,373	17,484	4,793	-	1,652	2,137	421	31,501
Disposals	-	-	-	(463)	-	-	(3,854)	-	(4,317)
Revaluation increments / (decrements)	12,152	9,976	-	-	-	-	-	-	22,128
Depreciation / amortisation expense	-	(11,857)	-	(3,655)	(1,076)	(6)	(1,433)	-	(18,027)
Carrying amount at 31 December 2004	92,714	271,279	24,697	20,317	404	1,646	17,347	421	428,825
(b) Parent									
Carrying amount at 1 January 2004	65,971	225,531	7,213	19,491	1,480	-	20,420	-	340,106
Additions	641	3,527	2,484	4,752	-	1,652	2,138	421	15,615
Disposals	(1,401)	-	-	(463)	-	-	(3,778)	-	(5,642)
Revaluation increments / (decrements)	9,392	8,647	-	-	-	-	-	-	18,039
Depreciation / amortisation expense	-	(5,756)	-	(3,630)	(1,076)	(6)	(1,433)	-	(11,901)
Carrying amount at 31 December 2004	74,603	231,949	9,697	20,151	404	1,646	17,347	421	356,217

■ Notes to the financial statements for the year ended 31 December 2004

Note 24. Other non-financial assets

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Current				
Prepayments	3,566	3,400	3,566	3,400
Total current other non-financial assets	3,566	3,400	3,566	3,400
Non-current				
Other	77	47	77	47
Total non-current other non-financial assets	77	47	77	47
Total other non-financial assets	3,643	3,447	3,643	3,447

Note 25. Payables

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Current				
Trade Creditors	15,667	10,500	15,643	10,492
Sundry Creditors	6,948	9,364	6,864	9,435
Total current payables	22,615	19,864	22,507	19,927
Non Current				
Total non current payables	-	-	-	-
Total payables	22,615	19,864	22,507	19,927

■ Notes to the financial statements for the year ended 31 December 2004

Note 26. Interest bearing liabilities

Borrowings consist of two loans. One loan from the Bank of Melbourne repayable by quarterly instalments which is secured by registered first mortgage over land owned by the university. The other is an unsecured loan from the National Australia Bank repayable by half yearly instalments.

Notes	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Secured				
Bank loans	1,000	1,000	1,000	1,000
Total current secured interest bearing liabilities	1,000	1,000	1,000	1,000
Unsecured				
Bank loans	90	–	90	–
Lease Liabilities	802	1,005	802	1,005
Total current unsecured interest bearing liabilities	892	1,005	892	1,005
Total current interest bearing liabilities	1,892	2,005	1,892	2,005
Non-current				
Secured				
Bank loans	3,500	4,500	3,500	4,500
Total non-current secured interest bearing liabilities	3,500	4,500	3,500	4,500
Unsecured				
Bank loans	2,017	–	2,017	–
Lease Liabilities	–	802	–	802
Total non-current unsecured interest bearing liabilities	2,017	802	2,017	802
Total non-current interest bearing liabilities	5,517	5,302	5,517	5,302
Total interest bearing liabilities	7,409	7,307	7,409	7,307

Assets pledged as security

The carrying amounts of non-current assets pledged as security are:

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
First mortgage				
Freehold land and buildings	35,996	34,039	35,996	34,039
Finance lease				
Plant and equipment under finance lease	404	1,480	404	1,480
Floating Charge				
Plant and equipment	–	–	–	–
Total non-current assets pledged as security	36,400	35,519	36,400	35,519

■ Notes to the financial statements for the year ended 31 December 2004

Note 27. Provisions

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Employee benefits				
Annual leave	10,687	10,226	10,646	10,140
Long service leave	6,706	6,732	6,706	6,732
Deferred benefits for superannuation	-	-	-	-
Total current provisions	17,393	16,958	17,352	16,872
Non-current				
Employee benefits				
Long service leave	10,622	9,219	10,603	9,160
Deferred benefits for superannuation	-	-	-	-
Total non-current provisions	10,622	9,219	10,603	9,160
Total provisions	28,015	26,177	27,955	26,032
Employee Benefits				
Provisions for employee benefits- current	17,393	16,958	17,352	16,872
Provisions for employee benefits- non current	10,622	9,219	10,603	9,160
Aggregate employee benefits	28,015	26,177	27,955	26,032

Note 28. Other liabilities

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Financial Assistance in advance- Commonwealth	-	4,038	-	4,038
Financial Assistance in advance- State	-	-	-	-
HECS received in advance	-	1,897	-	1,897
Student fees in advance	144	9,162	131	9,162
Income in advance	263	-	263	-
Deferred employee benefits for superannuation	4,549	4,707	4,549	4,707
Other	625	751	625	751
Total current other liabilities	5,581	20,555	5,568	20,555
Non-current				
Discount received on capital notes	13	14	13	14
Deferred employee benefits for superannuation	94,360	97,627	94,360	97,627
Total non-current other liabilities	94,373	97,641	94,373	97,641
Total other liabilities	99,954	118,196	99,941	118,196

Note 29. Statutory funds

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Statutory funds	-	-	-	-
Total statutory funds	-	-	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 30. Reserves and retained surplus

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
(a) Reserves					
Asset revaluation reserve					
Land		59,401	47,614	42,692	33,667
Buildings		136,358	126,550	85,921	77,440
General Reserve		-	-	-	-
Total reserves		195,759	174,164	128,613	111,107
	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
(a) Reserves (continued)					
Movements:					
Asset revaluation reserve - Land					
Balance 1 January 2004		47,614	34,631	33,667	19,633
Increment on revaluation of freehold land	23	12,152	13,377	9,390	14,034
Transfer to Retained surplus		(365)	(394)	(365)	-
Balance 31 December 2004		<u>59,401</u>	<u>47,614</u>	<u>42,692</u>	<u>33,667</u>
Asset revaluation reserve - Buildings					
Balance 1 January 2004		126,550	86,120	77,440	41,041
Increment on revaluation of buildings	23	9,976	41,853	8,649	36,399
Transfer to Retained surplus		(168)	(1,423)	(168)	-
Balance 31 December 2004		<u>136,358</u>	<u>126,550</u>	<u>85,921</u>	<u>77,440</u>
General Reserve					
Balance 1 January 2004		-	617	-	254
Transfer to Retained surplus		-	(617)	-	(254)
Balance 31 December 2004		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
(b) Retained surplus					
Retained surplus at the beginning of the year		255,465	235,195	263,130	244,576
Net operating result attributable to the parent entity		16,645	19,543	10,533	18,595
Movement in asset revaluation reserve		533	1,817	533	-
Transfer of Swinburne Graduate School of Integrative Medicine to the parent entity		-	-	(91)	-
Movement in general reserve		-	617	-	254
Adjustment in prior year surplus on adoption of AASB 1018		-	(298)	-	-
Transfer to outside equity interests in prior years		272	(500)	-	(295)
Transfer from provision included in 2002 result		-	(975)	-	-
Write back of investment included in prior years		-	21	-	-
Write back of previous years adjustments		-	45	-	-
Retained surplus at the end of the year		<u>272,915</u>	<u>255,465</u>	<u>274,105</u>	<u>263,130</u>

■ Notes to the financial statements for the year ended 31 December 2004

Note 31. Outside equity interests in controlled entities

	Consolidated	
	2004 \$'000	2003 \$'000
Interest in:		
Swinburne Graduate School of Integrative Medicine Pty Ltd		
Accumulated Surplus (Deficit)	–	–
-Balance at beginning of year	–	(500)
-Change of status to fully owned	–	500
BR (Vic) Pty Ltd		
-Share of current year's operating result	(22)	(6)
Total outside equity interests in controlled entities	(22)	(6)

Note 32. Financial instruments

The university's accounting policies and the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at balance date, are as follows

(a) Terms and conditions

Recognised financial instruments	Notes	Accounting policies	Terms and conditions
Financial assets			
Cash Assets	18	Cash at bank is carried at the principal amount. Interest received on any bank balance is recognised in the financial statements when the bank account is credited.	Interest is paid half-yearly, at the prevailing bank rate, based on the average credit balance in the bank account.
Receivables – debtors	19	Debtors are carried at the nominal amounts due less any provision for doubtful debts. A doubtful debts provision is made for any amounts which are considered unlikely to be collectable.	Credit is allowed for a 30 day term.
Unsecured Notes	22	Unsecured notes are carried at the principal amount. Interest is recognised in the operating statement when received.	Interest is paid half-yearly and quarterly, at the agreed rate.
Shares in Corporations	22	Shares in corporations are carried at cost. Dividends are recognised in the operating statement when received.	Investments included under this heading are shares in corporations listed on the Australian Stock Exchange. Dividends are dependent on resolutions of the directors of the corporations concerned.
Dealer Term Deposits	22	Dealer Term Deposits are carried at their principal amounts. Interest revenue is recognised in the financial statements when it is received.	Short Term Deposits have an average maturity of 1 day. The average maturity of Longer Term Deposits can vary up to 180 days.
Financial liabilities			
Payables	25	Payables are recognised for future amounts to be paid in respect of goods and services received, whether or not billed to the university.	Settlement of payables is normally effected 30 days after the end of the month the debt is incurred.
Interest Bearing Liabilities	26	Borrowings are carried at their principal amounts.	Interest bearing liabilities consist of two loans, one from the Bank of Melbourne, repayable by quarterly instalments, the last of which falls due in January 2009. The loan is secured by registered first mortgage over land owned by the university. The interest rate is 6.36% per annum. The other is an unsecured loan from the National Australia Bank, repayable by half yearly instalments, the last of which falls due in December 2019. The interest rate per annum is 6.65%
Financial Leases		Finance leases are capitalised. Lease payments are allocated between the principal component of the lease liability and the interest expense.	There are three finance leases from Cisco Corporation. They are repayable in monthly instalments The interest rate is 4.62% per annum.

■ Notes to the financial statements for the year ended 31 December 2004

(b) Interest rate risk exposures

The consolidated entity's exposure to interest rate risk and the effective weighted average interest rate by maturity periods is set out in the following table. For interest rates applicable to each class of asset or liability refer to individual notes to the financial statements.

Exposures arise predominantly from assets and liabilities bearing variable interest rates as the consolidated entity intends to hold fixed rate assets and liabilities to maturity.

2004	Notes	Floating interest rate \$'000	Fixed interest maturing in:			Non-interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
Financial assets							
Cash and deposits	18	26,684	-	-	-	-	26,684
Receivables	19	-	-	-	-	10,811	10,811
Other financial assets – investments	22	21,481	38,004	-	-	1,624	61,109
		<u>48,165</u>	<u>38,004</u>	<u>-</u>	<u>-</u>	<u>12,435</u>	<u>98,604</u>
Weighted average interest rate		5.70%	5.91%				
Financial liabilities							
Trade and other creditors	25	-	-	-	-	(22,615)	(22,615)
Interest bearing liabilities	26	-	(1,090)	(3,925)	(1,592)	-	(6,607)
Finance leases	26	-	(802)	-	-	-	(802)
		<u>-</u>	<u>(1,892)</u>	<u>(3,925)</u>	<u>(1,592)</u>	<u>(22,615)</u>	<u>(30,024)</u>
Weighted average interest rate			5.64%	6.38%	6.56%		
Net financial assets (liabilities)		<u>48,165</u>	<u>36,112</u>	<u>(3,925)</u>	<u>(1,592)</u>	<u>(10,180)</u>	<u>68,580</u>

2003	Notes	Floating interest rate \$'000	Fixed interest maturing in:			Non-interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
Financial assets							
Cash and deposits	18	32,428	-	-	-	-	32,428
Receivables	19	-	-	-	-	6,612	6,612
Other financial assets – investments	22	31,602	24,627	-	-	1,624	57,853
		<u>64,030</u>	<u>24,627</u>	<u>-</u>	<u>-</u>	<u>8,236</u>	<u>96,893</u>
Weighted average interest rate		5.43%	5.97%				
Financial liabilities							
Interest bearing liabilities	26	-	-	(5,000)	(500)	-	(5,500)
Trade and other creditors	25	-	-	-	-	(19,864)	(19,864)
Finance leases	26	-	(1,005)	(802)	-	-	(1,807)
		<u>-</u>	<u>(1,005)</u>	<u>(5,802)</u>	<u>(500)</u>	<u>(19,864)</u>	<u>(27,171)</u>
Weighted average interest rate			4.62%	6.26%	6.26%		
Net financial assets (liabilities)		<u>64,030</u>	<u>23,622</u>	<u>(5,802)</u>	<u>(500)</u>	<u>(11,628)</u>	<u>69,722</u>

(c) Net fair value of financial assets and liabilities

(i) On-balance sheet

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities of the consolidated entity approximates their carrying amounts.

The net fair value of other monetary financial assets and financial liabilities is based upon market prices where a market exists or by discounting the expected future cash flows by the current interest rates for assets and liabilities with similar risk profiles.

■ Notes to the financial statements for the year ended 31 December 2004

(c) Net fair value of financial assets and liabilities (cont.)

(i) On-balance sheet (cont.)

Equity investments traded on organised markets have been valued by reference to market prices prevailing at balance date. For non-traded equity investments, the net fair value is an assessment by the members based on the underlying net assets, future maintainable earnings and any special circumstances pertaining to a particular investment.

The carrying amounts and net fair values of financial assets and liabilities at balance date are:

	2004		2003	
	Carrying amount \$'000	Net fair value \$'000	Carrying amount \$'000	Net fair value \$'000
On-balance sheet financial instruments				
Financial assets				
Cash	16,513	16,513	9,872	9,872
Deposits	10,171	10,171	22,556	22,556
Trade debtors	10,811	10,811	6,612	6,612
Unsecured Notes	28,466	28,570	15,467	15,670
Dealer Term deposits	21,481	21,481	31,602	31,602
Total financial assets	87,442	87,546	86,109	86,312
Traded investments				
Shares in other corporations	11,162	11,823	10,784	10,533
	98,604	99,369	96,893	96,845
Financial liabilities				
Trade creditors	15,667	15,667	10,500	10,500
Other creditors	6,948	6,948	9,364	9,364
Bank loans	6,607	6,607	5,500	5,500
Lease liabilities	802	802	1,807	1,807
Total financial liabilities	30,024	30,024	27,171	27,171

Other than those classes of assets and liabilities denoted as "traded", none of the classes of financial assets and liabilities are readily traded on organised markets in standardised form.

■ Notes to the financial statements for the year ended 31 December 2004

Note 33. Responsible persons and executive officers

(a) Names of responsible persons

The responsible Minister is the Hon Lynne Kosky MP, Minister for Education whose salary is disclosed in the financial report of the Department of Premier and Cabinet.

The following persons were responsible persons and executive officers of Swinburne University of Technology during the year:

Membership of Council 2004

Ms J Austin, BA, Dip Ed (Sheffield)
 Ms J Bissland, BA(Hons)(Saskatchewan), MA(Ontario), GradDipChildDevelopment, GradDipEd(Melb), MEdStudies(Monash)
 Mr T W Brown, FCA, (Deputy Chancellor)
 Ms B Camfield, BA, (SIT), DipLib(RMIT)
 Ms K Bowlen BA (SUT), MEAA
 Mr K Cato DUniv (SUT)
 Mr D J Eynon, BEcon(Monash), MA(Melb)
 Ms H Gray, BA(Hons)/LLB(Hons)(Melb)
 Ms. S. Desmond
 Mr R G Hodges Dip(Eng)(Aero)(RMIT)
 Mr. M. Katariya BEng SVRCET,MIT (Swin)
 Ms J King, BA(Murdoch) FAICD
 Mr S Lipski, AM, BA (Melb)
 Prof H Lueckenhausen, Grad Dip Industrial Design(RMIT), Dip Ed(Hawthorn), MDIA, AADM
 Mr G Leonard, BSc(Melb) MACS
 Dr. D. Mitchell, Bsc(Melb), MSc, PhD(London) (Chancellor)
 Prof I. Young BE(Hons), MEngSc, PhD (JCU), FIEAust, FTSE (Vice Chancellor)
 Mr D Street, BA(Hons)(Otago), DipEd(Christchurch)
 Ms J Trehwella, BA(Hons)(ANU)
 Mr D R Watson, DipMS(London), FCIS, FAICD, FAIBF
 Ms K N Watson, AM, BA, DipEd, BEd(Melb)
 Mr I R Wilson, BEcon(Hons), MBA(Monash)

(b) Remuneration of Council Members and Executives

Income paid or payable, or otherwise made available, to Council Members by entities in the consolidated entity in connection with the management of affairs of the parent entity or its controlled entities:

Consolidated		Parent entity	
2004	2003	2004	2003
\$	\$	\$	\$
764	706	764	706

Remuneration of Council Members

	Consolidated		Parent entity	
	2004	2003	2004	2003
	Number	Number	Number	Number
\$10,000 to \$19,999	-	-	-	-
\$20,000 to \$29,999	-	1	-	1
\$30,000 to \$39,999	-	-	-	-
\$40,000 to \$49,999	1	1	1	1
\$50,000 to \$59,999	-	1	-	1
\$60,000 to \$69,999	1	1	1	1
\$100,000 to \$109,999	1	1	1	1
\$110,000 to \$119,999	-	-	-	-
\$120,000 to \$129,999	1	1	1	1
\$130,000 to \$139,999	-	-	-	-
\$140,000 to \$149,999	-	1	-	1
\$160,000 to \$169,999	1	-	1	-
\$250,000 to \$259,999	1	-	1	-
\$310,000 to \$319,999	-	1	-	1
\$320,000 to \$399,999	-	-	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 33. Responsible persons and executive officers (Continued)

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$	\$	\$	\$
Income paid or payable, or otherwise made available, to executive officers by entities in the consolidated entity.				
Executive Officer is defined as any person in a senior line position with direct reporting to the Chief Executive Officer.	1,626	1,260	1,494	1,260

	Consolidated		Parent entity	
	2004	2003	2004	2003
	Number	Number	Number	Number
Remuneration of executive officers				
\$100,000 to \$109,999	-	-	-	-
\$110,000 to \$119,999	-	-	-	-
\$120,000 - \$129,999	-	-	-	-
\$130,000 - \$139,999	2	2	1	2
\$140,000 - \$149,999	1	1	1	1
\$150,000 - \$159,999	1	1	1	1
\$160,000 - \$169,999	-	1	-	1
\$170,000 - \$179,999	4	3	4	3
\$180,000 - \$189,999	2	-	2	-
\$190,000 - \$199,999	-	-	-	-
\$200,000 - \$209,999	-	-	-	-
\$210,000 - \$219,999	-	-	-	-
\$220,000 - \$229,999	-	-	-	-
\$230,000 - \$239,999	-	-	-	-

(c) Related party transactions

Deloitte Touche Tohmatsu.

Mr T Brown, Deputy Chancellor, is a retired partner of the firm Deloitte Touche Tohmatsu. The firm provided consulting services to the university to the value of \$404,720 in 2004 (2003:\$65,964)

Note 34. Remuneration of auditors

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
During the year the following fees were paid for services provided by the auditor of the parent entity and non-related audit firms:				
Assurance services				
1. Audit services				
Fees paid to Auditor General of Victoria				
Audit and review of financial reports and other audit work	63	63	52	52
Total remuneration for audit services	63	63	52	52
2. Other assurance services				
Fees paid to Auditor General of Victoria:				
Audit of Jade Student Management Systems Selection	21	-	21	-
Fees paid to non -Auditor General of Victoria audit firms	66	43	66	43
Total remuneration for other assurance services	87	43	87	43
Total remuneration for assurance services	150	106	139	95
Advisory services				
Fees paid to Auditor General of Victoria:	-	-	-	-
Total remuneration for advisory services	-	-	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 35. Contingent liabilities and contingent assets

Contingent liabilities

The parent entity and consolidated entity had contingent liabilities at 31 December 2004 in relation to:

- (1) A controlled entity of the university, Swinburne Ltd, has made land available, under a long term lease/concession to a private sector organisation that will deliver a project of almost \$90m to construct and operate two buildings at the Hawthorn campus, for the term of the concession, comprising: almost 15,000 square meters of student accommodation, approximately 7,500 square meters of office space, 1,582 square meters of ground floor retail space, and 6,675 square meters of underground car park.
This project is estimated to be completed and the premises available by December 2005. From that date, Swinburne University of Technology will rent half of the office space and some retail space at an agreed annual rental. The concession is estimated, within a financial model, to be 27 years, then transferring to Swinburne Ltd in 2032. If the project's annual performance is below the level projected in the financial model, the first level of support (\$875,000) will be met by the equity holders of the Special Purpose Vehicle. At performance levels below that, the University may be required to support the project or alternatively, arrange a transfer of ownership in accordance with the formula for determining market value.
- (2) 'Letters of comfort' provided by the university to certain subsidiary companies.

Contingent assets

- (1) The University has entered into an agreement with an outside party to build, own, operate and transfer (BOOT) a student village on the Pratt Campus, Lilydale.
The ground lease agreement is for a 29 year period and will end on 29 December 2029, after which the buildings will revert to the University. The total costs of the project, which includes design and construction costs, amounts to \$9.5 million approximately.

■ Notes to the financial statements for the year ended 31 December 2004

Note 36. Commitments for expenditure

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Capital commitments				
Commitments for construction work contracted for at the reporting date but not recognised as liabilities, payable:				
Within one year	9,257	3,063	9,257	3,063
Later than one year but not later than 5 years	–	–	–	–
Later than 5 years	–	–	–	–
Total capital commitments	9,257	3,063	9,257	3,063
Lease commitments				
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, payable:				
Within one year	–	–	–	–
Later than one year but not later than 5 years	–	–	–	–
Later than 5 years	–	–	–	–
Total lease commitments	–	–	–	–
Representing:				
Cancellable operating leases	–	–	–	–
Non-cancellable operating leases	–	–	–	–
Future finance charges on finance leases	–	–	–	–
Operating leases	–	–	–	–
Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:				
Within one year	3,129	3,772	3,129	3,772
Later than one year but not later than 5 years	3,801	2,895	3,801	2,895
Later than 5 years	–	–	–	–
Total operating leases	6,930	6,667	6,930	6,667
The weighted average interest rate implicit in the non-cancellable operating leases is 7.2% (2003: 7.8%).				
Finance leases				
Commitments in relation to finance leases are payable as follows:				
Within one year	815	1,068	815	1,068
Later than one year but not later than 5 years	–	815	–	815
Later than 5 years	–	–	–	–
Minimum lease payments	815	1,883	815	1,883
Less: Future finance charges	13	76	13	76
Recognised as a liability	802	1,807	802	1,807
Add: Lease incentives on non-cancellable operating leases included in lease liabilities	–	–	–	–
Total lease liabilities	802	1,807	802	1,807
Representing lease liabilities:				
Current (note 26)	802	1,005	802	1,005
Non-current (note 26)	–	802	–	802
	802	1,807	802	1,807

The weighted average interest rate implicit in the leases is 4.62% (2003: 4.62%)

■ Notes to the financial statements for the year ended 31 December 2004

Note 37. Superannuation plans

State Superannuation Fund

Higher Education:

Employer contributions are paid as costs emerge, that is, as employees become eligible for payment of the accrued benefits. Contributions paid by the university are funded by Commonwealth Government financial assistance, which is determined annually under the Higher Education Funding Act. In 2004 contributions were \$8,229,089 (2003: \$9,105,000). No employer contributions were outstanding as at December 2004.

TAFE:

Since July 1994 the TAFE Division has been required to cover the employer's share of superannuation for employees who are members of the State Superannuation Scheme. In 2004 the cost amounted to \$1,412,219 (2003: 1,484,000) which was fully funded by OTTE.

State Employees Retirement Benefit Scheme

Superannuation contributions are calculated in accordance with the award agreement and amounted to \$61,986 (2003: \$25,000). No employer contributions were outstanding at 31 December 2004.

Employer contributions are made at the rate of 12.5%. As at 30 June 2004 the scheme was carrying total liabilities, including liabilities for members' benefits, in excess of the scheme's assets. Hence, unfunded superannuation liabilities exist which are recognised in the financial statements of the scheme. The notional share of the scheme's unfunded liabilities attributable to the university as assessed by the scheme as at 30 June 2003 was \$1,022,000.

Superannuation Scheme for Australian Universities

The employer contribution rate in 2004 was 14% of employee salaries and represents an employer/employee contribution ratio of 2:1. The scheme is fully funded. These rates are as per the Trust Deed.

Employer contributions during the year were \$10,875,236 (2003: \$9,705,000)

The Fund provides defined lump sum benefits based on years of service and final average salary.

Actuarial assessments of the Fund are made at no more than three yearly intervals, and the last such assessment was made in December 2002 with the actuarial investigation completed in May 2003. Information relating to the Fund based on the latest actuarial assessment and the financial report of the Fund for the year ended 30 June 2004 is set out below.

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Present value of employees' accrued benefits	60,128	52,138	60,128	52,138
Net market value of assets held by the Fund to meet future benefit payments	67,677	54,983	67,677	54,983
Excess of assets over the present value of employees' accrued benefits held to meet future benefit payments	7,549	2,845	7,549	2,845
Vested benefits	69,899	62,398	69,899	62,398

Note 38. Related parties

Responsible persons and specified executives

Disclosures relating to members and specified executives are set out in note 33.

Wholly-owned group

Ownership interests in controlled entities are set out in note 39.

Transactions between Swinburne University of Technology and other entities in the wholly-owned group during the years ended 31 December 2003 and 2004 consisted of:

Rent from Swinburne University of Technology to Swinburne Ltd

Loan from Swinburne University of Technology to Swinburne Ltd

■ Notes to the financial statements for the year ended 31 December 2004

Note 39. Investments in controlled entities

Name of entity	Country of incorporation	Class of shares	Ownership interest		Net equity		Total revenue		Operating result		Contribution to operating result	
			2004 %	2003 %	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$
Swinburne Limited	Australia	Ltd by Guarantee	100	100	58,632	54,557	6,500	2,267	-	-	-	-
Swinburne Graduate School of Integrative Medicine Pty Ltd	Australia	Ordinary	100	57	-	(92)	-	1,982	-	1,075	-	1,075
National Institute of Circus Arts Ltd	Australia	Ltd by Guarantee	100	100	7,372	1,224	9,532	2,442	6,134	(116)	6,134	(116)
BR (Vic) Pty Ltd	Australia	Ordinary	60	60	(56)	(16)	8	13	(40)	(16)	(24)	(10)
Swinburne Ventures Ltd	Australia	Ltd by Guarantee	100	100	-	-	-	-	-	-	-	-
Swinburne Intellectual Property Trust	Australia	Unincorporated trust	100	100	(14)	(10)	-	-	(4)	(3)	(4)	(3)

■ Notes to the financial statements for the year ended 31 December 2004

Note 40. Investments in associates

Investments in associates are accounted for in the consolidated financial statements using the equity method of accounting and are carried at cost by the parent. Information relating to the associates is set out below.

	Principal activity	Country of incorporation	Ownership interest		Consolidated carrying amount		Parent entity carrying amount	
			2004 %	2003 %	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Swinburne University Technology Training Company	Post-Secondary education provider	Thailand	-	49%	-	-	-	-
Swinburne Ltd Swinburne Holdings SDN BHD	Post-Secondary education provider	Malaysia	100%	50%	-	-	-	-
Swinburne Ltd Swinburne Vabis Indochina Ltd (Company terminated)	Post-Secondary education	Vietnam	50%	50%	-	(98)	-	-
					-	(98)	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 40. Investments in associates (Continued)

Swinburne Ventures Limited through its Swinburne Intellectual Property Trust has interests in the following entities most of which are at varying stages of development.

Name of entity	Country of incorporation	Class of shares	Ownership interest		Net equity		Total revenue		Operating result	
			2004 %	2003 %	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000
3DCD Ltd	Australia	Ordinary	45	45	(140)	(126)	-	69	(13)	(25)
Minifab Pty Ltd	Australia	Ordinary	44	44	(7)	(10)	101	38	3	(10)
SportsBet21 Pty Ltd	Australia	Ordinary	30	30	(4)	3	16	44	(7)	5
Genos Pty Ltd	Australia	Ordinary	24	24	16	(3)	536	253	18	(4)
Opaltree Systems Pty Ltd**	Australia	Ordinary	9	9	(524)	(527)	51	258	(538)	(120)
Plantic Technologies Ltd	Australia	Ordinary	2.3	2.6	5,320	2,943	1,041	731	(3,000)	(2,111)
Cortical Dynamics Ltd**	Australia	Ordinary	30	-	38	3	19	-	41	-
Laser Surfacing Solutions Pty Ltd**	Australia	Ordinary	45	-	(38)	-	8	-	(38)	-
Nanotechnology Ltd	Australia	Ordinary	-	-	11	11	542	203	-	16

**The financial results for these entities have not yet been audited.

Financial results for these entities are not available.

Other Associated Entities
 Exago Pty Ltd
 Logometrix Limited
 Netschool Pty Ltd
 Combi Array Pty Ltd

■ Notes to the financial statements for the year ended 31 December 2004

Note 41. Events occurring after reporting date

No events have occurred since balance date that would materially affect the university's accounts.

Note 42. Reconciliation of operating result from ordinary activities after income tax to net cash inflow from operating activities

	Notes	Consolidated		Parent entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Operating result from ordinary activities after related income tax		16,623	19,537	10,533	18,595
Prior years adjustment – Accounting Standard change		-	(298)	-	(295)
Depreciation and amortisation		18,027	13,990	11,901	11,914
Write down of investments to recoverable amount		-	-	-	-
Net (gain) loss on sale of non-current assets	16	(98)	(612)	(98)	224
Change in operating assets and liabilities, net of effects from purchase of controlled entity					
(Increase) in trade debtors		3,107	260	3,098	274
Increase (Decrease) in prepaid fees		(9,030)	(2,104)	(9,030)	(2,104)
Decrease in investment in associated company		-	140	-	-
(Increase) Decrease in inventories		(16)	92	(16)	92
(Increase) Decrease in deferred tax asset		-	-	-	-
(Increase) Decrease in other assets		(166)	117	(166)	117
Increase (Decrease) in trade creditors		(6,684)	8,405	(6,795)	8,388
Increase (Decrease) in other operating liabilities		-	-	-	-
Increase (Decrease) in provision for income taxes payable		-	-	-	-
Increase (Decrease) in provision for deferred income tax		-	-	-	-
Increase (Decrease) in other provisions		(390)	(1,881)	(402)	(1,968)
Net cash inflow (outflow) from operating activities		21,373	37,646	9,025	35,237

Note 43. Non-cash financing and investing activities

	Consolidated		Parent entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Acquisition of plant and equipment by means of Finance Leases	-	-	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 44. Acquittal of Commonwealth Government financial assistance 44.1 DEST – Teaching and Learning – Parent entity

Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)
Net accrual adjustments
Revenue for the period

Notes	Operating Grant*		Teaching Hospitals		Capital Development Pool		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
	45,176	45,271	-	-	1,061	523	46,237	45,794
	1,917	1,028	-	-	-	-	1,917	1,028
3(a)	47,093	46,299	-	-	1,061	523	48,154	46,822
	-	-	-	-	-	-	-	-
	47,093	46,299	-	-	1,061	523	48,154	46,822
	47,093	46,299	-	-	1,061	523	48,154	46,822

Surplus / (deficit) from the previous year
Total revenue including accrued revenue
Less expenses including accrued expenses
Surplus / (deficit) for reporting period

* Including Workplace Reform Program and superannuation contributions

Note 44. Acquittal of Commonwealth Government financial assistance 44.2 HECS and other Commonwealth Loan Programmes – Parent entity

Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)
Net accrual adjustments
Revenue for the period

Notes	HECS (Commonwealth payments only)		PELS		BOTPLS		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
	23,715	22,755	6,849	6,499	-	-	30,564	29,254
3(b)	23,715	22,755	6,849	6,499	-	-	30,564	29,254
	-	-	-	-	-	-	-	-
	23,715	22,755	6,849	6,499	-	-	30,564	29,254
	23,715	22,755	6,849	6,499	-	-	30,564	29,254

Surplus / (deficit) from the previous year
Total revenue including accrued revenue
Less expenses including accrued expenses
Surplus / (deficit) for reporting period

■ Notes to the financial statements for the year ended 31 December 2004

Note 44. Acquittal of Commonwealth Government financial assistance (continued)

44.3 Scholarships – Parent entity

Notes	Australian Postgraduate Awards Pre-2002		Australian Postgraduate Awards Post-2002		International Postgraduate Research Scholarships		Commonwealth Education Costs Scholarships		Commonwealth Accommodation Scholarships		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)	116	251	742	521	167	98	-	-	156	-	1,233	870
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Revenue for the period	116	251	742	521	167	98	-	-	156	-	1,233	870
3(c)												
Surplus / (deficit) from the previous year	-	-	-	64	9	9	-	-	-	-	9	73
Total revenue including accrued revenue	116	251	742	585	176	107	-	-	156	-	1,242	943
Less expenses including accrued expenses	116	251	742	585	176	98	-	-	154	-	1,240	934
Surplus / (deficit) for reporting period	-	-	-	-	-	9	-	-	2	-	2	9

Note 44. Acquittal of Commonwealth Government financial assistance (continued)

44.4 DEST Research – Parent entity

Notes	Institutional Grants Scheme		Research Training Scheme		Systemic Infrastructure Initiative		Research Infrastructure Block Grants		Regional Protection Grants		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)	1,876	1,746	4,946	4,955	151	151	854	624	-	-	7,827	7,476
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Revenue for the period	1,876	1,746	4,946	4,955	151	151	854	624	-	-	7,827	7,476
3(d)												
Surplus / (deficit) from the previous year	-	-	-	-	-	1,516	-	-	-	-	-	1,516
Total revenue including accrued revenue	1,876	1,746	4,946	4,955	151	1,667	854	624	-	-	7,827	8,992
Less expenses including accrued expenses	1,876	1,746	4,946	4,955	151	1,667	854	624	-	-	7,827	8,992
Surplus / (deficit) for reporting period	-	-	-	-	-	-	-	-	-	-	-	-

■ Notes to the financial statements for the year ended 31 December 2004

Note 44. Acquittal of Commonwealth Government financial assistance (continued)

44.5 Australian Research Council Grants – Parent entity

(a) Discovery

Notes	Projects		Fellowships		Federation Fellowships		Indigenous Research Development		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)	1,832	1,341	(5)	95	-	(54)	-	-	1,827	1,382
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-
Revenue for the period	1,832	1,341	(5)	95	-	(54)	-	-	1,827	1,382
Surplus / (deficit) from the previous year	469	172	162	150	-	56	-	-	631	378
Total revenue including accrued revenue	2,301	1,513	157	245	-	2	-	-	2,458	1,760
Less expenses including accrued expenses	1,469	1,044	155	83	-	2	-	-	1,624	1,129
Surplus / (deficit) for reporting period	832	469	2	162	-	-	-	-	834	631

Note 44. Acquittal of Commonwealth Government financial assistance

44.5 Australian Research Council Grants – Parent entity

(b) Linkages

Notes	Special Research Initiatives		Infrastructure		International		Learned Academies		Projects	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)	-	-	449	1,775	106	131	-	-	896	1,069
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-
Revenue for the period	-	-	449	1,775	106	131	-	-	896	1,069
Surplus / (deficit) from the previous year	-	-	506	-	10	6	-	-	360	229
Total revenue including accrued revenue	-	-	955	1,775	116	137	-	-	1,256	1,298
Less expenses including accrued expenses	-	-	603	1,269	50	127	-	-	906	938
Surplus / (deficit) for reporting period	-	-	352	506	66	10	-	-	350	360

■ Notes to the financial statements for the year ended 31 December 2004

(b) Linkages (continued) – Parent entity

	Notes	Research Networks		Centres		Total	
		2004	2003	2004	2003	2004	2003
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)		-	-	-	-	1,451	2,975
Net accrual adjustments		-	-	-	-	-	-
Revenue for the period	3(f)(i)	-	-	-	-	1,451	2,975
Surplus / (deficit) from the previous year		-	-	-	-	876	235
Total revenue including accrued revenue		-	-	-	-	2,327	3,210
Less expenses including accrued expenses		-	-	-	-	1,559	2,334
Surplus / (deficit) for reporting period		-	-	-	-	768	876

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