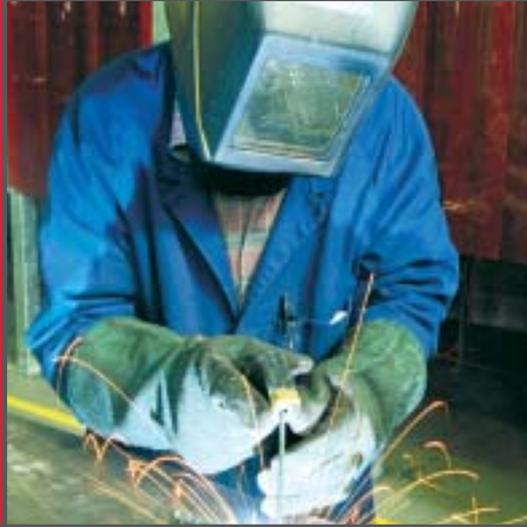


SWINBURNE

Swinburne University of Technology

Annual Report 2003

SWINBURNE UNIVERSITY
OF TECHNOLOGY



Swinburne University of Technology

2003 Annual Report



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OF TECHNOLOGY

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Cover: Front Cover photos: Students engage in a variety of study opportunities at Swinburne.

Bottom photo: Swinburne's inaugural Chancellor, Richard Pratt, and former Prime Minister, Bob Hawke, take a photocall with students from the National Institute of Circus Arts

April 2004

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 2003 Annual Report including the Report of Operations and the Audited Financial Statement for Swinburne University of Technology in accordance with the Financial Management Act 1994.

Yours sincerely



Dr. Douglas Mitchell
Chancellor



Professor Ian Young
Vice-Chancellor

This Annual Report has been approved by the Swinburne University of Technology Council at its meeting 5 April 2004.



■ Senior Appointments

End of an Era – Professor J. G. Wallace

Swinburne University's Vice-Chancellor, Professor J. G. (Iain) Wallace retired from Swinburne on Friday 28 November 2003.

At his last Council meeting, Professor Wallace was thanked for his exceptional contribution to

Swinburne over 17 years first as Director of Swinburne Institute of Technology, then Foundation Vice-Chancellor of Swinburne University of Technology. During his time he has provided inspirational leadership and laid the foundations for Swinburne's current and future success.

The following tribute to Professor Wallace was paid by a staff member:

"A finely honed intellect, allied with a razor-sharp wit, a voracious thirst for knowledge, an encyclopaedic memory on a vast range of subjects, but first and foremost a man of vision."



New Vice-Chancellor – Professor Ian Young

Professor Young joined Swinburne in early December from the University of Adelaide where he held the dual roles of Pro Vice-Chancellor (International) and Executive Dean of the Faculty of Engineering, Computer and Mathematical Sciences.



Ian has an impressive record of high-level achievement as a leader, strategic planner and manager and is one of Australia's top researchers. His many achievements at the University of Adelaide included pioneering the development of entrepreneurship as an educational area and leading a major expansion of activities offshore into Singapore, Vietnam, Malaysia, Hong Kong and China. His research interests cover coastal engineering, and physical and satellite oceanography, all of which have attracted significant international and national research grants.



■ Vice-Chancellor's Overview

I am delighted to be able to present my first overview as Vice-Chancellor of Swinburne.

During 2003, Swinburne made significant progress in accordance with each of the University's five strategic themes. Some of the developments over the year are outlined below.

The Research Intensive University

Swinburne continues to develop as a research-intensive university working toward its reputation for excellence in research with major strategic alliances established, and ongoing success in significant grants received.

Total research income for 2002 (the income figures lag by one year) was \$8,008,474. In 2003 the University's Institutional Grants Scheme (IGS) block grant was \$1,742,468, a 5% (capped) increase over 2002, with Research Infrastructure Block Grants (RIBG) of \$622,371 up 47% from \$423,999 in 2002. As this scheme is driven by success in winning National Competitive Grants it indicates the rate of growth in Swinburne's research activity. In the Australian Research Council (ARC) grants Swinburne won five Discovery grants in the first round, and another two later in the year, and seven Linkage grants. Two Linkage, Infrastructure, Equipment & Facilities (LIEF) grants were won in our own right, with staff also being involved in grants awarded through other universities.

Swinburne was awarded two of the ten ARC Centres of Research Excellence. The Centre for Atom Optics and Ultrafast Spectroscopy, established by Swinburne in Melbourne, received its ARC award together with the Australian National University, and the University of Queensland. CUDOS – the ARC Centre of Excellence for Ultrahigh Bandwidth Devices for Optical Systems – was established with \$11.5 million of funding from the ARC to undertake fundamental research at underpinning the development of a photonic chip. This Centre is a collaboration between the University of Sydney, the Australian National University, the University of Technology Sydney, Macquarie University, Swinburne and CSIRO.

Strategic research alliances were established with a number of external partners including the Chinese Academy of Sciences, the Fraunhofer Institute for Experimental Software Engineering, the National Economics University, Vietnam, the American Academy of



Anti-Aging Medicine, and with numerous interstate and Victorian research organisations.

The Centre for Astrophysics and Supercomputing commenced significant research and infrastructure projects in 2003 after receiving over \$1.4 million in four discrete grants for calibrating cosmology, a computing infrastructure upgrade, a new approach to age-dating galaxies, and the evolution of gas in galaxy groups. Centre staff were also awarded seven nights of observation time on the Gemini North telescope in Hawaii, worth around \$1 million, the largest such award ever given to Australian astronomers.

Flexible Learning and Teaching

Over 2003 Swinburne moved further forward towards the goal of building optimal learning environments throughout the University. Students require flexibility in the key dimensions of when, where, what and how they learn; Swinburne aims to be an institution able to respond to this effectively and efficiently.

Swinburne accredited a double Masters Degree program – Master of Business Administration/Master of Information Systems, the first of its kind in Australia. The first Masters with Honours program was also accredited during the year.

The development of online or e-learning strategies continue across the University with the aim of having all subjects with a web presence within the context of each division's particular online strategy.

The TAFE Innovation in Education Unit supported e-learning projects in TAFE including 18 Learnscope projects, while the Professional Development Unit in TAFE supported flexible delivery through a range of programs, with a highlight being close to 200 staff undertaking WebCT Training.

The Graduate Certificate in Teaching and Learning in Higher Education was accredited during 2003. This unique program is offered jointly with Napier University in Scotland and provides a structured program to assist teaching staff in Higher Education to monitor, evaluate and develop their teaching and assessment practices.

Internationalisation

Swinburne continued to engage in various international activities to strengthen our reputation as an international university.

The TAFE Division established many formal partnerships with offshore education and training providers including Massey University, New Zealand and various United Kingdom universities. Agreements were also negotiated with the South Pacific Applied Geoscience Commission and Hemsdale College in Singapore.

Three top Chinese universities, Huazhong University of Science and Technology, Tsinghua University, and the University of Science and Technology China, participated in the Visiting Research Fellowship Scheme with Swinburne. Swinburne Lilydale undertook a joint education program with the China University of Mining and Technology, for student exchange, staff development, and staff and student projects.

International student intakes increased by 7% from 2002, with student numbers from India more than doubling.

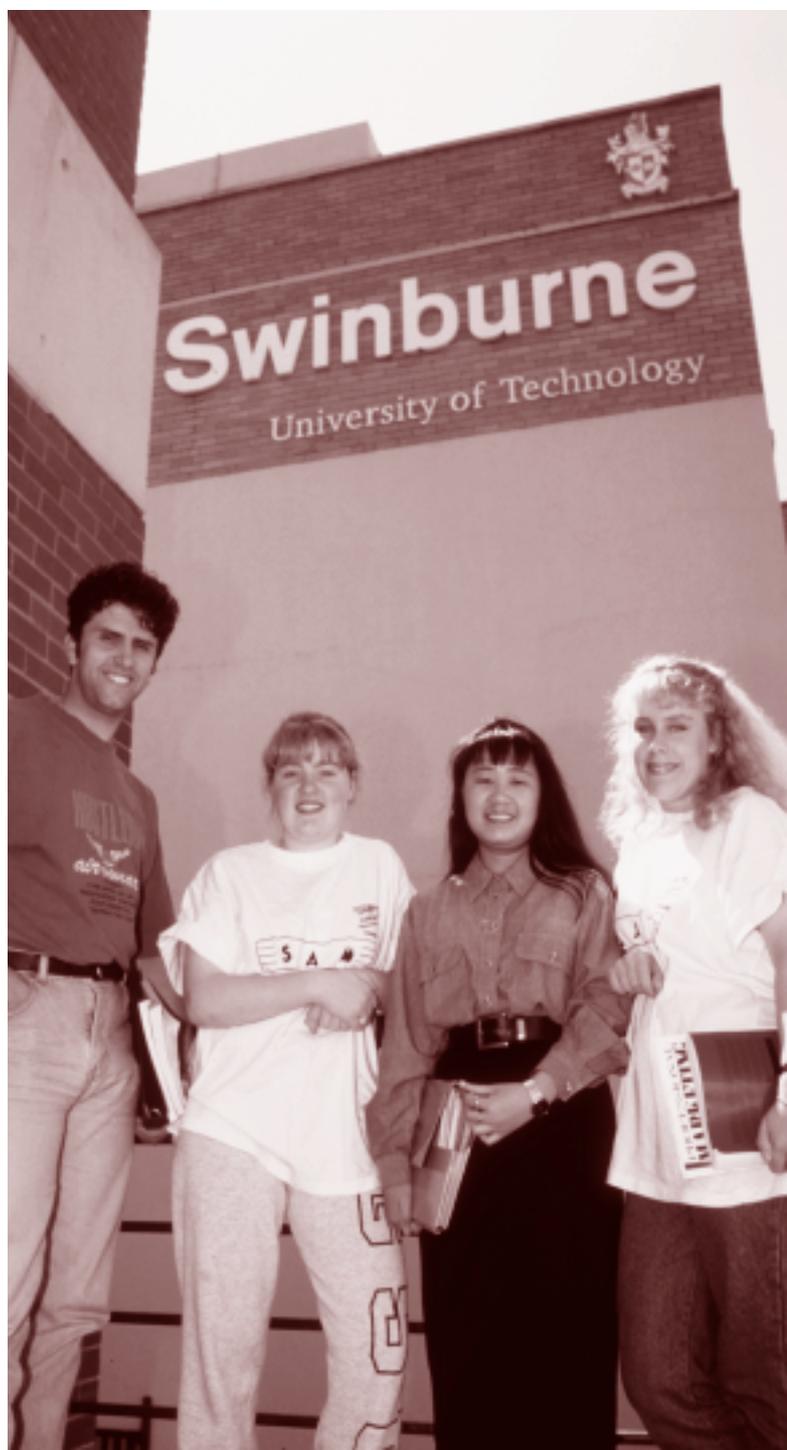
The Intersectoral Advantage

During 2003 there was considerable intersectoral activity across all aspects of the University's operations.

The University's first Associate Degree program was accredited in 2003, to be offered in Australia and internationally. This allows Swinburne to take greater opportunity of the synergies between Higher Education and TAFE, and provide affordable opportunities for all students. A joint proposal from the TAFE School of Engineering and the School of Biophysical Sciences and

Electrical Engineering (BSEE) will see students graduate with an Associate Degree in Technology in Photonics/Electronics allowing articulation into a new Bachelor of Technology (Electronics and Photonics).

A joint Graduate Certificate/Masters accredited program for delivery in Vietnam was developed and a joint Graduate Certificate in Human Resource Management was delivered. A Bachelor of Science (Computing) qualification, designed specifically for TAFE articulants, was one of a number of new curriculum initiatives allowing articulation between the Sectors.



\$100,000 was successfully tendered for from the Australian National Training Authority, to provide a practical demonstration of how TAFE can engage with CRCs. Links between TAFE and CRCs strengthened considerably with other joint projects involving several TAFE units, two CRCs, the IRIS MiniFab and one non-Swinburne organisation.

The Entrepreneurial University

Entrepreneurial activity and developments occurred over a wide range of areas during the year.

Thirty-seven invention disclosures were received, and four new provisional patent applications were lodged, with six advanced to National Phase Applications, and two more under development. Thirteen business cases were developed for projects, and three spin-off companies were established, with a further two approved.

The Australian Graduate School of Entrepreneurship (AGSE) conducted the first National Corporate Entrepreneurship and Innovation Conference in August 2003, attended by over 200 delegates. The AGSE also provided staff with the opportunity to participate in the subject, Opportunity Evaluation, focussing on how to determine the difference between an idea and a money-making opportunity, identifying the information necessary to screen opportunities and analyze the risk attached to realising opportunities. Established in 2000, the Venture Cup again attracted over 120 students forming teams to participate in this business plan competition.

The year saw the TAFE Division incorporate innovation competencies into a number of Certificate and Diploma courses. Other programs were customised to include innovation competencies or modules, and the School of Engineering participated in a 'competitive manufacturing initiative' to trial competencies in delivery.

The School of Social and Behavioural Sciences published the first issue of the new "Australian Journal of Emerging Technologies and Society", and established the Computer Assisted Telephone interviewing (CATI) facility, already attracting fee-for-service survey projects. The exciting new Virtual Room at the Melbourne Museum allowed people to see objects in true 3D. This technology was developed at Swinburne's Centre for Astrophysics and Supercomputing and won an award for "Best Digital Content" in the 2003 Australian Interactive Multimedia Industry Association's awards.

The inaugural Swinburne Expo took place on 31 August, replacing the Open Day and Postgraduate Information evening activities that occurred in previous years. All aspects of Swinburne were on show under one roof at the Exhibition Building attracting around 15,000 visitors to a showcase of great entertainment, information and fun.

Industry-Based Learning (IBL)

IBL celebrated 40 years at Swinburne in 2003. Around 200 people attended a celebratory function including the Minister for Manufacturing and Export, Tim Holding, representatives from IBL employers Holden, Autoliv and Siemens, and some of the original IBL students from 1963.

Capital Works

Swinburne's Facilities and Services Group managed a number of major works in 2003. These included:

- complete refurbishment of Level 1 and Mezzanine, Engineering building, now housing the Information Technology, and Learning and Teaching Services
- creation of a One Stop Shop at Hawthorn housing all student administration and services
- refurbishment of Levels 4, 5 and 9 of the Business Arts building, as well as major work on the air handling system in that building.

Work also commenced on a new TAFE facility at the Wantirna campus, and a new Centres Building at the Lilydale Campus.

Professor Iain Wallace

The end of 2003 saw the retirement of Swinburne University of Technology's inaugural Vice-Chancellor Professor Iain Wallace. In his 17 year association with Swinburne, Professor Wallace saw Swinburne develop from Swinburne Institute of Technology to a university gaining campuses at Prahran, eastern suburbs, and the Lilydale campus, as well as building offshore education and an increasing focus on research and the 'entrepreneurial' university. At its meeting of 8 December 2003 Council conferred the title of Emeritus Professor of Swinburne University of Technology on Professor Iain Wallace, for intellectual and scholarly contributions to the University, and other distinguished service.

Professor IR Young
Vice-Chancellor and President

■ University Establishment

A Proud History

The 1992 proclamation by the Parliament of Victoria of the Swinburne University of Technology Act marked not only recognition of its distinguished history, but the beginning of a new period of growth and innovation for Swinburne. 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-disciplined, multi-campus provider of vocational and higher education of national and international significance.

Swinburne was established as the Eastern Suburbs Technical College by the Honourable 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 to commemorate Mr. Swinburne.

Swinburne Council was given power to grant bachelor degrees, and the first of these was 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.

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 Mullets in the Cross symbolize the Southern Cross.

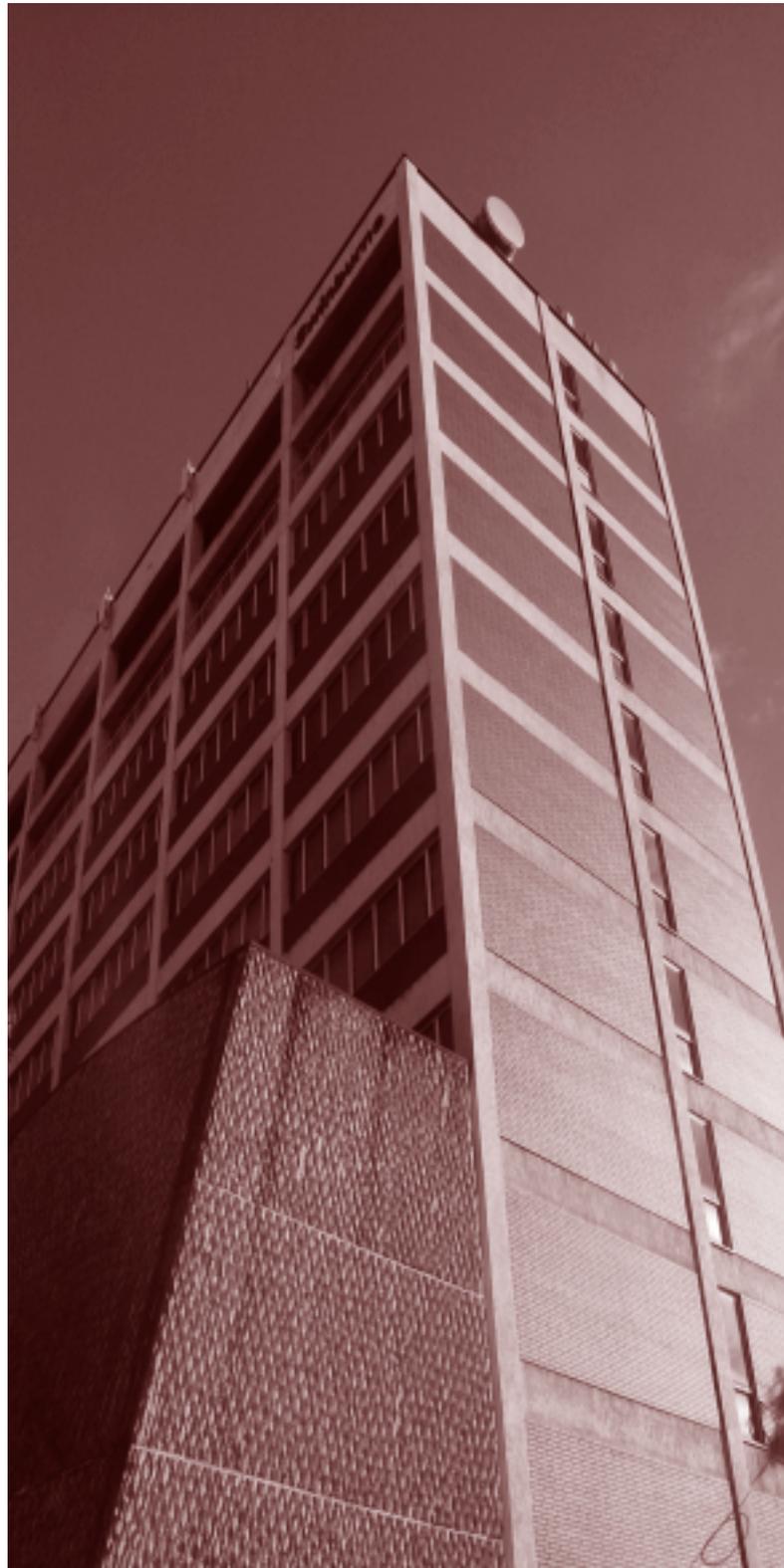
The crest: the demi-boar and the cinquefoil perpetuate the Swinburne connection; the book is symbolic of learning.

The motto: the College of Arms' translation of the motto is "Achievement through learning".

Relevant Minister

Swinburne University was established under the Swinburne University of Technology Act 1992. The relevant Minister in 2003 was the Victorian Minister for Education and Training.

For funding purposes and some aspects of strategic planning the relevant Minister in 2003 was the Federal Minister for Education, Science and Training.



■ Objectives, Functions, Powers and Duties of the University

Statement of University Governance

General

Swinburne is committed to implementing best practice in organizational governance.

To this end, Council initiated a review, which commenced in the second half of 2003. A working party was established undertaking a comprehensive review of the University's governance framework.

The Working Party considered a broad range of governance benchmarks, including

- Standards for Corporate Governance, Standards Australia, 2003
- "Principles of Good Corporate Governance and Best Practice Recommendations", Australian Stock Exchange, (ASX), 2003
- Report of the Review of University Governance, State Government of Victoria, 2002
- "Summary of Responsibilities of Members of Governing Bodies", UK Committee of University Chairmen, 2001

The Working Party undertook a detailed assessment of the University's framework against the ASX principles and a set of internally-generated benchmarks.

These deliberations led to a number of recommendations for significant improvements to university governance, which were approved by Council, especially to the University's committee structure and reporting lines. These recommendations will be implemented through 2004.

Objects and Functions

The objects of the University as stated in Section 6 of the *Swinburne University of Technology Act* include:

- (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 applications
- (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 regions 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 recognize, 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
- (n) generally, the development and operation of a university providing appropriate and accessible academic and other programs, courses of study, education products and research activity such as the Council considers necessary for the attainment of the foregoing in Victoria and elsewhere.

Powers and Duties

The main decision making bodies are:

- Council
- Academic Board
- Board of Technical Studies; and
- Chancellery.

Council

Deriving its powers from the Swinburne University of Technology Act (1992), the Council is the governing authority of the University and has responsibility for the direction and superintendence of the University. The Act also makes provision for the Council to make statutes with regard to “all matters relating to the organization, 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. Its role focuses upon policy and strategic issues concerning the University.

The primary responsibilities of the University Council, which may not be delegated, are to:

- approve statutes and regulations
- ensure appropriate University policies and procedures and policy framework are in place
- determine the structure of the University and its divisions
- approve the mission and strategic direction of the University
- determine the composition and function of Council Standing Committees and Statutory Boards
- provide oversight of Council Standing Committees and Statutory Boards, and address their recommendations
- approve the annual budget and business plan annual accounts and Annual Report
- establish and monitor systems of control, risk management, compliance and accountability, including for controlled entities
- ensure opportunities and risks are appropriately managed, including in relation to commercial undertakings
- monitor University performance against strategic objectives

- oversee and monitor the academic activities of the University
- select, appoint, set the remuneration and manage the performance of the Vice-Chancellor
- provide oversight of University management and review its performance
- approve the University's financial reporting framework and monitor financial performance
- ensure the financial stability of the University
- approve and monitor the progress of major capital expenditure projects.

Council also ensures that long term and short term planning are undertaken, endorsed and implemented; and oversees the maintenance and enhancement of the quality of learning and teaching, and research within Swinburne.

In carrying out these responsibilities, members of Council have reasonable access to members of the University's management. The Vice-Chancellor is the primary source of advice to Council, including to Council Committees, on the affairs, concerns, finances and property of the University. It receives specialist advice through a series of committees designated to carry out certain functions, and also receives advice on academic policy from the statutory Boards.

Members of Council are required to declare in writing private interests that could reasonably raise a suggestion of a conflict of interest at the beginning of each year and of their term, and as they arise. After a declaration of interest has been made, the member must not be present during a discussion unless the Council otherwise directs, and is not entitled to vote on the matter.

Council Committees

Council is assisted in carrying out its responsibilities by a number of sub-committees. During 2003 these were:

- *Executive Committee*
Acts for Council between Council meetings provided such action is within policies previously determined by Council
- *Joint Planning and Resources Committee*
Provides input into development of the University's mission, strategic directions, profile and positioning. Approves University strategic plans. Oversees development of the University Planning Framework, the annual performance report, and the Annual Report

- **Finance Committee**
Monitors the University's financial performance, reviewing financial aspects of major projects and commercial activities, and approves, under delegations, University budget, leases, sales of equipment over \$200,000, and purchase or sales of property over \$100,000
- **Audit Committee**
Manages relationship with auditors, and ensures adequate systems of internal control, compliance and risk management. Independently reviews quality and reliability of the University's financial information, especially the annual accounts. Obtains independent input as necessary
- **Remuneration Committee**
Determines the remuneration and conditions of employment of the Vice-Chancellor, including setting performance objectives
- **Search Committee**
Makes recommendations to Council with regard to the appointment of wider community members of Council. Endorsed appointment of two new members to fill vacancies in the category "Persons appointed by the Governor-in-Council." A special Search Committee was convened to identify a new Vice-Chancellor to succeed Professor J G Wallace on his retirement. The Committee undertook an extensive search, and received 22 applications. A shortlist of six was selected. After two rounds of interviews, the Committee recommended, and the Council approved, the appointment of Professor Ian Young, who commenced on 1 December 2003
- **Legislation Committee**
Considers and reports to Council on the form of proposed University legislation
- **Staffing Committee**
Advises Council on strategic aspects of staffing policies, including those related to applicable awards and certified agreements
- **Campus Planning and Building Committee**
Advises Council on major matters affecting campus planning and buildings. Has delegated authority to approve property purchases, sales, tenders and leases over \$200,000, and physical aspects of Campus Management Plans.

Two statutory Boards, the Academic Board and the Board of Technical Studies, report to Council and have

responsibility for the academic oversight of programs and prescribed courses of study in Higher Education and Technical and Further Education.

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
- subject to this Act and, except as otherwise prescribed, the Statutes and Regulations, may regulate its own proceeding.

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

The Board of Technical Studies shall consist of the prescribed number of members each of whom is elected or appointed as prescribed. There shall be a chairperson and deputy chairperson of the Board of Technical Studies elected by the Board. In 2003 the University Council approved the Board of Technical Studies being referred to as the Board of TAFE Studies.

Chancellery

The Chancellery comprises the offices of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-

Chancellor Research and Industry Liaison, the Vice-Presidents, and the Foresight, Planning and Review Unit.

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 the strategic planning of the University, the distribution of resources to meet both the operational and strategic requirements of the University, 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.

Decision-Making Pathways

As a public institution, the operations of the University are carried out within a framework of rules at different levels, including Statutes, Regulations, Policies and Procedures.

Council delegates authority for decision-making to the statutory Boards and to its sub-committees, as indicated above, and to executive managers. Council delegates to the Vice-Chancellor the authority to undertake general management of the University. The powers of the other executive officers of the University are delegated from the Vice-Chancellor in a nested sequence.

The Vice-Chancellor is accountable to Council, according to a set of objectives, performance indicators and criteria that are agreed by Council's Remuneration Committee. The other senior managers of the University are, in turn, accountable to the Vice-Chancellor in the same way.

Oversight of Commercialisation

The responsibility for oversight of University commercial operations and ventures is delegated to Finance Committee. Finance Committee reports regularly to Council on these matters.

During 2003 Finance Committee decided to adopt and adapt a set of procedures and pro formas for the oversight of related companies developed for the Higher Education Funding Council of England. Finance Committee also developed a 'watchlist' for ensuring that related companies and major projects are systematically monitored.

Periodic Review

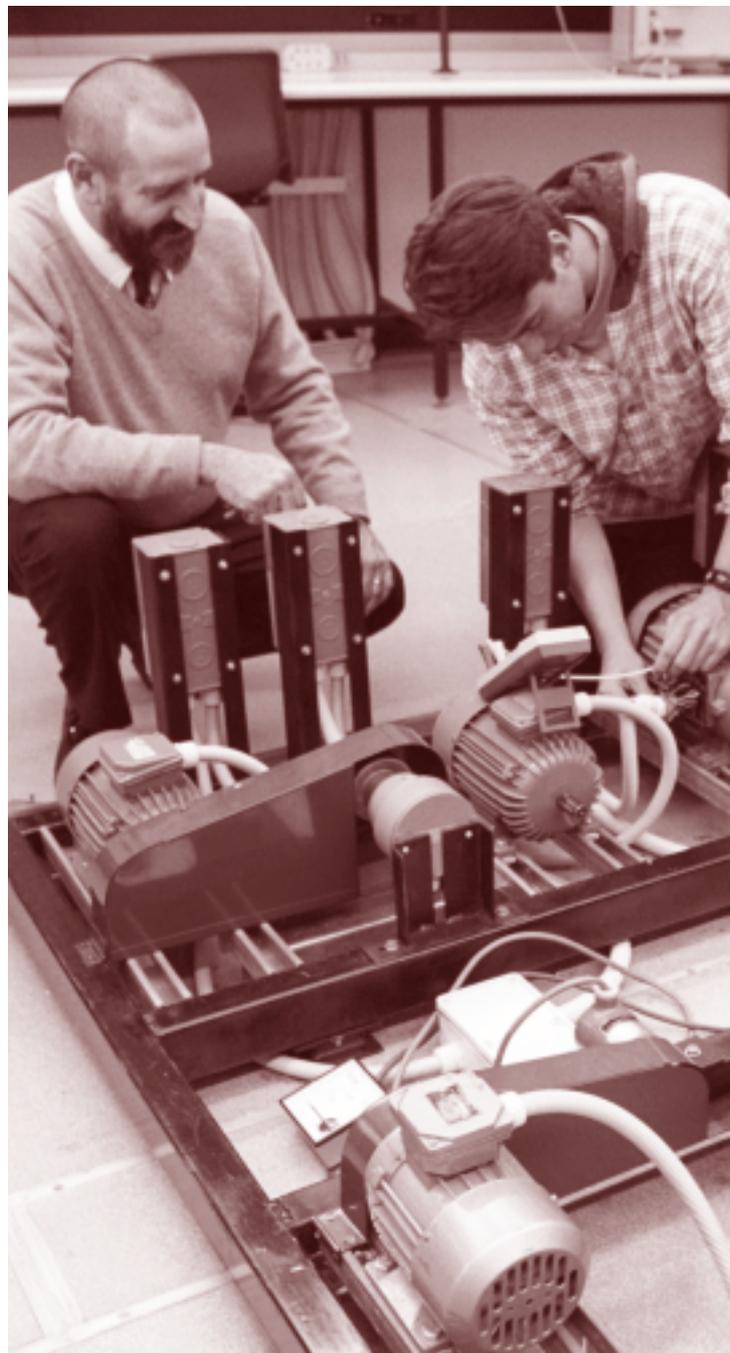
The Governance and Membership Committee was established in late 2003 to specifically undertake periodic review of the governance framework against external benchmarks and a set of internal benchmarks.

Council, the statutory Boards and Council Committees nominate their objectives at the beginning of each year, and review their performance against these objectives and against their terms of reference at the end of the year.

Statutes and Regulations Amended in 2003

Regulation 13 – Degrees/Diplomas/Certificates and Other Awards – Procedures

Regulation 22 – The Academic Board



Members of Swinburne Council 2003

Name of Member	Qualifications, Honours and Awards	Category of Membership
Dr. D Mitchell	BSc(Melb), MSc, PhD(London)	Chancellor
T W Brown	FCA	Deputy Chancellor
K Bowlen	BA (SUT), MEAA	Appointed by the Governor-in-Council
K Cato	DUniv (SUT)	Appointed by the Governor-in-Council
D Eynon	BEcon(Monash), MA(Melb)	Appointed by the Governor-in-Council
H Gray	BA(Hons)/LLB(Hons) (Melb)	Appointed by the Governor-in-Council
R Hodges	DipEng(Aero) (RMIT)	Appointed by the Governor-in-Council
I R Wilson	BEcon(Hons), MBA(Monash)	Appointed by the Governor-in-Council
K Cleave	BEcon(La Trobe)	Appointed by the Minister for Tertiary Education and Training
J Austin	BA, DipEd(Sheffield)	Appointed by the University Council
T W Brown	FCA	Appointed by the University Council
J King	BA(Murdoch), FAICD	Appointed by the University Council
S Lipski	AM, BA(Melb)	Appointed by the University Council
D Watson	DipMS(London), FCIS, FAICD, FAIBF	Appointed by the University Council
K N Watson	AM, BA, DipEd, BEd(Melb)	Appointed by the University Council
Prof J G Wallace (to 28 November 2003)	MA, MEd(Glasgow), PhD(Brist), FASSA	Vice Chancellor, Ex Officio
Prof I Young (from 1 December 2003)	BE (Hons), MEngSc, PhD(JCU), FIEAust, FTSE	Vice Chancellor, Ex Officio
Prof H Lueckenhausen	GradDip(Industrial Design)(RMIT) DipEd(Hawthorn), MDIA, AADM	Chair of the Academic Board, Ex Officio
J Bissland	BA(Hons)(Saskatchewan), MS(Ontario), GradDipChildDevelopment, GradDipEd(Melb), MEdStudies(Monash)	Chair of the Board of TAFE Studies, Ex Officio
G M Leonard	BSc(Melb), MACS	Elected by Higher Education Academic Staff
D Street	BA(Hons)(Otago), DipEd(Christchurch)	Elected by TAFE Academic Staff
B Camfield	BA(SIT), DipLib(RMIT)	Elected by General Staff
G Gupta (to 18 August 2003)	BSLH, GradDipInfTech (Information Systems Development)(SUT)	Elected by Higher Education Students
T Jones (from 10 September 2003)		Elected by Higher Education Students
A Jusrut	DipBus(International) (SUT) StudIEAust, ARHI	Elected by TAFE Students
Secretariat		
F G Bannon (to 1 August 2003)	BCom(Melb), FCPA, ACIS, ACIM, LCA	Secretary
Dr M Tomlinson (from 4 August 2003)	BA(Hons) (Melb), MA (LaTrobe), PhD(Camb)	Secretary
A Daun	BA(Hons) (Exon)	Executive Officer to Council

■ Senior Offices and their Areas of Responsibility

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 J G Wallace, MA, MEd(Glas), PhD(Brist), FASSA, until 28 November

Professor Ian Young, BE (Hons), MEngSc, PhD(JCU), FIEAust, FTSE, from 1 December

Senior Deputy Vice-Chancellor

F G Bannon, BCom(Melb), FCPA, ACIS, ACIM, LCA, until 1 August 2003

The Senior Deputy Vice-Chancellor, apart from the principal role within the Chancellery of assisting the Vice-Chancellor to oversee the management of Swinburne, was responsible in particular for the University's global operations and strategic planning.

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

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

Deputy Vice-Chancellor, Swinburne, Lilydale, Learning and Teaching

Professor B van Ernst, AM, BA, BEd(Monash), MEd(La Trobe), PhD(La Trobe), 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 Division.

Pro Vice-Chancellor, Research and Industry Liaison

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

The Pro Vice-Chancellor, Research and Industry Liaison is responsible for the leadership, planning and coordination

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 Murby, BSc(Hons)(La Trobe), GradDipEd(Hawthorn), FRAS

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

Vice President, Student Affairs

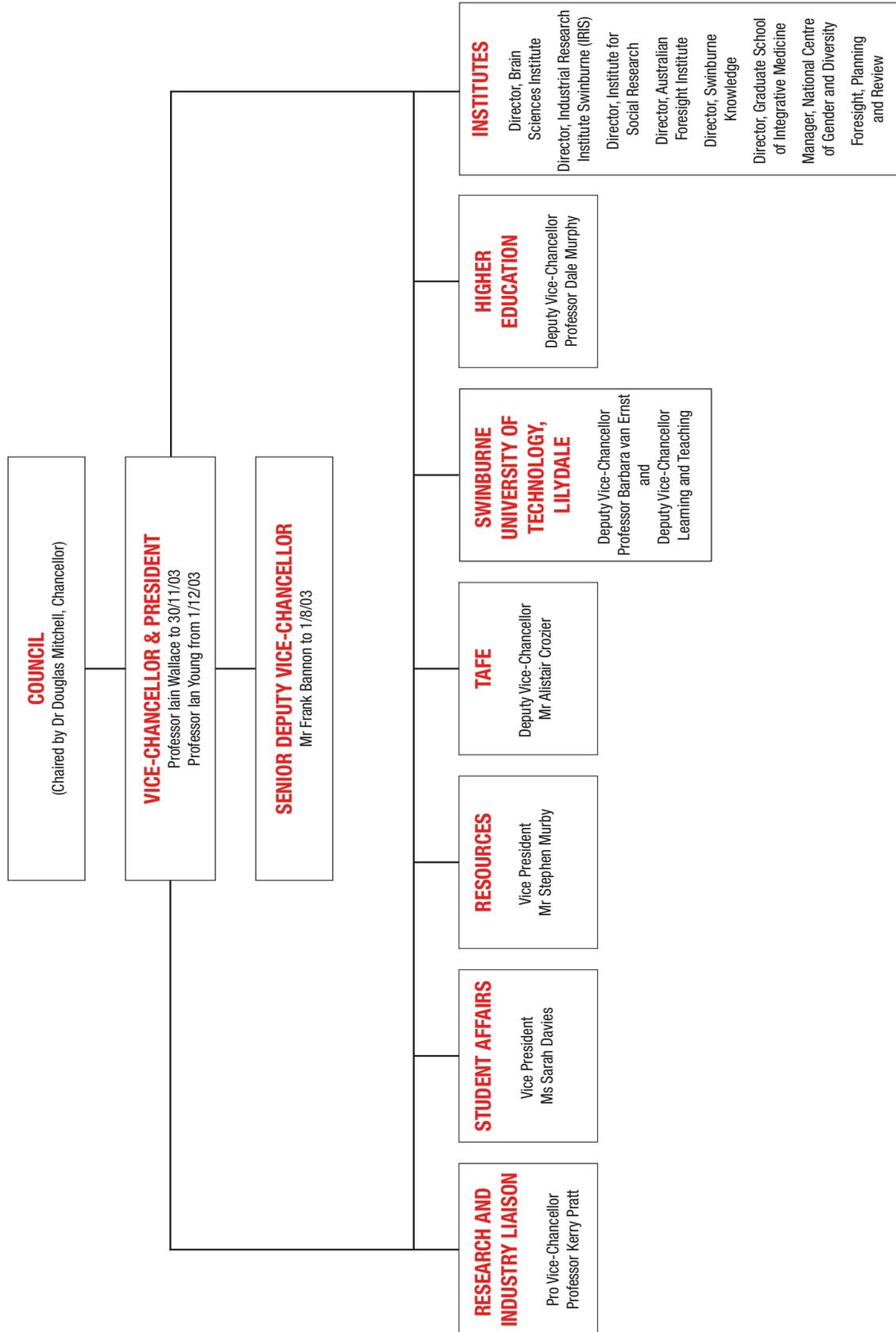
S Davies, BA(Hons)(Leic), Dip.Marketing(CIM), FAMI, CPM

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 Academic Policy & Secretariat, Student Operations, Student Services, Careers and Employment, Alumni and Development, Swinburne Press, Education Abroad, International Student Unit and Corporate Marketing.



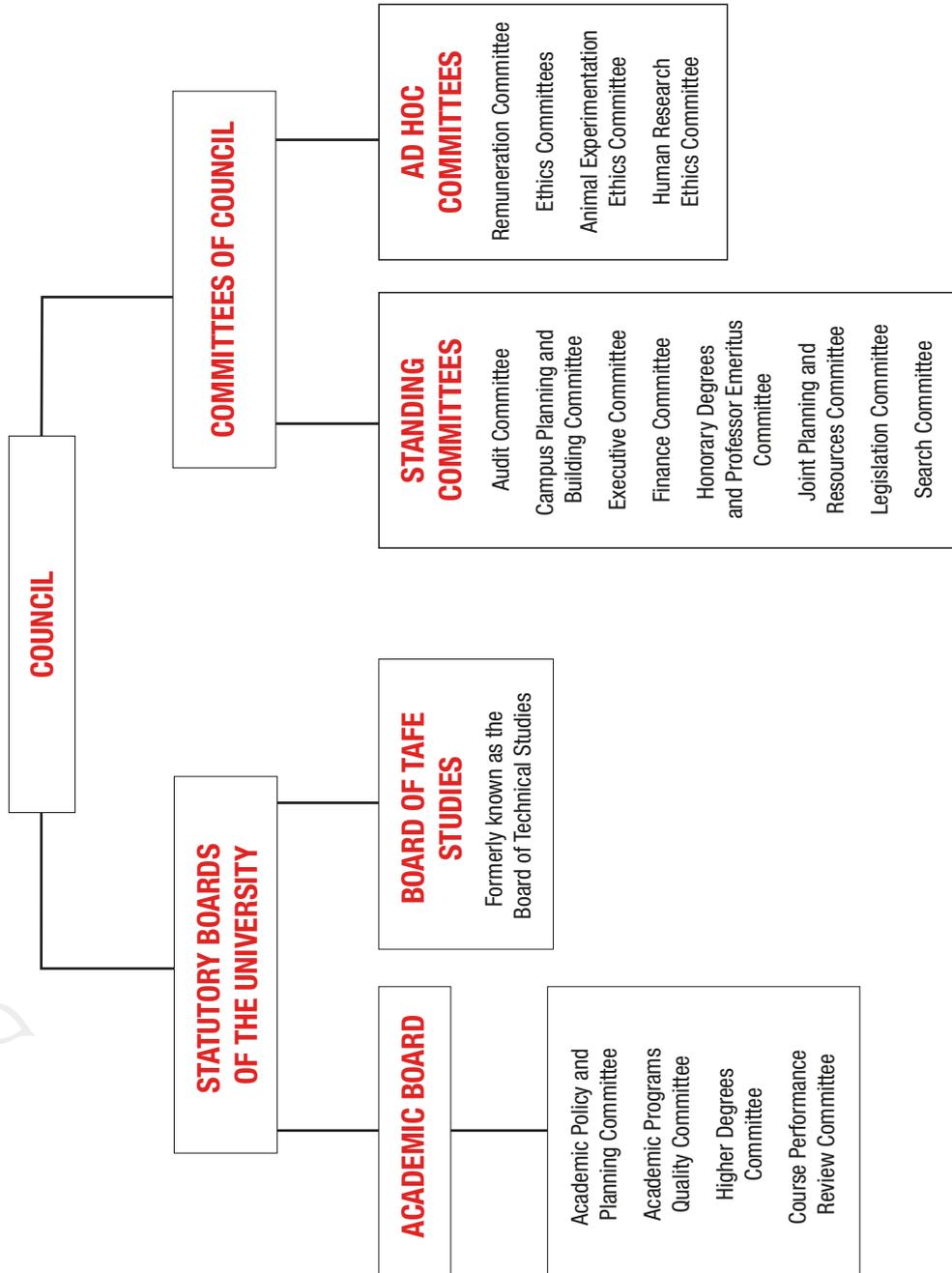
Swinburne University of Technology Organisation Chart

SWINBURNE UNIVERSITY OF TECHNOLOGY ORGANISATION CHART



■ Committees of the University

COMMITTEES OF THE UNIVERSITY



■ Statistical Snapshot 2003

Student Statistics

	2001	2002	2003
Higher Education Sector			
Total Student Enrolments (persons)	14,118	14,320	14,757
Commencing Enrolments (persons) (1)	5,162	5,260	5,614
Total Student Load (EFTSU)	9,838	9,951	10,117
Commencing Load (EFTSU) (1)	3,543	3,592	3,847
TAFE Sector (excluding Short Courses)			
Total Student Enrolments (persons)	23,882	24,710	26,068
Total Student Contact Hours	7,953,994	8,484,773	8,484,616
Total Student (EFT)	11,047	11,784	11,784
Swinburne Sarawak			
Total Student Enrolment (persons)	391	419	694
By Funding Source			
Higher Education Sector (EFTSU)			
DEST	6,376	6,250	6,157
Fee Paying Overseas	2,257	2,405	2,668
Fee Paying Local	1,205	1,296	1,292
TAFE Sector (EFTS)			
State	8,167	8,415	7,513
Domestic fee-paying	1,146	1,325	2,290
Overseas fee-paying	886	844	885
Other	848	1,200	1,096
Short Courses	330	343	334
By Level of Course			
Higher Education Sector (EFTSU)			
Postgraduate Research Awards	404	353	386
Postgraduate Coursework Awards	1,889	1,958	2,066
Bachelors Degree (2)	7,545	7,640	7,665
TAFE Sector (EFTS)			
Postgraduate Coursework Awards	65	71	72
Diploma	5,534	6,014	4,947
Certificate	4,734	5,132	6,105
Other	715	567	661
Short Courses	330	343	334
By Division / School			
Higher Education Sector (EFTSU)			
Chancellery Academic:			
Integrative Medicine	24	27	28
Higher Ed. Hawthorn & Prahran:			
<i>School</i>			
Biophysics & Electrical Engineering	1,191	1,349	1477
Brain Sciences Institute	20	15	21
Business	1,377	1,299	1353
Design	724	801	823
Engineering Science	1,365	1,318	1356
I.R.I.S	90	105	157
Information Technology	1,995	1,942	1816
Institute for Social Research	31	34	45
A.G.S.E.	523	499	481
Mathematical Sciences	67	56	44
Social & Behavioural Science	879	848	817
Divisional Total	8,262	8,265	8390
Division of S.U.T. at Lilydale	1,552	1,659	1,698

	2001	2002	2003
TAFE Sector (EFT) (excluding Short Courses)			
<i>School</i>			
Arts, Hospitality & Science		1,890	1,740
Business & Commerce	Not available	3,043	4,065
Engineering		2,661	2,541
Social Sciences		2,565	2,929

By Campus

Higher Education Sector (EFTSU)

Hawthorn	7,562	7,491	7,596
Lilydale	1,552	1,659	1,698
Prahran	724	801	823

TAFE Sector (EFT) (excluding Short Courses)

Croydon	1,810	1,684	1,615
Hawthorn	3,488	3,567	3,218
Healesville	83	56	56
Lilydale	599	892	872
Prahran	2,628	2,752	2,683
Wantirna	1,766	1,802	1,659
Other	673	1,031	1,681

By Gender

Higher Education Sector (EFTSU)

Female	4,088	4,070	4,035
Male	5,750	5,881	6,081

TAFE Sector (EFT) (excluding Short Courses)

Female	5,605	5,846	5,777
Male	5,442	5,938	6,007

By Attendance Type

Higher Education Sector (Headcount)

Full Time	8,453	9,127	9,449
Part Time	5,665	5,193	5,308

TAFE Sector (Headcount) (excluding Short Courses)

Full Time	5,779	6,141	6,052
Part Time	18,103	19,786	20,016

(1) – Commencing after 31/8 previous year

(2) – Includes Bachelor Honours

Staff Statistics (FTE)

	2001	2002	2003
Higher Education Staff	834	839	914
Academic / Research	394	392	436
General	440	447	478
By Division/Schools/Admin Unit			
Support Units	307	309	344
Chancellery Academic:			
Integrative Medicine	7	6	7
Higher Ed. Hawthorn & Prahran:			
<i>School</i>			
Biophysics & Electrical Engineering	80	92	101
Brain Science Institute	14	8	10
Business	62	61	62
Design	38	33	48
Engineering Science	86	67	67
I.R.I.S	27	30	27
Information Technology	67	74	77
Institute for Social Research	12	20	26
A.G.S.E.	27	25	27
Mathematical Sciences	26	25	23
Social & Behavioural Science	33	39	40
Divisional Total	472	474	507
Division of S.U.T. at Lilydale	48	51	57

	2001	2002	2003
TAFE Staff	759	809	804
Academic / Research	577	617	612
General	182	192	192
By Schools/Area			
Business & eCommerce	159	166	159
Social Sciences	158	174	181
Engineering	161	180	174
Arts, Hospitality & Science	127	136	134
Other	153	153	156



■ Nature and Range of Services Provided

As a dual-sectoral, multi-campus educational institution, Swinburne offers a range of educational programs from apprenticeships to PhDs. These range across the broad field of applied sciences, business, design, engineering, multimedia, information technology and communications, psychology and the social sciences, the performing arts and the humanities. The University operates across six campuses in Australia – Croydon, Hawthorn, Healesville, Lilydale, Prahran and Wantirna – and two international campuses – Laem Chabang in Chon Buri, Thailand, and in Kuching, Sarawak, Malaysia.

Swinburne has a strong reputation in Australia and overseas as a provider of career oriented education and as a University with a commitment to research. The University maintains a strong technology base and important links with industry, complemented by a number of innovative specialist research centres which attract a great deal of international interest.

A feature of many Swinburne undergraduate courses is the applied vocational emphasis and direct industry application through Industry Based Learning (IBL), a program that places students directly in industry for vocational employment as an integral part of the course structure. Students can undertake IBL in large and small companies within Victoria, interstate or overseas in countries such as England, Canada, Japan, Germany and the United States.

The University continues to play a significant role in creating new approaches to integration between TAFE and Higher Education sectors. At Swinburne, the concept of Pathways has a high profile, and is seen as one of the strengths of this dual sector institution.

Current pathways involve moving either from the TAFE sector into Higher Education or from TAFE based VCE studies into full TAFE courses. A limited number of pathways are also available for students to move from degree courses into TAFE studies, and this will increase in the future. The University has put in place a number of credit transfer agreements between TAFE awards and higher education degrees, which aim for maximum articulation. These are being constantly reviewed and updated. All these processes of articulation provide students with greater flexibility to complete tertiary qualifications.

In addition the University offers dual qualifications that enable a student to enrol in both a TAFE and a higher education course simultaneously and to gain appropriate cross-credits. This approach assists students to acquire learning of both a theoretical and vocational nature.

Workplace training is a key characteristic of the dual recognition programs developed in Hospitality and Office Administration that are tripartite arrangements between schools, TAFE and industry. Delivery is shared among all partners.

Teaching Divisions

Under the control of a single Council, Swinburne has three teaching divisions in two sectors: Higher Education and TAFE. The three teaching divisions are:

- Higher Education Division (Hawthorn and Prahran)
- Higher Education Division (Lilydale)
- TAFE Division

Each teaching division in Swinburne Australia is headed by a Deputy Vice-Chancellor. The academic programs offered by the branch campus being established in Kuching, Malaysia, are under the control of a Pro Vice-Chancellor (Academic), within the Higher Education Division.

The Higher Education sector offers the qualifications of Undergraduate Degree, Graduate Certificate and Graduate Diploma, Masters (by Research and Coursework), Professional Doctorate and PhD.

Academic issues for the Higher Education sector are overseen by the Academic Board which reports to Council.

The TAFE sector offers courses at professional, para-professional and technical level covering advanced diploma, diploma, certificate, apprenticeship, VCE, access and postgraduate programs. A number of specialist courses are also provided for industry and the community.

Higher Education Division (Hawthorn and Prahran)

There are eight Schools and three associated Institutes 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 eight Schools are:

- Australian Graduate School of Entrepreneurship
- National School of Design
- School of Biophysical Sciences and Electrical Engineering
- School of Business
- School of Engineering and Sciences
- School of Information Technology
- School of Mathematical Sciences
- School of Social and Behavioural Sciences.

The Research Institutes are:

- Brain Sciences Institute (BSI)
- Industrial Research Institute Swinburne (IRIS)
- Institute for Social Research (ISR).

In addition the University has the Graduate School of Integrative Medicine, the Australian Foresight Institute, and the National Institute of Circus Arts (NICA).

Swinburne University of Technology, Lilydale

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
- to advance, and to further the application of, knowledge and understanding for the benefit of society.

Swinburne, Lilydale offers degree, undergraduate and postgraduate programs in Business, Social Science and Applied Science provided on campus and off campus.

Major studies are available in economics, management, human resource management, information technology, accounting, computing, enterprise management, marketing, psychology, sociology, media and tourism.

Lilydale campus is the home of the Centre for eBusiness and Communication, and the Centre for Regional Development. Programs are also available through Open Learning Australia.

TAFE Division

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 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.

The TAFE Division delivers programs off campus and through outreach and on campus at the Hawthorn, Healesville, Lilydale, Croydon, Prahran and Wantirna campuses and in the workplace.

Corporate Groups

The Resources Group and the Student Affairs Group provide a range of services across the University to support the University's educational mission. The Resources Group includes Facilities and Services, Finance, Human Resources, Information Resources, Information Technology Services, Security and Swinburne Legal; while Student Affairs consists of Student Operations, University Secretariat, Student and Residential Services, Careers and Employment, Alumni and Development, Swinburne Press, Education Abroad, the International Student Unit and Marketing.

In addition, there is a Learning and Teaching Support Unit.

University Companies and Controlled Entities 2003

The following companies are controlled entities of Swinburne University of Technology:

- Swinburne Limited
- National Institute of Circus Arts Limited
- BR (Vic) Ptd. Ltd.
- Swinburne Graduate School of Integrative Medicine Pty. Ltd; and
- Swinburne Ventures Ltd.

Swinburne Holdings SDN BHD Malaysia is a company wholly owned by Swinburne Ltd.

Swinburne Vabis Indochina Ltd. (Vietnam) is a controlled entity of Swinburne Ltd.

■ Operational Objectives for 2003 and Performance against Objectives

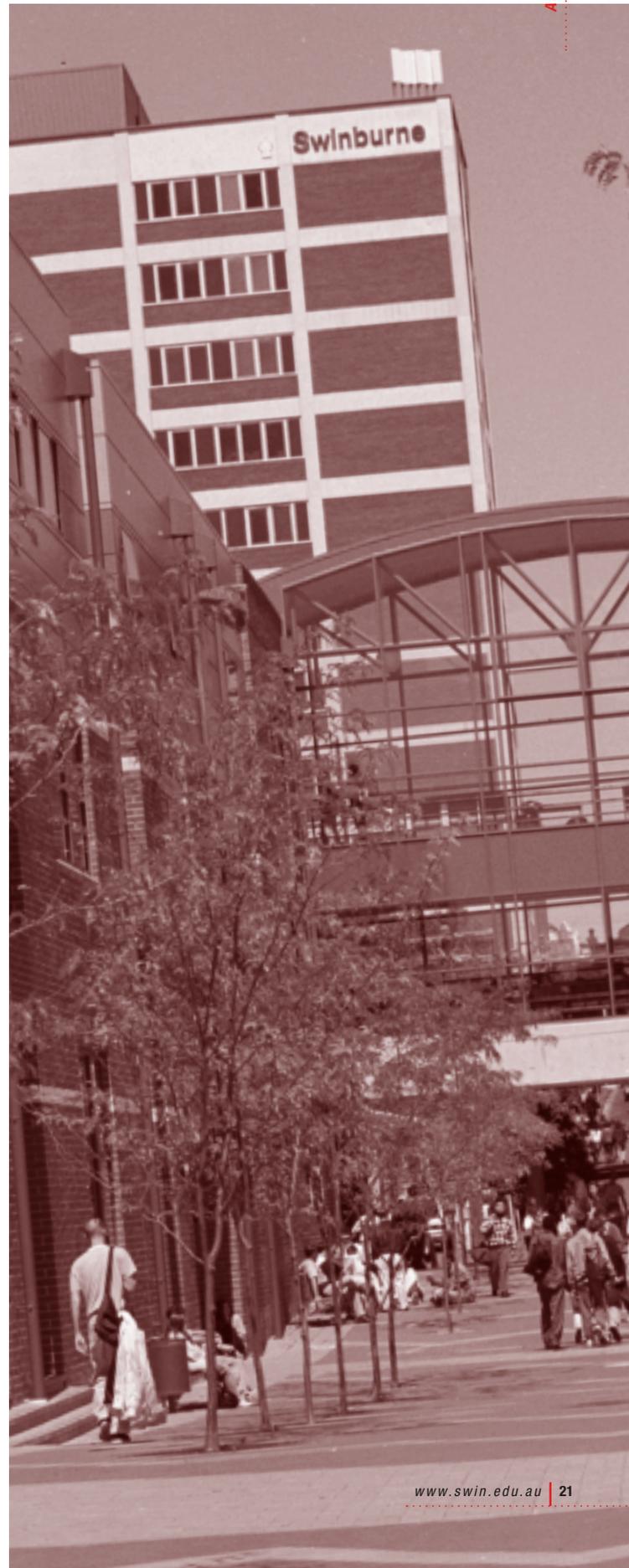
Swinburne's operational objectives are defined in the Statement of Direction 2010 which includes a statement of Swinburne's preferred future:

To be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting our intersectoral heritage to create value for our stakeholders.

The Statement of Direction 2010 outlines five strategic themes which focus the University's activity until 2010:

- The Entrepreneurial University
- The Research Intensive University
- Internationalisation
- Flexible Learning & Teaching
- The Intersectoral Advantage

The University's performance report against its objectives is structured around the five strategic themes. There were no major changes or factors affecting the achievement of operational objectives in 2003.



■ The Entrepreneurial University

Overview

Swinburne's future vision is to be a pre-eminent university from the Asia Pacific, thriving on new ideas and knowledge, and exploiting its intersectoral heritage to create value for its stakeholders.

One of the findings of the Australian Universities Quality Agency (AUQA) audit in 2002 was that the University needed to "encourage further discussion of what is meant by entrepreneurship and assist staff to identify the ways in which this high-level strategic theme may be made more explicit in its learning and teaching activities and in research." During 2003 entrepreneurial activity and developments therefore occurred over a range of areas, with a particular focus on addressing this AUQA recommendation.

Case Study: TAFE Innovation Framework

The Innovation Framework was initiated in 2003 as a response to the Victorian Government's *Ministerial Statement on Knowledge and Skills for the Innovation Economy*. It aims to build innovation capability within Swinburne's workforce, and transform Swinburne's operations. It will develop transferable programs and models to spread to other VET providers, and enable Swinburne to constantly re-invent itself and develop leading edge programs, services and delivery models. Over 2003 this Framework was designed and its specifications documented. It aims to raise awareness for the need to innovate, devise and implement a framework strategy, and to engage the organization in this.

Entrepreneurship in the Curriculum

Swinburne is home to the only Graduate School of Entrepreneurship in the world. While other universities and graduate schools teach entrepreneurship in their undergraduate and postgraduate programs, the Australian Graduate School of Entrepreneurship (AGSE) continues to lead the way with its focused programs designed to create entrepreneurs.

The TAFE Division has a particular focus on innovation in the curriculum. During 2003, innovation competencies were incorporated into the Certificate IV in Workplace Delivery and Assessment and the Graduate Certificate in Flexible Delivery. In the School of Arts, Hospitality and Sciences, both the Arts and Hospitality and the

Environmental Sciences departments incorporated innovation competencies into diploma programs. The School of Business and eCommerce customized nine programs across the School with three innovation modules, and the Venture Cup was incorporated into e-commerce programs. The School of Engineering participated in a 'competitive manufacturing initiative' to trial competencies in delivery, and the Department of Computing and Information Technology customized three programs to include innovation competencies.

Entrepreneurial Staff

A subject offered by the Australian Graduate School of Entrepreneurship (AGSE), Opportunity Evaluation, was offered each semester to staff. To date, more than 50 staff have participated in this subject, which focuses on how to determine the difference between an idea and a money-making opportunity, identify the information necessary to screen opportunities, and analyze the risk attached to realising opportunities. This subject has also been offered to student groups such as postgraduate students in IRIS (Industrial Research Institute Swinburne).

Some areas at Swinburne are also implementing schemes to actively support staff in entrepreneurial activities. For example, the National Institute of Design offers consulting opportunities to staff through its Design Centre, and four \$5,000 awards were made under a Special Grants Scheme in the School of Social and Behavioural Sciences.

In the TAFE Division, strategies to support staff entrepreneurial activity in 2004-2005 were developed in the context of planning for the Innovation Framework.

Entrepreneurial Students

Global Business Challenge

A team of Swinburne business students participated in the Global Business Challenge, a 'real-life' test of the business skills of teams from France, Germany, Hungary, Israel, Japan, Korea, Singapore and Thailand. Teams are given a real life case study of a company in crisis and have 48 hours to analyse it and develop a business solution.

Swinburne Venture Cup

The Swinburne Venture Cup is a business plan competition established in 2000 for students across the University – undergraduate, postgraduate and TAFE. Entry to the competition is free and consists of a series of specialized seminars on all aspects of writing a business plan as well

as informal lunchtime workshops with mentoring opportunities. These seminars and workshops offer networking opportunities with other Swinburne students so that students can form teams to develop their own ideas, concepts and business plans – preferably building on projects as part of formal coursework. Plans are evaluated and finalists present to a panel of judges who include potential investors (or their representatives). Winners are selected on the basis of the panel's view of the likely success of the business (and the team). All teams are offered feedback on their plans and mentoring support to take worthwhile opportunities forward.

In 2003, 32 teams, undergraduate, postgraduate and TAFE participated in the Venture Cup. These were made up of 124 students in total. Details are provided later in this Report.

Case Study: Product Design Innovation

A glove enabling deaf and blind people to communicate with each other was the brainchild of Product Design Engineering graduate Peter Hvala. Peter created the Tacticom-Alpha glove for his final year project.

Embedded with tiny transducers, similar to wires found in a stereo system, it allows people who are both deaf and blind to touch different pressure points that signify words and send them digitally to another person wearing the glove who can literally feel the words being transmitted on their palm. Peter's project was one of nine final year projects in product design engineering, details of which can be found at: <http://www.hed.swin.edu.au/ses/courses/pde/index.html>

Global Entrepreneurship Monitor Program Australia

The Global Entrepreneurship Monitor (GEM) program was conceived in 1997 as a joint research initiative by Babson College (USA) and London Business School, with the objective of bringing together the world's specialist scholars in entrepreneurship to study the complex relationship between entrepreneurship and economic growth. GEM was launched in 1999 with 10 countries and has expanded year by year with a total of 40 countries having participated during its five years to date. Australia has been a participant since 2000. Professor Kevin Hindle from the AGSE leads the team which carries out the Australian research. GEM Australia is currently supported by the sponsorship of Westpac Australia Bank. Further details about GEM can be found at <http://www.swin.edu.au/agse/research/gem.htm>

Commercialising Intellectual Property

Swinburne Knowledge

The role of Swinburne Knowledge is broadly to facilitate, support and monitor the University's commercial activities. This extends to the provision of advice and expertise to managers of units operating or planning commercial activities, and to senior managers. Swinburne Ventures, the company established to scrutinize and evaluate opportunities for commercialization brought to its attention by Swinburne Knowledge and/or the senior management of the University, continued to operate in 2003.

An Entrepreneurship and Innovation Funding Scheme was established to support and facilitate staff innovation and entrepreneurial activity. The Fund facilitates financial support of up to \$10,000 for suitable entrepreneurial / innovative opportunities put forward by staff. It also provides a mechanism for various parts of the University to invest, by offering consistent investment decision making and investment management processes.

Swinburne Lilydale Hatchery

Lilydale's Hatchery concept continued to evolve in 2003, with two part-time research academics employed. The Hatchery is a program based in the Centre for eBusiness and Communication, with involvement from the Centre for Regional Development. Its purpose is to generate scholarship and innovation to produce intellectual property in a variety of forms, ranging from scholarly papers to patents and products and services ready for market or requiring further funding or innovation.

A similar initiative, the 'enterprise laboratory', which concentrates on banking, insurance and financial services, is in operation with the People's Bank of China and constitutes a significant international research collaboration.

Corporate Innovation and Entrepreneurship Conference

AGSE hosted the first corporate Entrepreneurship and Innovation Conference at Hilton on the Park, 2003. Keynote addresses were given by Jacques Nasser, former CEO Ford, Professor John Altman, Babson College, Boston, Dr. Courtney Price, CEO VentureQuest, and Professor Thierry Volery, Professor of Entrepreneurship, University of St. Gallen, Switzerland. Eight case study workshops were also held over this two-day conference, including success stories from Holden, Medibank Private, Orica, Powercor, Carter Holt Harvey and Celentis.

■ The Research Intensive University

Build Excellence in Research and Increase Research funding

Swinburne continued to pursue its mission of being a research-intensive university by further developing its reputation for excellence in research and has achieved major outcomes in strengthening its competitive position in grant applications.

External funding for research is achieved from a number of funding sources, and is dependent on the University's research performance. The University's research income for 2002 (the income figures lag by one year) was \$8,008,474. Details of research grants commencing during the year are provided at the end of this section.

The University also performed well in block funding from DEST, a measure of our competitive success. In 2003 the University's Institutional Grants Scheme (IGS) block grant was \$1,742,468, a 5% (capped) increase over 2002, with Research Infrastructure Block Grants (RIBG) of \$622,371 up 47% from \$423,999 in 2002.

Swinburne recognized the need to attract resources and increase research funding to support and expand its research program. Research funding drivers were reviewed and an Industry Liaison Plan covering the strategies establishing and maintaining key industry alliances was developed.

Strategic Alliances

Swinburne University of Technology, Lilydale, has established a partnership with China Institute of Mining and Technology as one of its initiatives in building research alliances with external partners and overseas universities.

Swinburne has also established the following research alliances with external partners:

- The School of Information Technology signed new research agreements with the Chinese Academy of Sciences and the Fraunhofer Institute for Experimental Software Engineering in Germany
- The School of Business launched a Cooperative scheme for collaborative research with the National Economics University, Vietnam and Swinburne Sarawak Institute of Technology
- The School of Social and Behavioural Sciences has alliances with:
 - Gestalt Institute of Melbourne, Inc.
 - Community Mental Health
 - Epilepsy Foundation of Victoria
 - Parkinson's Victoria Inc
- The Institute for Social Research has collaborative relationships with Monash University, the University of New South Wales, Griffith University and the Victorian Local Governance Association
- TAFE successfully established an Indigenous VET Research Partnership through the Regional Learning Networks Unit, with Office of Training and Tertiary Education Innovation Fund support. An innovative Reframing the Future project delivering the Coorang Tongala curriculum for Indigenous communities in various parts of Australia, and a project on the literacy and numeracy of Indigenous participants in pathway programs was completed in collaboration with University of Melbourne. The Partnership also initiated a project to record Indigenous Elders' stories, with the Lilydale Division.

TAFE also completed various research projects relevant to the Division's research priorities, including research in learning and teaching practice and training needs, and published research findings within Swinburne and externally. Strategic Planning Services, School of Social Sciences, School of Engineering, School of Arts, Hospitality & Sciences, and The Centre for New Manufacturing participated in those research projects.

Internationalising Research

A great part of Swinburne's international research collaboration is conducted at an individual level. Professor Frances Arnold, California Institute of Technology, one of the world's leading biological research scientists, during her sabbatical at Swinburne, gave lectures, talked to industry people and state government, continued her research and provided Swinburne with advice on how we could proceed in biotechnology and set up possible future collaborations with her laboratory.

A number of formal institutional arrangements exist which included The Technion, Turin Polytechnic and Treviso University. Formal linkages are being developed with prestigious Chinese Universities, and discussions are proceeding on the possible alliance of the University with other technology universities or with the European Consortium of Innovative Universities.

Research Acknowledgement

Staff at the Centre for Astrophysics and Supercomputing have had their creativity rewarded by winning the 2003 Australian Interactive Multimedia Industry Association's "Best New Digital Content" for the 'Virtual Room' project undertaken as part of the State Government's Science and Technology initiative in collaboration with Museum Victoria.

Cognitive neuroscience PhD students Hamish Innes-Brown and Bernadette Guerin had the opportunity to explain their PhD research to the Prime Minister and the Federal Minister for Health in Canberra. Students at the Brain Sciences Institute, they were on hand to talk about the Institutes' work at an annual neuroscience meeting and exhibition held at Parliament House. The meeting, convened by the Prime Minister's Advisory Council on Science, Technology and Innovation, brought together Australia's pre-eminent neuroscientists, policymakers and federal ministers to discuss developments in neuroscience and policy.

The Institutes' display included a Powerpoint presentation and a live EEG demonstration – they were one of only three organizations chosen to exhibit at the event.

Build Research Culture

Research Week was held again successfully with the theme, Research Priorities, featuring more high profile external speakers with controversial topics, organized by the Office of Research and Graduate Studies (ORGS) to promote Research culture. The week of activities concluded with the Research Week Dinner where the Research Excellence Award winner was announced. Professor Brad Gibson, Centre for Astrophysics and Supercomputing, won the Award for his establishment of Australia's largest computational cosmology and galaxy formation group.

Quality Management and Improvement

In order to ensure research and research training are conducted within a quality and ethical framework, policies and processes are continuously reviewed. The Board of Research's Terms of Reference, the Intellectual Property Policy, and Research Finance procedures were reviewed and revised.

Arising out of the Australian Universities Quality Agency review, the Director, Graduate Studies, conducted a compliance audit of policies to research higher degree students. As a result of this, the Research Student Records are now in line with the University's Records Management system.

TAFE's Professional Development Unit, with support from the Strategic Planning Services Unit undertook an audit of research capability across the Division, which resulted in recommendations for professional development activities to increase research expertise.

Research Grants

Australian Research Council (ARC) programs

Of the research funding received from nationally competitive sources, Swinburne has been particularly successful in obtaining funding under ARC programs. The table below lists ARC grants received which start in 2003:

ARC Discovery Project Grants

Name	School/Institute	Project	Amount Awarded
Prof Tson Yueh Chen	School of Information Technology (IT)	Software testing with enhanced partitioning schemes	\$164,640
A/Prof David Crewther	Brain Sciences Institute	Phenotypic differences in behaviour, brain function and structure of genetically dissimilar forms of intellectual disability	\$245,000
Dr. Xiaosong Gan & James Chon	School of Biophysical Sciences and Electrical Engineering (BSEE)	Nano-photonic fabrication and storage using near-field super-resolving probes	\$114,000
Prof Brad Gibson	BSEE	Calibrating cosmology: The near-field approach to galaxy formation	\$162,000
A/Prof Michael Gilding	School of Social & Behavioural Sciences (SBS)	New economy entrepreneurs: Making the decision to stay in Australia or relocate overseas	\$100,000
Dr. Robert Hassan	Institute for Social Research (ISR)	Time out of mind? Australians' experience of time in the network society	\$225,000
Dr. Guoxing Lu	E & S	Dynamic crushing of cellular solids: Deformation modes and energy absorption	\$160,000
Prof Yos Morsi & A/Prof Syed Masood	IRIS	Tissue engineering of human heart valve grown in vitro	\$226,000
Prof Richard Sadus	IT	Investigation and prediction of the novel properties of dendrimers	\$135,000
Dr. Julian Thomas & Dr. Denise Meredyth	ISR	Liberal machines: Information poverty, political culture and the uses of new communications technologies	\$106,000

SUT Collaborative Research Grants Seeding Scheme

Name	School/Institute	Project	Amount Awarded
A/Prof A Knowles & Dr G Murray	SBS	A pilot research project investigating the determinants of effective couples counselling	\$9,524
Prof S Moore	SBS	Forced sexual activity among young women in the City of Boroondara	\$10,535

ARC Linkage International Award Grants

Name	School/Institute	Project	Amount Awarded
Prof Brad Gibson	BSEE	A new approach to age-dating galaxies throughout the universe	\$53,580

ARC Linkage Infrastructure and Facilities Grants

Name	School/Institute	Project	Amount Awarded
Prof Matthew Bailes	BSEE	High Performance computing infrastructure upgrade	\$950,000
A/Prof Milan Brandt, Prof Romesh Nagarajah & A/Prof Syed Masood	IRIS	Mobile high power diode laser for thermal processing applications	\$260,000
Dr. Muralidhar Ghantasala, Prof Erol Harvey & Prof Nguyen Tran	IRIS	Setting up an integrated wirebonding and testing facility for MEMS applications	\$100,000
Prof Min Gu & Dr. Ross Ashman	BSEE	Real-time multi-dimensional multi-photon microscopy facility	\$238,000
A/Prof Dan Nicolau, Dr. Elena Ivanova & Prof Yos Morsi	IRIS	Integrated bio-nano-fabrication facility	\$186,000

ARC Linkage Project Grants – Round 1

Name	School/Institute	Project	Amount Awarded
Prof Terry Burke	ISR	Political and social factors in the decline of mass transit: an investigation of failed policies to rebuild Melbourne's mass transit	\$69,099
A/Prof David Crewther	Brain Sciences Institute	Assessment and treatment software for developmental disabilities based on neuroscientific theories for information processing	\$138,198
Dr. David Hayward	ISR	Building communities: Managing public assets to provide social value	\$69,099
Dr. Denise Meredyth & Dr. Julian Thomas	ISR	Retrieving the record: The White Australia policy, citizenship education and new applications for archival research	\$165,000
Prof Sue Moore	SBS	Resilience and vulnerability in children with seriously ill siblings	\$69,099
Prof Yos Morsi & A/Prof Dan Nicolau	IRIS	In vitro study of hemodynamic stresses and endothelialization of artificial coronary arteries	\$69,000

ARC Linkage Project Grants – Round 2

Name	School/Institute	Project	Amount Awarded
Dr. A Bab-Hadiashar	E & S	Development of an intelligent perception system for electric brakes	\$69,098
Prof Yos Morsi & A/Prof Syed Masood	IRIS	Rapid development of biocompatible stent grafts for aortic aneurysms	\$144,000
A/Prof Romesh Nagarajah & Dr. Paul Stoddart	IRIS and BSEE	Non-contact in-process shape measurement of windscreens	\$151,506

ARC Linkage Australian Postdoctoral Fellowship (CSIRO)

Name	School/Institute	Project	Amount Awarded
A/Prof Duncan Forbes	BSEE	The evolution of gas in galaxy groups	\$193,035

Other Grants

Swinburne was part of a successful bid for Commonwealth Government funding under the DEST-funded Interaction of IT Systems and Repositories Education Research Project. The project, Real World Metadata Management for Resource Discovery is a cross-sectoral Tasmanian project led by the University of Tasmania. It has two non-Tasmanian participants – Swinburne University of Technology and the Open Training and Education Network (NSW TAFE). The project, successfully bid for by Information Resources, TAFE Learning Strategies, and Learning and Teaching Support was given \$75,000.

The Institute for Social Research started 2003 with some major successes, winning six competitive grants and consultancies worth \$500,000 on housing-related projects.

A significant grant was one of \$341,000 to purchase a multi-function high-resolution analytical scanning electron microscope. The Institute for Social Research won \$108,000 for an Australian Policy Online Archive Project. From the ARC Discovery Program, the Centre for Astrophysics and Supercomputing, won \$1.185 million for a five-year program on new pulsar instrumentation for gravitation wave detection and understanding the emission mechanism. Both these grants commence in 2004.

The National Health & Medical Research Council announced funding for the Centre for Research Excellence in Radiofrequency Electromagnetic Energy. A joint group from Swinburne, RMIT, Monash University, Institute of Medical and Veterinary Science (Adelaide), and Telstra Research Laboratories, applied for this funding, totalling \$2.5 million over five years.



■ Internationalisation

Overview

In 2003, the University developed an Internationalisation Master Plan to define the intent of the University's theme Internationalisation and strategies that focus on meeting its objectives.

The objectives described in the Master Plan are:

- develop Swinburne's capacity to operate internationally
- develop and enhance Swinburne's reputation and profile offshore ensuring consistent branding and positioning globally
- achieve a significant presence in international project work
- achieve a steady growth and stability in revenue earning capacity from the recruitment of international students
- provide an environment conducive to international students through a coordinated and planned approach to provision of support.

All Divisions and Corporate Groups have developed the relevant divisional and group plans with performance targets to align with the stated goals and strategies in the Internationalisation Master Plan.

The International Office was established in 2003 to coordinate and facilitate the development of Swinburne as an international university. The International Office's responsibilities include the identification of international opportunities, facilitation of strategic alliances and institutional links, and the provision of support and advice to departments to ensure the incorporation of internationalization activities as part of their core business.

Highlights

International Projects and Offshore Initiatives

In 2003, Swinburne continued to engage in various international activities to develop its reputation as an international university. Higher Education participated in the Visiting Research Fellowship Scheme with three top Chinese universities, Huazhong University of Science and Technology in Wuhan, Tsinghua University in Beijing and University of Science and Technology China in Hefei. The liaison included activities such as staff exchanges and dual PhDs. A link was established with the Huazhong University, which involved six senior administrative staff from Huazhong University who visited Swinburne on a four-week exchange.

The National Institute of Design was invited to join the European Union's Design Education Network (CUMULUS). It is only the second design school outside the European Union to be invited to join, and it provides excellent networking as well as the opportunity to apply for European Union research grants.

Swinburne University at Lilydale has undertaken a joint education program with China University of Mining and Technology (CUMT), for student exchange, staff development, and staff and student projects. Students at CUMT will complete two years of study in the Bachelor of Management in China before transferring to Swinburne, Lilydale for two years of study to complete a Bachelor of Business (eCommerce). The program commenced in 2002. Two CUMT academics recently completed an occupational training program at Swinburne, Lilydale, attending lectures, designing learning materials and gaining practical experience in university practice.

Swinburne, Lilydale hosted visits from Professor Rowena Murray, University of Strathclyde, and from Associate Professor Daewoon Hahn, from Korea.

Swinburne TAFE also had a prolific year in establishing formal partnerships with offshore education and training providers. The School of Arts, Hospitality and Sciences established an association with International Educational Networks through Griffith University, and initiated discussions with Massey University in New Zealand, various United Kingdom universities and Peter Forbes International Propriety Limited. The Industrial Sciences Department signed a contract with South Pacific Applied Geoscience Commission, an inter-governmental, regional organization dedicated to providing services to promote sustainable development. The National Centre for Disaster Management negotiated an arrangement with Hemsdale College in Singapore for delivery of the Graduate Certificate/Graduate Diploma in Disaster Management.

A significant initiative undertaken by TAFE in terms of curriculum development for international markets was the development of an associate degree framework, led by the Innovation in Education Unit in collaboration with the School of Engineering and Higher Education. The Associate Degree is expected to be particularly attractive to international students.

The Student Affairs Group has extended their offshore activities that included three commercial training projects

in Vietnam with Petro Viet and Brewing. The Group also reviewed policies and procedures relating to offshore activities and, as a result, developed an Opportunity Evaluation Toolkit which incorporates initial screening criteria and business plan templates.

Swinburne Sarawak has been extensively re-structured and formalized over the last 18 months. The Institution is now a partnership between the State Government of Sarawak (75%) and SUT (25%). The institution had around 700 fulltime students in 2003 and is expanding quite rapidly. It is awaiting a license from the Federal Government as a Branch campus University. It currently operates in this mode and offers identical programmes to SUT Australia.

Onshore Recruitment

The Higher Education Division has ongoing developments in China, Hong Kong, Israel and Vietnam involving a range of our University staff to explore possibilities for development of new courses as a strategy to increase the University's earning capacity from the recruitment of international students.

Swinburne Lilydale has had students from Brazil, Chile, China, Columbia, Hong Kong, India, Indonesia, Iraq, Japan, Kuwait, Malaysia, Mauritius, Norway, Russian Federation, Saudi Arabia, Singapore, South Korea, Sri Lanka, Switzerland, Taiwan, Thailand, United Arab Emirates, USA and Vietnam. The International Steering Committee at Swinburne Lilydale has developed a divisional International Strategic Plan with strategies to increase the number of full fee-paying international degree students and the number of incoming study abroad students.

TAFE achieved its target of 12% increase in the number of international students studying onshore. Total international delivery rose from 607,850 Student Contact Hours (SCH) in 2002 to 637,500 SCH in 2003. Growth in English Language Intensive Courses for Overseas Students was impressive and up by 42% from 133,750 SCH to 189,875 SCH in 2003.

Largest Source Countries 2003

Commencing Students, Higher Education and TAFE

Rank	Country	Students	% of Intake	% Growth since 2002
1	India	457	26.6	+121.9
2	Malaysia	188	10.9	+13.3
3	Indonesia	182	10.6	-22.2
4	Hong Kong	156	9.1	-6.6%
5	China	129	7.5	+15.2
6	Thailand	114	6.6	+0.9
7	Vietnam	58	3.4	-24.7
8	Sri Lanka	56	3.3	+7.7
9	Norway	53	3.1	-27.4
10	Taiwan	49	2.9	-32.9
Total		1442	84%	

The top five source countries made up 64.7% of the intake.

Source: International Student Unit

Student Exchange Agreements

Swinburne has developed student exchange agreements with over 50 institutions. Partners are primarily based in Western Europe, North America, Scandinavia, Asia and the United Kingdom. New exchange agreements have been signed with:

- Leeds Metropolitan University (UK)
- Kettering University (USA)
- Loyola Marymount (USA)
- Tec de Monterrey (Mexico)
- Anahuac University (Mexico)
- University of Monterrey (Mexico)

Swinburne Lilydale signed two new international student exchange agreements over 2003:

- University of Saskatchewan (Canada)
- China University of Mining and Technology (CUMT)

These exchange agreements facilitate academic cultural and educational contact between the signatory parties, and bring the total number of exchange agreements up to thirteen. They include provision for exchanges of staff and students, short visits by staff and students, collaboration in research projects and exchange of academic materials, publications and information.

University Mobility in the Asia Pacific Grants were awarded to three students to study at CUMT, and two at the University of Saskatchewan.

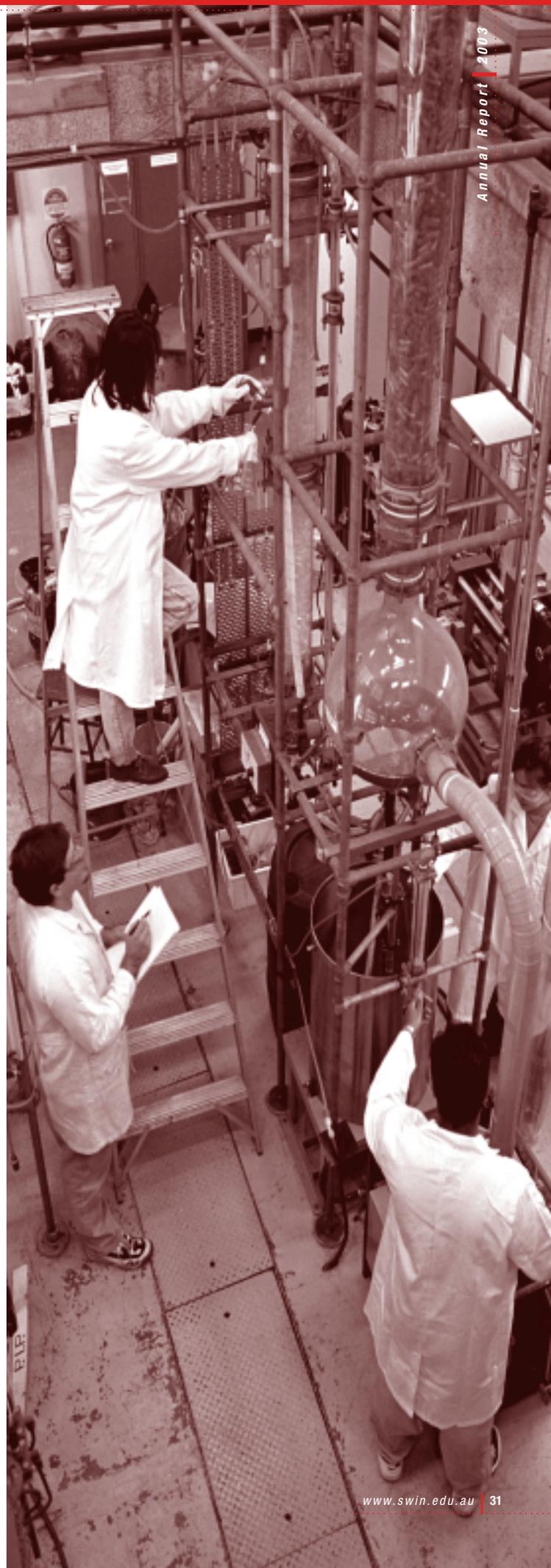
The International Office has developed a Swinburne Study Abroad promotional package for overseas partners and agents as a tool to increase the number of outgoing exchange agreements.

Incoming Study Abroad

The University channeled significant human resources and financial efforts to the recruitment of Study Abroad students from USA and Mexico in 2003. The number of students recruited by Higher Education was 38 and Swinburne Lilydale 18.

International Student Support

The International Student Unit continues its role in recruiting and supporting international students across all Australian based divisions of the University, while the Education Abroad Office facilitates Student Exchange and Study Abroad programs for both incoming and outgoing Swinburne students.



The International Student Support Network in consultation with the Swinburne International Student Association reviewed support services for our International Students. The review was conducted using focus groups, resulting in new service priorities that will be addressed by the International Student Unit support staff.

The Learning & Teaching Support, and Student Operations Unit developed a policy and procedure for issuing a Diploma Supplement, which follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications.

The International Mentor Program at Swinburne Lilydale provides assistance to new international students to acclimatize to their new environment. Commended by the Australian Universities Quality Agency audit report in 2002, the Program assigns mentors to each international student to provide assistance and advice. The International Resource Centre provides incoming and outgoing students with a variety of books, magazines, pamphlets and compact discs relating to Swinburne, international partners, tourism opportunities for students.

Staff Development and Support

The University developed a training program for all staff across the divisions as a strategy to increase international understanding and capabilities of staff. The program included training of School selection officers in key admissions issues for international admissions, International Student Unit and TAFE Strategic Workshops on new markets in Brazil and Korea, and an International Student Unit and Lilydale consultation day to build shared understanding and needs identification.

International Projects and Consultancy

The International Projects Unit completed the following projects in 2003.

Philippines

- Citizen Education – for the Galing Pook Foundation for Video-based Citizen Education. In association with IBS consulting (Philippines) and the University of the Philippines, worked with Galing Pook to develop a system for Citizen Education, assisted in setting up a video facility, procurement of equipment, jointly developed videos highlighting local government best practices as well as an exposure visit to Australia.
- Technology Needs Assessment – this was undertaken in association with IBS Consulting (Philippines) and involved initial training in the Philippines followed by Advanced Training, Benchmarking and Placement in Australia and the finalisation of a Technology Transfer Manual.

Vietnam

- Vietnam Airlines – Professional Skills for Instructors training program conducted in Vietnam.

Singapore

- Graduate Certificate in Parent Group Leadership

Thailand

- In Australia for Rajabaht Institute, Suan Sunandha – customized training program introducing e-learning/Web-based learning

Vanuatu

- Financial Management Short Term Advisor to Vanuatu Institute of Technology

Staff from the TAFE, Higher Education and Lilydale Divisions have been involved in the delivery of the programs, many of which have been undertaken jointly with Australian and offshore associates.

■ Flexible Learning and Teaching

Overview

During 2003, the Flexible Learning and Teaching Master Plan was finalized. The Plan articulates a University-wide approach to learning and teaching with medium term (2006) strategies which are being implemented within the three teaching divisions. The Plan is embedded in adult learning principles and has three major objectives:

- To serve the needs of industry and community clients
- To achieve the aim that all Swinburne graduates develop a common set of attributes
- To ensure quality in the provision of teaching.

Education Development Advisors in the two higher education divisions and the Education Development Group in TAFE continue to play a major role in the implementation of learning and teaching strategies. In the Higher Education Division, Educational Development Coordinators and Advisors are jointly addressing graduate attributes and benchmarking as 'signposts' for curriculum development. Links between subject objectives, assessment, outcomes and graduate attributes will continue to be incorporated in all subjects in all courses as part of the re-accreditation process. The School of Engineering was recognized for its work on graduate attributes prior to the professional accreditation of all undergraduate engineering programs by the Institution of Engineers, Australia. The Institution commented very favourably on this work.

University Graduate Attributes

Learners bring to Swinburne University of Technology a range of experiences, and graduate with individual understanding, abilities and attitudes. Within this context it is the intent of Swinburne that all its graduates:

- Are capable in their chosen professional, vocational or study areas
- Are entrepreneurial in contributing to innovation and development within their business, workplace or community
- Operate effectively and ethically in work and community situations
- Are adaptable and able to manage change
- Are aware of the local and international environment in which they will be contributing (e.g. socio-cultural, economic, natural).

A first for Swinburne was the accreditation of a double Master's degree program – Master of Business Administration/Master of Information System, the first of its kind in Australia. The first Masters with Honours program was also accredited during the year.

Flexible Delivery

The Innovation in Education unit in the TAFE Division supports e-learning projects in TAFE, including 18 LearnScope projects. These projects provide action learning opportunities for staff. For example, the Information Resources Group collaborated with TAFE to develop an online module for professional development of TAFE staff in using online resources from the Library.

Professional development within TAFE supported flexible delivery through a range of programs, with a highlight being close to 200 staff completing WebCT training, more than 100 completed ICT Skills for Teachers training and 20 participated in professional development on Webboard, an online tracking and course information system for outdoor recreation students.

Flexible timetable arrangements continue to be implemented. For example, in TAFE, the School of Engineering implemented block timetabling, while at Lilydale, an 'intensive' mode was introduced in postgraduate eBusiness and Communication programs, and undergraduate Management programs.

The development of online or elearning strategies continues across the University with the aim of having all subjects with a web presence within the context of each division's particular online strategy. For example, Educational Development Coordinators in Higher Education meet both formally and informally to share best practice in online developments. They also meet collectively with Learning and Teaching Support, the University unit that provides support for flexible learning and online developments. New courses are being offered online each year, with 21 mainly postgraduate courses now available to students online through the University.

Swinburne, Lilydale continues to spearhead the University's involvement in Open Learning Australia (OLA). Swinburne's Bachelor of Business and the Bachelor of Technology (Information Systems) awards are available through OLA.

Corporate departments are also increasingly delivering services online, and communicating with students and staff electronically. For example virtually all appropriate Library services are online, and all communications with clients were moved to email or web during 2003. A range of online enrolment services are also available to students.

Case Study: Flexible Delivery in TAFE

The TAFE School of Business and eCommerce developed resources to support online delivery across all departments, more than 80% of programs are supported by ICT use, and a number of VCAL and VCE units were delivered online. Examples of resources available include Executive Assistants, human resources, ebusiness and marketing programs, with work commencing on a toolbox for financial services.

Additional delivery options were established for office taxation and online trading competencies and consultation occurred with the ANZ Bank to develop and trial online delivery models. Industry Consulting Services worked with the Department of Justice to develop online services, and a suite of online resources was developed for the frontline management program.

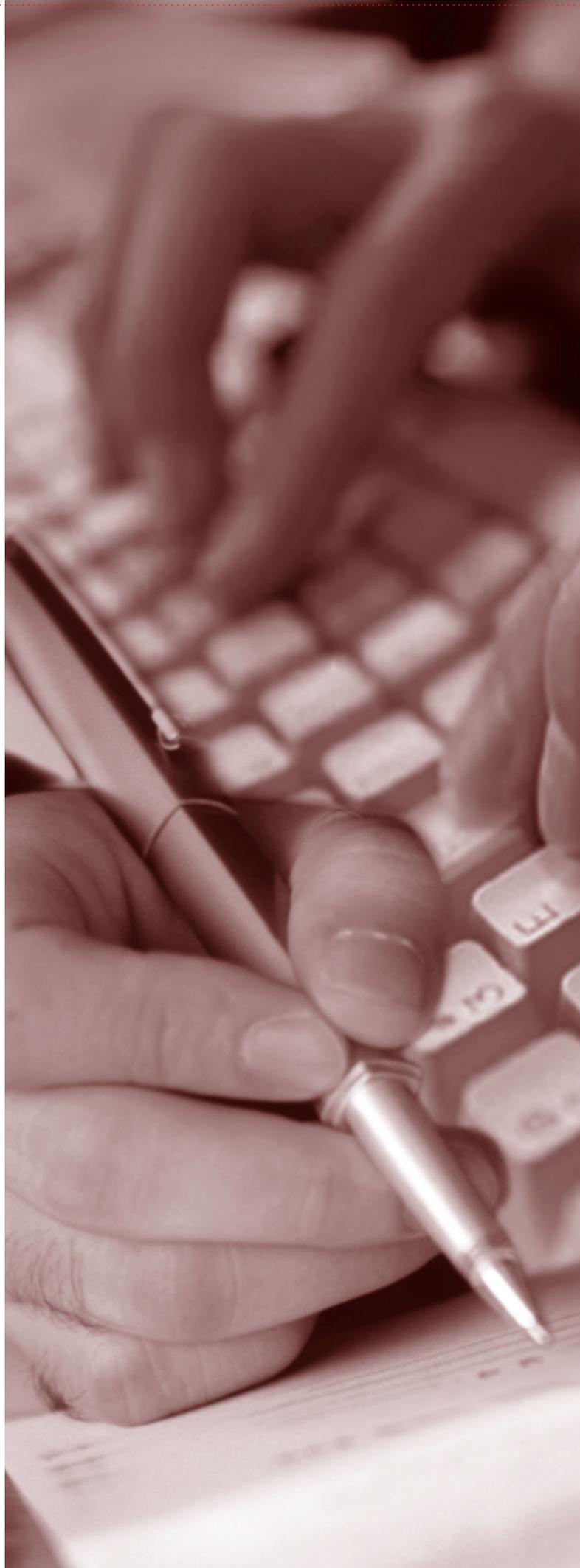
The School of Social Sciences completed online learning materials for the Certificate IV in Health (Nursing), and Recognition of Current Competency resources for community services. All departments in the School of Arts, Hospitality and Sciences developed resources to facilitate flexible delivery in areas such as multimedia imaging, design principles, occupational health and safety, landscaping, biotechnology and climate.

Quality Assurance

Internal

The University's approach to quality assurance reflects the diversity of the organization, with systems and processes designed to suit the particular contexts of different divisions. Work continued on an integrated organization-wide quality and planning system in 2003, due to be launched in 2004.

The Higher Education subject evaluation system was restructured and is now known as Student Feedback on Subjects. The new feedback process allows tailoring of



surveys to provide more targeted feedback better addressing the needs of individual schools.

Swinburne Lilydale conducted a Core Subjects and Honours review as part of its strategy to develop and promote innovative, learner-centred approaches which meet the needs of a diversity of students.

External

The TAFE Division continues to implement the requirements of the Australian Quality Teaching Framework. Implementation of program delivery, assessment, moderation and evaluation standards is underway, with issues associated with the design (validity) of assessment tools, moderation and industry input being addressed. Strategic Planning Services, the Innovation in Education Unit and the Professional Development Unit have supported staff in the implementation process.

Professional Recognition audits during 2003 included:

- Institution of Engineers (IEAust)
- Australian Computer Society (ACS)
- Australian Psychological Society (APS)

Customer Feedback

A range of surveys designed to collect feedback about the learning experience from major stakeholder groups continue to be run by the University. In the TAFE Division, staff, student and employer surveys were undertaken with improvements planned for 2004 to address data limitations. In the Higher Education Divisions participation in the Graduate Careers Council of Australia (GCCA) survey, Graduate Destination Survey (GDS) and the Course Experience Questionnaire continues.

Student Experience Project

The Student Experience Project (SEP) was the first attempt to examine all aspects of administrative and service development from a student perspective. The project entailed the formation of different project teams to investigate and report back on different aspects of service provisions to students. It included all domestic campuses and the major business units of the University. The views of stakeholders were taken in account and a number of project teams were established. From the outset, the staff, students and organizational managers worked together to create a vision for the student experience at Swinburne.

Broad cluster groups investigated were:

- student support services for enrolled students
- service integration for prospective students
- awards, graduations and alumni
- records and student data management
- student mentor programs
- student feedback.

The initial measure of success for the project was the continued enthusiasm of staff for the ongoing work of the SEP. "Student Experience" has entered the awareness and language of University staff at all levels. Other measures included acceptance of change by staff, students and unions. The SEP has also been recognized by the Australian Universities Quality Agency by inclusion in its Good Practice Database (www.auqa.edu.au).

Professional Development for Staff

In the TAFE Division, a generic staff handbook was completed in early 2003, and then customized by all departments, often as part of a more comprehensive 'induction kit'. The Educational Development, and Strategic and Business Development Groups, as well as three of the four TAFE schools, completed performance appraisals for all managers and more than 75% of ongoing and contract staff. The Access Department developed a useful performance appraisal tracking system for the School of Social Sciences. Student Affairs introduced a tailored Certificate IV Frontline Management Training program for staff (as a result of recommendations of the Student Experience Project) – 16 staff completed this training.

At Lilydale a learning and teaching support scheme commenced in the form of an induction program for new academic staff, including sessional staff. A Student Transition and Academic Mentor Scheme was trialled in Semester 2, 2003, with a full pilot to be implemented in 2004.

Case Study: Sessional Staff Induction in the School of Business

The sessional staff induction program run each semester by the School of Business in the Higher Education Division is regarded as good practice in the University, and has been used as the model for the University staff induction program. The program includes a 'Sessional Staff at Swinburne' website.

The Graduate Certificate in Teaching and Learning in Higher Education was accredited during 2003. This unique program is offered jointly with Napier University in Scotland and provides a structured program to assist teaching staff in higher education to monitor, evaluate and develop their teaching and assessment practices in order to teach effectively in a variety of contexts and with a variety of students. The course is delivered online with staff from both Swinburne and Napier involved at any given time.

Scholarships

The University continues to offer a range of scholarships supporting access to its programs. In 2003 scholarships were offered from the Higher Education, Lilydale and TAFE Divisions, and included Equity, Indigenous, Vice-Chancellor's, and Foundation Scholarships.

Courses Accredited/Reaccredited in 2003

New Courses in 2003

Master of Business Administration/Master of Information Technology

Master of Arts (Writing)

Master of Business (Honours)

Bachelor of Film and Television, and Bachelor of Film and Television (Honours)

Higher Diploma of Engineering (Computer Systems – Electronics)

Higher Diploma of Business (Computing – Business Systems)

Higher Diploma of Business (International Trade)

Associate Degree in Electronics and Photonics

Master of Business Administration/Master of Information Technology

Accreditation

Bachelor of Film and Television and Bachelor of Film and Television (Honours)

Associate Degree of Applied Science (Computing – Business Systems)

Associate Degree of Business (International Trade)

Associate Degree of Engineering (Computer Systems Electronics)

Graduate Certificate in Teaching and Learning in Higher Education

Master of Science in Computing (Honours)/Master of Science in Computing

Master of Arts in Applied Media, incorporating the Graduate Diploma of Arts in Applied Media and the Graduate Certificate of Arts in Applied Media

Bachelor of Engineering in Electronics & Computer Systems/Bachelor of Science in Computer Science & Software Engineering

Master of Information Systems/Master of Business Administration

Graduate Diploma of Business in International Business incorporating the Graduate Diploma of Business in International Business

Associate Degree of Technology in Electronics and Photonics

Higher Diploma of Engineering (Computer Systems – Electronics)

Higher Diploma of Business (Computing – Business Systems)

Higher Diploma of Business (International Trade)

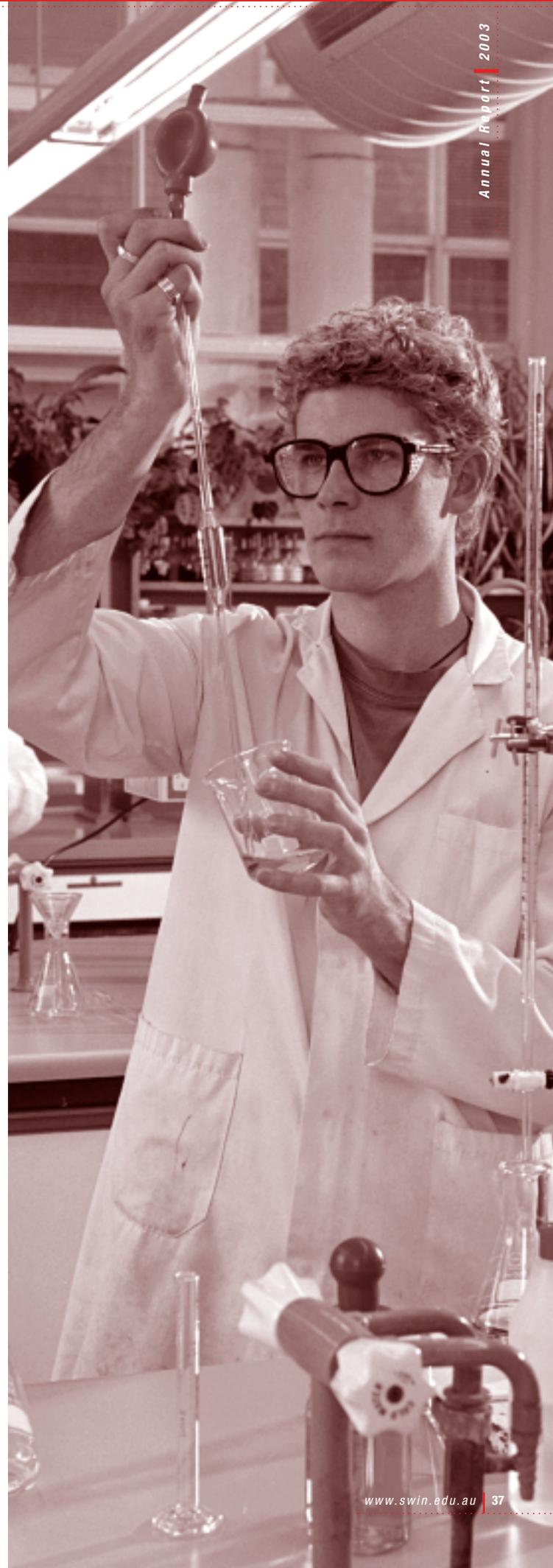
Graduate Certificate of Business (Project Management)

Re-accreditation

Master of Technology Management in Logistics incorporating the Graduate Diploma of Technology in Logistics and the Graduate Certificate of Technology in Logistics

Master of Technology Management in Risk Management incorporating the Graduate Diploma of Technology in Risk Management and the Graduate Certificate of Technology in Risk Management

- Master of Technology Management in Construction Management incorporating the Graduate Diploma of Technology in Construction Management and the Graduate Certificate of Technology in Construction Management
- Graduate Diploma of Social Science in Human Services – Counselling incorporating the Graduate Certificate of Social Science in Human Services – Counselling
- Graduate Diploma of Social Science in Gestalt Therapy incorporating the Graduate Certificate of Social Science in Gestalt Therapy
- Graduate Diploma of Arts in Commercial Radio
- Master of Arts in Communication
- Bachelor of Engineering in Biomedical Engineering
- Bachelor of Engineering in Electronics & Computer Systems
- Bachelor of Engineering in Electronics & Computer Systems/Bachelor of Business
- Bachelor of Science in Research & Development/Bachelor of Engineering in Electronics & Computer Systems
- Bachelor of Science in Biomedical Sciences/Bachelor of Engineering in Electronics & Computer Systems
- Bachelor of Engineering in Telecommunications & Internet Technologies
- Bachelor of Engineering in Telecommunications & Internet Technologies/Bachelor of Science in Computer Science & Software Engineering
- Bachelor of Multimedia in Networks & Computing/Bachelor of Engineering in Telecommunications & Internet Technologies
- Bachelor of Information Systems
- Bachelor of Information Systems/Bachelor of Business
- Bachelor of Information Technology
- Bachelor of Multimedia in Multimedia Software Development
- Bachelor of Science in Computer Science & Software Engineering
- Bachelor of Science in Computing
- Bachelor of Science in Information Technology
- Bachelor of Software Engineering
- Master of Information Technology



Master of Information Technology (Software Engineering)
Master of Information Technology (Internet Computing)
Master of Information Technology (Information Systems)
Graduate Diploma in Information Technology
Graduate Diploma in Information Technology (Internet Software Development)
Graduate Diploma in Information Technology (Information Systems Development)
Graduate Diploma in Information Technology (Information Systems Applications)
Graduate Diploma in Information Technology (eCommerce Systems)
Graduate Certificate in Information Technology
Professional Doctorate in Design
Bachelor of Engineering in Civil Engineering
Bachelor of Engineering in Civil Engineering/Bachelor of Business
Bachelor of Engineering in Mechanical Engineering
Bachelor of Engineering in Mechanical Engineering/Bachelor of Business
Bachelor of Engineering in Product Design Engineering
Bachelor of Engineering in Robotics & Mechatronics
Bachelor of Engineering in Robotics & Mechatronics/Bachelor of Science in Computer Science & Software Engineering
Bachelor of Business
Bachelor of Business in Accounting
Bachelor of Business in Human Resource Management
Bachelor of Business in International Business
Bachelor of Business in Marketing
Bachelor of Multimedia in Networks and Computing
Bachelor of Science in Biomedical Sciences
Bachelor of Science (Honours) in Biomedical Sciences
Bachelor of Science (Honours) in Psychophysiology
Bachelor of Arts in Psychology & Psychophysiology
Bachelor of Science in Psychology & Psychophysiology

Master of Design in Communication Design incorporating the Graduate Diploma of Design in Communication Design and the Graduate Certificate of Design in Communication Design
Master of Design in Multimedia Design and the Graduate Certificate of Design in Multimedia Design
Bachelor of Business in Accounting
Bachelor of Applied Science in Information Technology
Bachelor of Applied Science
Bachelor of Applied Science (Honours)
Bachelor of Business (Honours)
Bachelor of Social Science (Honours)
Bachelor of Arts (Honours)
Graduate Certificate in Social Science (Parent Group Leadership)
Graduate Certificate in Social Science (Male Family Violence) and Certificate in Social Science (Male Family Violence)
Graduate Certificate in Business (Applied Business)

■ The Intersectoral Advantage

Overview

The Intersectoral Advantage at Swinburne University of Technology allows the University to capitalise on the advantages presented by operating at both the vocational education and training level and the higher education level in order to provide students, industry and businesses with many options. At Swinburne the Intersectoral Advisory Committee (IAC) is a Standing Committee of the Joint Planning & Resources Committee and oversees the development and implementation of the Intersectoral Advantage theme, building on work already undertaken. It advises and assists on strategic and resource matters pertaining to intersectoral educational policy and procedures. During 2003 there was considerable intersectoral activity across all aspects of the University's operations.

Curriculum Development

The University's first Associate Degree program was accredited in 2003, to be offered in Australia and internationally. A joint proposal from the TAFE School of Engineering and the School of Biophysical Sciences and Electrical Engineering will see students graduate with an Associate Degree in Technology in Photonics/Electronics allowing articulation into a new Bachelor of Technology (Electronics and Photonics).

The Australian Universities Quality Agency audit of Swinburne in 2003 recommended that the IAC sponsor research to investigate in more detail the pedagogical and student support implications of dual awards and fully nested degree courses. To this end, in 2003 the IAC developed a proposal to conduct a study investigating:

- the pedagogical differences between the sectors
- several issues including the mapping of training programs as they impact on dual awards
- implications for the development of Associate Degrees.

This project has been undertaken by the Centre for Program Evaluation, University of Melbourne and will report in 2004.

An IAC funded project investigated current and emerging ICT applications in the wider community and mapped current and potential courses and articulation in ICT at Swinburne, to identify and capitalize on further curriculum opportunities.

The IAC also funded a project to investigate developing an integrated and articulated program at Swinburne in the area of sustainability. This facilitates the growing need of industry and organizations to address their economic imperatives, environmental impacts and social responsibilities.

The Synergy Grants Program (Swinburne Partnership with Industry) led to the identification of an intersectoral project that was ultimately funded by the IAC. This involved the School of Biophysical Sciences and Electrical Engineering (BSEE) and the TAFE Centre for Advanced Manufacturing and is a project on Advanced Manufacturing Control Systems Safety.

Case Study: Environmental Review at Hawthorn

This IAC funded project aimed to develop and implement a study to be undertaken by students and staff from Higher Education and TAFE Divisions, with a consultant to carry out an Environmental Review at the Hawthorn Campus. The project provided recommendations to reduce environmental impacts at Swinburne and to encourage better practices by staff and students. The project produced case study material as learning materials for courses that have an environmental component. These have been put on the IAC website and will be available in the University Library.

Intersectoral Articulation and Pathways

The TAFE School of Business and eCommerce developed proposals for pathways from the Business Services and Financial Services Training Packages, while the School of Social Sciences established pathways based on the Community Services Training Package. In the computing area a Bachelor of Science (Computing) qualification was designed specifically for TAFE articulators. Swinburne's Unilink program provided articulation into Bachelor of Computer Science and Bachelor of Software Engineering programs. Curriculum initiatives were established in computer systems, electronics, robotics and mechatronics by staff from Higher Education and the TAFE School of Engineering.

The Bachelor of Design course in the National Institute of Design accepted TAFE articulators directly into its second year program, and the TAFE School of Arts, Hospitality & Sciences established a cooperative lecture program with the Institute.

The TAFE School of Business & eCommerce, the Industry Consulting Services Unit, and the Higher Education School of Business and Australian Graduate School of Entrepreneurship, collaborated to develop a joint Graduate Certificate/Masters in Business (Management) accredited program for delivery in Vietnam. TAFE Business & eCommerce staff working with the Higher Education Division will share this delivery.

The Graduate Certificate in Human Resource Management was jointly delivered by Higher Education and the TAFE School of Business & eCommerce.

Research Linkages between Cooperative Research Centres and TAFE

The IAC funded a report investigating linkages between CRCs, TAFE and Higher Education which scoped the different types of skill needs arising from CRC research and types of technical skill needs at different stages of production of new products. It was also found that different departments within TAFE would need to establish linkages with CRCs at different stages in the life of the CRC. One particularly interesting finding is that there is a need for technicians to be trained to Diploma level or Advanced Diploma level if they are intending to set up their own business.

TAFE links with Co-operative Research Centres (CRCs) and other research areas strengthened considerably over 2003. Swinburne was successful in winning a tender from the Australian National Training Authority to provide a practical demonstration of how TAFE can engage with CRCs. The project focuses on a range of TAFE/CRC engagements including participation in CRC-based research by TAFE students, CRC-based professional development for TAFE staff, and TAFE support in CRC bid and re-bid processes. Activities include TAFE support for the uptake of microtechnologies across diverse industry sectors.

While these linkages are still in their early stages, they have been widely embraced across Swinburne, including several TAFE departments and Specialist Centres, two CRCs, the IRIS MiniFab and one non-Swinburne organisation. The project will continue until October 2004 with activity reports being published at www.tafe.swin.edu.au/sps/index.html

A proposal for a CRC in Organic Foods has been led by the TAFE – based National Centre for Sustainability and involved staff from both Higher Education and TAFE.



Industry Programs

Intersectoral collaboration to provide industry programs is one of the main aims of the University's first Industry Enabling Plan which was finalised in 2003. The Plan aims to facilitate a collaborative approach and response to industry across the TAFE and Higher Education divisions. Examples of this collaboration include the following.

TAFE Industry Consulting Services, the Australian Graduate School of Entrepreneurship (AGSE), and IRIS collaborated to offer short courses, consultancy and postgraduate degree courses to industry.

Industry Consulting Services, on behalf of the Australian Graduate School of Entrepreneurship, successfully negotiated a contract with Hawker de Havilland for the delivery of an MBA program on site in both Melbourne and Sydney, as well as a range of other management training.

A collaborative project between four Community Health Centres with the Centre for Health and Wellbeing in the TAFE Division and the School of Social & Behavioural Sciences commenced work to scope the potential for future activities by exploring potential outcomes, completing a cost-benefit analysis, developing strategy and protocols for these, and identifying resources available.

Pathways in Business

In 2003 Swinburne Lilydale collaborated in the IAC funded project – "Seamless Pathways in Business" – a project evaluating pathways, credit transfer arrangements, exemptions, entry grade requirements, prerequisites, entry and exit points in and between Swinburne TAFE, undergraduate and graduate courses. A draft Swinburne Lilydale Intersectoral Plan has been prepared, and the Innovation in Education Unit initiated discussions with Lilydale to review the learning delivery system, WebCT.

Sharing of Resources Across Sectors: Breaking Down the Barriers

In a dual sector University of Technology sharing of resources across the higher education and TAFE sectors provides the opportunity to offer students, staff and the community access to programs, equipment and infrastructure not otherwise available at one location.

Some practical instances of this during 2003 included:

- the exchange of CAD facilities between TAFE and the Higher Education School of Engineering & Science, while TAFE made use of the Higher Education computer and design facilities at the National Institute of Design
- a new **One Stop Shop** Student Information Centre opened supplying information regarding student services and enrolments to all Higher Education, TAFE and Lilydale students
- the TAFE Department of Mechanical & Automotive Technologies contributed in various ways to the construction of the Society of Automotive Engineer's racing car, a Higher Education School of Engineering initiative; while the TAFE School of Engineering participated with the Higher Education School of Engineering & Science in a Technical Officer Capability Workshop
- MiniFab is an applied research facility for the testing and production of plastic micro devices. In 2003 arrangements between the TAFE School of Engineering and MiniFab supported MiniFab repairs, industrial release to MiniFab, and student engineering projects. TAFE also developed, in conjunction with IRIS and MiniFab, research and training programs
- Swinburne Knowledge participated in the TAFE Innovation Roundtable during 2003, and Swinburne Knowledge Director, Dr. Bruce Whan, facilitated and delivered a workshop for the TAFE Innovation Framework Advisory Committee, and continues to provide specialist advice to this group
- Student Services conducted two successful forums for TAFE Teachers on 'Working effectively with young students with high support needs at Swinburne'. A major focus of these professional development forums was the identification of support mechanisms and practical strategies for teachers, to assist them in dealing with issues associated with high support needs students
- TAFE staff developed and delivered an Information Technology skills research training module for the Office of Research and Graduate Studies.

■ Industry Engagement

Industry Enabling Plan – A First for Swinburne

The University's first Industry Enabling Plan was completed in 2003. This plan sets out Swinburne's approach to industry over 2004 – 2006 and further develops a University-wide understanding of industry engagement, focusing on building the foundation for developing sustainable, mutually beneficial relationships between Swinburne and its industry partners.

Industry-Based Learning (IBL) Celebrates

Lindsay Fox's Classic Car Collection formed the backdrop for the 40th anniversary celebration for the Industry-Based Learning (IBL) program in October 2003. Since its inception in 1963 when production engineering students undertook the first long-term work placements, IBL now places over 500 students from more than 60 courses at about 300 companies.

Around 200 people attended including the Minister for Manufacturing and Export, Tim Holding, representatives from IBL employers Holden, Autoliv and Siemens, and some of the original IBL students from 1963.

In Higher Education, work continues on enhancing the University's Industry Based Learning (IBL) program. During 2003 a risk map and research project into Industry perspectives were completed. The findings will be used to further develop the IBL program in 2004.

At Swinburne Lilydale, a pilot project titled "Graduate Employment Link" commenced in late 2003. Employers already involved with Swinburne in an IBL capacity are invited to lodge Graduate positions with the project which screens appropriate candidates for these positions and forwards their details to the employer. The successful pilot will continue and expand in 2004.

Swinburne Industry Synergy Grants Scheme

Initiated in 2003 by the Industry Liaison office, the Swinburne Industry Synergy Grants are aimed at stimulating innovation and enhancing the nature and scope of Swinburne's relationships with industry partners. 2003 projects funded were:

- Centre for Astrophysics and Supercomputing: Design of a Digital Stereoscopic Video Camera for Sports Coaching and Evaluation in collaboration with the Victorian Institute of Sport
- Outer East Melbourne: Community Sustainability/Community Health Indicators with Cities of Knox and Maroondah, and the Shire of Yarra Ranges
- School of Biophysical Sciences and Electrical Engineering: Changes in Task Performance and Attitudes in Response to Whole Body Vibrations with KAB Seating Systems (Qld)
- School of Engineering and Science: Product Design Engineering with The Age Newspaper

Strengthening Client Relationships

The Industry Liaison office initiated a key client relationship building strategy in 2003. This whole-of university strategy has resulted in an expanded portfolio of services being negotiated with selected clients. For example, the Office supported the School of Engineering & Science in negotiating and launching a Memorandum of Association with the City of Greater Dandenong.

Industry Consulting and Training

Industry Consulting Services (ICS), the premier commercial arm of Swinburne University, provides training to all industries at all levels. As well as providing services to TAFE, ICS manages the Executive Education business for the Australian Graduate School of Entrepreneurship. Three major contracts were won in 2003.

REPCO

A national contract to provide training to REPCO managers at three levels, from the store manager to the executives. This initial three year, million dollar contract is the start of a long term training partnership. Approximately 60 senior managers, 180 store managers, and a further 100+ assistant managers will gain formal management qualifications.

National Bank

ICS is providing a 'blended learning' approach to financial services training for the National Australia Bank. This project will see around 9,000 staff gain formal qualifications through a blend of self paced learning resources and assessments accessed online.

Australian Quality Training Framework

ICS is providing Australian Quality Training Framework compliance consultancy, audit services and assessment services in Warehousing & Logistics to Australia Post for 300+ mail sorters. This contract is likely to develop into a full leadership and management program.

Tendering Activity

The TAFE Division tendered for, and won, a number of significant projects over 2003. Highlights were:

- the Workplace Skills Access Team won the tender to deliver English Language Resources for Chem Cert Australia. Chem Cert is a major Australian training provider in the correct use of agricultural chemicals and related equipment
- the Community and Further Education Department won a tender from the Department of Human Services to deliver Disability Induction Training for the Eastern Metro Region, using a cross Divisional team
- the Department of Child & Family Studies was part of a consortium which won the tender to provide in-service training for the staff of all Commonwealth funded Child Care Services in Victoria. Community Child Care (the peak Children's Services industry organization in Victoria) has chosen this Department as its major training partner in this large venture
- the TAFE Access Department successfully tendered for an Equity Toolbox (Series 5). The Toolbox is for Learners with Literary & Numeracy needs and is being designed to support the implementation of the Certificates in General Education for Adults, Level 2.

■ Major University Reviews

Australian Universities Quality Agency

The report of the 2002 audit of the University by the Australian Universities Quality Agency was published in 2003. These audits provide the University with an opportunity to reflect on the quality of its operations and to identify areas for improvement. The University's Action Plan is being implemented as part of the annual planning and reporting cycle to address the recommendations in the Audit Report.

In total, eight commendations were made in the Audit Report, and four of these have been incorporated into AUQA's Good Practice Database (www.auqa.edu.au/gp):

- Industry Based Learning
- International Mentor Program, Swinburne, Lilydale
- Leadership and Entrepreneurial Attributes Development Program
- Student Experience Project

The next audit is scheduled for 2007.

Risk Assessment, Insurance and Security Review

The University undertook a major review of its Critical Incident Policy and Procedures, which was led by the Office of the Vice-President (Resources). Implementation of the new Policy included the conduct of four scenario workshops for relevant staff. A key highlight of these activities was the level of co-operation and goodwill demonstrated by local and state government authorities, especially the Victorian Police. Swinburne now has a permanent member on the Boroondara Emergency Management Planning Committee, with all Municipal Offices very willing to work with Swinburne in continuing to identify preparation needs and response strategies. Two Crisis Rooms were established at each campus and Critical Incident Response Teams (CIRT) identified. A Manual for the CIRT was drafted, and necessary resources identified.

In the process of implementing the Critical Incident Policy and establishing the role of the CIRT, it was recognized that a Front Line Response Team was also required, consisting of Security personnel, Wardens and First Aid Officers. A Front Line Response Team Reference Group proposed a new structure for the First Aid and Warden systems, involving a structured approach to Warden and First Aid capability, and more comprehensive training for staff. It was recognized that Warden training should include responses to many types of incidents, whereas in the past, the focus has been on fire incidents.

The University placed significant resources into response preparedness for critical incidents. This was particularly relevant following the tragic events at Monash University when the Swinburne Student Services Department conducted a forum on critical incidents with representatives from the Department of Human Services and Monash University.



■ Accountability

Human Resources

The University has a range of policies and procedures in place to ensure workplace merit and equity for staff and students. Human Resources has conducted training for staff relating to Equity and Diversity, including workplace bullying.

A website to assist in communicating industrial relations has been created. An Enterprise Bargaining team and related objectives has been established in preparation for the forthcoming rounds of enterprise bargaining.

The University commenced Certified Agreement negotiations with a range of unions in 2003. These negotiations are continuing to ensure positive outcomes for the University and staff alike.

No time lost has been recorded due to industrial disputation or industrial accidents.

An expanded functionality of Employee Web Self Service Product (Web Kiosk) was introduced in 2003 to allow for improved accessibility by employees and to contribute to business unit cost reductions. Additionally, rigorous reporting and monitoring of leave transactions has further reduced the University's outstanding leave liabilities.

Courses in Stress Management and Nutritional Well Being were conducted for staff in response to the 2003 Higher Education Stress Survey.

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. Swinburne strives through a process of continuous improvement to fully integrate health and safety into all its operations and activities. Developments in 2003 included:

- development of the Occupational Health and Safety Policy statement
- substantial reduction in 2003 Workcover premium due to reduction in injuries and management of insurance claims
- provision of graphical data detailing incidents and trends plus statistical analysis for each division, publishing results onto the web

- achieving 2003 target for injury incident rate: target = 0.72 injury incident rate per 100 employees; actual = 0.68 injury incident rate per 100 employees
- conduct of a number of hazardous substances training sessions and first courses
- development of an induction "New Starter" CD for new employees and students.

Public Sector Management and Employment Act

Swinburne policies and procedures relating to human resources and proper treatment of equal opportunity for students ensure that merit and equity, and equity principles are upheld.

Selection and promotion policies ensure decisions are made on the basis of established criteria and incorporate merit principles.

The TAFE Division has a cultural diversity policy and reports on the achievement of strategies that facilitate involvement and input by people from diverse backgrounds.

Workplace flexibility has been enhanced through Human Resources policy development and the adoption of a management development program.

Fairness and accountability have been enhanced by the adoption of a Code of Conduct (linked to the conflict of interest policy) for staff and an anti-bullying policy and grievance handling procedures.

Whistleblowers Protection Act 2001

Statement on Ombudsman Investigations

Swinburne maintains policy and procedure to ensure compliance with the 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.

In 2003 no disclosures were made to the designated officers of the University that showed 'reasonable grounds' to be recognized as protected disclosures. Therefore no disclosures were referred to the Ombudsman.

During the year one investigation from the previous year was completed and the second investigation is currently

under review by the Ombudsman. No findings of 'improper conduct' or 'detrimental action', as defined by the Act, have been 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.

Freedom of Information Act 1982

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. The table below details statistics relating to FOI activities for the University from 2000 to 2003.

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 2000 – 2003

	2000	2001	2002	2003
Number of requests	4	1	7	1
Number of requests refused	0	0	0	0
Number of requests awaiting a decision	0	0	0	0
Number of decisions to release:				
– in full	2	1	3	1
– in part	2	0	2	0
Number of decisions to exempt in full	0	1	3	0
Number of decisions indicating no documents identified	0	0	2	0
Number of internal reviews	0	0	0	0
Number of Administrative Appeals Tribunal appeals	0	0	0	0
Exemptions cited	S33(1)	0	S30, S33(1) S35(1) (b)	0
Other Provisions cited	Nil	Nil	S18, S17 S23(3c)	0
Fees and charges collected	\$20	\$20	\$593	\$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 recordkeeping system. Records, including correspondence, agreements, contracts, tenders, publications, reports and committee agenda and minutes are maintained and defined within the following structure:

- Building and Grounds
- Committees
- Communications
- Conferences and Seminars
- Courses and Programs
- Equipment
- Financial Management
- Human Resources
- Operational Management
- Research
- Student Administration
- Hard copy student records are also maintained.

Publications available for Inspection

All publications produced by the University can be accessed through its Libraries. Specifically, details of publications which were produced in 2003 are provided in the additional information available on request. This information can be obtained on request from the Foresight, Planning & Review Unit, telephone 03 9214 4386.

Literature available via Subscription or Free Mailing List

The University has no specific subscription or free mailing list service available to the public.

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

Library and Reading Rooms available to the Public

Libraries on each of the six campuses provide learning and information resources and services in support of Swinburne's teaching and research programs. The general public may obtain borrowing rights to most material by subscribing to the Swinburne Library Information Service, or the Swinburne Alumni Association Library option. For more detailed information on library access and opening hours refer to the Library's internet home page: <http://www.swin.edu.au/lib/welcome.html>

Building Act 1993

Statement of Compliance

All new buildings and works are certified under Section 217 of the Building Act 1993, by qualified and registered Building Surveyors (Building Practitioners); and all comply with the 10 year liability gap as a matter of routine. Occupancy Permits are obtained for new capital building works at the completion of all work.

Major works completed in 2003 included:

- Refurbishments EN Level 1 and Mezzanine (Hawthorn Campus)
- Ethel Hall, One Stop Shop (Hawthorn Campus)
- Sports Centre (Hawthorn Campus)

These projects were subjected to certification of plans, mandatory inspections and the issue of an Occupancy Permit by a registered Building Surveyor (Building Practitioner).

The University has an established maintenance schedule for all existing buildings, supplemented by a reporting 'Work Request' system for use by maintenance staff and building users for building defects or failures of equipment. Maintenance contracts with specialized firms are let for major plant items such as lifts and escalators, air conditioning equipment, fire protection and emergency evacuation system, and so on.

During 2003 the number of buildings which strictly conform with the Building Act 1993 increased from 69 to 72.

The University's Capital Management Plan sets out a program for all buildings not strictly conforming with the Building Act 1993. The University finalized detailed planning during 2001 to progressively bring all buildings to compliance.

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.

There have been no cases of building practitioners becoming deregistered while engaged on Swinburne capital works projects during 2003 that we are aware of.

Building Works 2003

Buildings certified for Approval	3
Works in construction and the subject of mandatory inspections	3
Occupancy Permits issues	3

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 with standards	72
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Consultancies

Less than \$100,000

There were 319 consultancies of less than \$100,000 each during the year. Expenditure totaled \$1,129,131. Details of these are available on request.

In Excess of \$100,000

There was one consultancy costing in excess of \$100,000 over 2003. This was with N M Rothschild & Sons (Australia) Limited, for professional fees relating to the preparation of a financing plan for Swinburne University of Technology in relation to the Cairns University Project and subsequent presentation to the Queensland Office of Higher Education Panel. The amount was \$102,268.

Education Services for Overseas Students Act 2000

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

The University complies with the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

Statement on Fraud Control

The University Council is committed to the minimization and prevention of all fraud, corrupt conduct and/or theft of goods or services throughout the University. All University staff are bound by and must adhere to University Policies/Procedures and Code of Conduct. If an employee knows or suspects that other employees are engaged in theft, fraud or financial misconduct, they are to notify the Head of Department/Division and/or the Director, Internal Audit who will assess whether there is sufficient information to enable an investigation to be undertaken. Fraud findings, remedial and disciplinary actions are reported to the Audit Committee.

Statement on risk management strategy

In 1999 the University Council approved a formal risk management policy which conforms with the requirements of the Australian and New Zealand Standard AS/NZS 4360. The policy was developed with a very simple objective, stating that the University "will develop an organizational culture that optimizes its ability to achieve business objectives while ensuring appropriate management of risks." In respect to business objectives and other commercial activities, the University Finance Committee reviewed all proposals for risk assessment before allowing matters to pass to the Finance Committee for formal approval. The Sub-Committee is responsible for ensuring that appropriate risk management and project evaluation has been undertaken in respect of all decisions relating to the University's participation in new business ventures and/or contracts and in decisions arising as a result of changed circumstances for existing undertakings and/or contracts.

The University has in place many policies and procedures that deal with consultancy services and commercial activities. These policies and procedures must be followed and all contracts must be approved both financially and legally prior to execution. Risk management reviews are periodically conducted for the various academic and management units, to ensure that all risk matters are appropriately identified, evaluated and controlled accordingly.

Associate/Commercial Venture	Principal Objects	Level of Financial Risk (High, Medium, or Low)	Level of Reputational Risk (High, Medium, or Low)
Swinburne Graduate School of Integrative Medicine Pty Ltd	Provider of post-graduate education in complementary therapies to the members of the medical profession.	Low	Medium
Swinburne Limited	Property holding company, for the land and buildings leased to the University.	Low	Low
BR (Vic)	To utilize 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

Statement on National Competition Policy

Swinburne University of Technology 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 recognized in its accounting system. These amounts mainly occur within the University's Higher Education Divisions as 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.

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 on request:

- shares held beneficially by senior officers as nominees of a statutory authority or subsidiary
- publications
- statement regarding declarations of pecuniary interest
- overseas visits undertaken
- changes in prices, fees, charges, rates and levies
- details of major promotional, public relations and marketing activities

There were no major external reviews carried out on the University over 2003.

Enquiries regarding details of the above should be addressed to:

Yvonne Lynes
Project Officer
Foresight, Planning and Review
Swinburne University of Technology
PO Box 218, Hawthorn, 3122
Telephone: 03 9214 4386
Email: ylynes@swin.edu.au

■ Recognition

Swinburne staff and students were recognised both internally and externally for their achievements throughout the year. This section provides details of these achievements.

Entrepreneurship

2003 Swinburne Venture Cup

The Venture Cup was held for the fourth year in 2003 attracting 124 students in 32 teams. It is a 10 week business planning competition for teams of students at each level of the university – TAFE, Undergraduate and Postgraduate. The competition involved students spending hundreds of hours devising, expanding and refining their business concept.

The Cup Presentation Function was held in December at the Australian Graduate School of Entrepreneurship. The night was a rousing success with over 100 people attending. Mr. Matt Viney, Parliamentary Secretary for Innovation & Industry, delivered the keynote speech and awarded the prizes.

2003 winners of the Chancellor's prizes (\$10,000 to each winning team), and finalists were:

TAFE

Winner

Cogen Energy Systems (Bill Crocaris, Robert Perin, Mark Hollingsworth, Certificate IV Renewable Energy Technology): a plan to market revolutionary higher energy efficient domestic appliances generating both heat and electricity for use in the home.

Finalist

How Now Production – Educational theatre company touring regional secondary schools.

Undergraduate

Winner

Local Business Alliance (Andrew Collins, Bachelor of Arts, Lenka Hanzelove and Allissa Oughtred, Bachelor of Business): a novel marketing service for local businesses promoting each particular service industry.

Finalists

The Lite Light – LED light source technology applied to camping and outdoors.

Simplicity – Manufacture and sales of quality Australian timber furniture/art.

Global Fabric Solutions – online fabric database for interior decorators.

Postgraduate

Winner

Fix-It (Kerri Burzacott, Norman Jenkins, Peter Garlick, Steven Neave, Darren Johannensen, Master of Entrepreneurship and Innovation): a business to provide warranty services and repairs to the Australian Consumer Electronic Industry.

Finalists

Smart Wood Technology – New technology for the enhancement of wood properties based on microwave and resin technology pioneered by the CRC for Wood Innovations.

Smart Pages – a local business directory that is searchable online.

Lease Purchase – a novel means to lease purchase of homes to tenants allowing total home ownership.

Sustainable Energy Victoria Prizes

Two awards valued at \$4,500 each to help the businesses to further develop their business cases were awarded to Cogen Energy Systems and Wavewater, a wave-powered pump to pump and convert seawater into fresh drinking water.

Information City Victoria (ICV) Incubator Award

Three Commendation Awards, consisting of further evaluation, mentoring and planning support, with the potential to lead to business at ICV were awarded to:

Books of the Mind – Online bookstore providing information about the mind helping at personal, professional and educational levels.

Global Fabrics – Online fabric database for interior decorators.

Premipass – A practical system for internet users to pay for access to online content.

Australian Graduate School of Entrepreneurship

For the second year running the Swinburne MBA was awarded five stars by the Graduate Management Association of Australia (GMAA). The GMAA is the nationally recognized and leading professional association for graduates having MBA, DBA and other postgraduate business management qualifications in Australia. The star rating is based on a recent survey of Australia's 90 postgraduate courses and is published in "The Good Universities Guide to MBA and Graduate Management Programs"

Small Business Expo a Winner

The Eastern Business Network, a service provided by Swinburne TAFE's Business Enterprise Centre, was one of joint winners for the 2003 City of Maroondah Community Event Award for the Business 2 Business Expo run in October.

IRIS Student

Industrial Research Institute Swinburne (IRIS) PhD student in MicroTechnology, Micah Atkin, was a National Finalist in the Yellow Pages Business Ideas Grant Scheme. Micah's business plan was entitled "Deafness Biochip Test" and was one of only eight finalists chosen.

Students in Free Enterprise

In July 2003, Swinburne students, Amanda Stoyan, Taya Zatsepin, Soon-Hin Teo, Adele Le Gros and Tim Boler, competed in the Students in Free Enterprise competition against 22 universities from around Australia. Undertaking work in community outreach projects, students form teams and devise business plans and educate others in the need to become financially or socially entrepreneurial. In the category, "Most Inspiring Community Initiative", Swinburne received a trophy, a 10kg block of chocolate, and \$2,000. In the category, "Best Rookie Team in League", Swinburne received a trophy and \$250.

Research**Richard Pratt Scholarship**

In 2003 this award was won by Stuart Gill of the School of Biophysical Sciences and Electrical Engineering. His thesis title is "Cosmological Simulations using Multi-Level Adaptive Particle Mesh". The Richard Pratt Scholarship is a major award given at Swinburne to a current Research Higher Degree candidate who demonstrates excellence in academic achievement and leadership. It provides

\$30,000 tax free over one year for full-time students, and two years for part-time students.

Chancellor's Research Scholarships

Two Scholarships were awarded in 2003 to:

- Jennifer Rankin, Social and Behavioural Sciences, with a thesis titled "Cultural Sustainability: Investigating Complexity, Process, and the Thermodynamics of Civilisation"; and
- Samantha Henderson, Social and Behavioural Sciences, with a thesis titled "Friendster: A case study in the merging of online and offline friendship networks".

These prestigious awards include fee exemption for four years for doctoral candidates (two for Masters), and a \$25,000 tax free stipend for three years.

Sports Scientist

IRIS research PhD student, Dan Billing, was awarded a Victoria Fellowship in recognition of his research on the development and application of smart sensor technologies in the monitoring of athlete performance. His research will allow coaches to monitor athletes' track and field performances by receiving direct feedback from the in-shoe sensor system and is expected to have a significant impact on the way elite athletes are trained. Swinburne has now received three of these awards since their inception in 1998.

Journal Editor

Pharmacologist Associate Professor Pradeep Nathan from the Brain Sciences Institute has been invited to be on the editorial board of the pharmacology journals, *Drugs in R&D*, and *CNS Drug Reviews*. Both journals publish original and extensive reviews on the pharmacology, toxicology and clinical trials of new drugs affecting the brain. The editorial board of the latter journal is composed of eminent and highly reputable scientists including the 2000 Nobel Prize winner Professor Paul Greengard.

IRIS Awards

IRIS Director Professor Tom Spurling has won the 2003 Award for Distinguished Contribution to Economic Advancement from the Federation of Asian Chemical Societies. The prize recognizes members who "contribute significantly towards the economic advancement of the Asian region through the application of chemical research."

Professor Spurling won the award for a World Bank project he managed for CSIRO in Jakarta two years ago, which helped the Indonesian Institute of Science link its work to the needs of the domestic economy.

Meity Mandagie, an IRIS research student, was selected as the 2003 Magnesium Technology Best Student Paper Award recipient to be presented at the 133rd TMS Annual Meeting in North Carolina. As part of the award, Meity will receive a cheque for US\$500.

Telescope Time

An international team of astronomy researchers led by Professor Duncan Forbes and Dr. Mike Beasley have been awarded seven nights of observation time on the Gemini North telescope in Hawaii, worth approximately \$1 million. This is the largest award ever given to Australian astronomers. Researchers will seek to identify the age of ancient star clusters in nearby galaxies.

Flexible Learning and Teaching

Swinburne's Special Staff Grants Scheme awarded four grants, each of \$5,000 to the following staff in 2003:

- Dr. Glen Bates and Dr. Emiko Kashima, Social & Behavioural Sciences, for promoting the Psychology program to VCE students
- Drs Christine Critchley, Simone Buzwell and Elizabeth Hardie, Biophysical Sciences and Electrical Engineering, to create a database of organization and psychological testing instruments
- Dr. Mark Finn, Social & Behavioural Sciences, to develop 'International Australia', a new fee paying subject to be offered to international and some local students
- Associate Professor Michael Gilding, Social & Behavioural Sciences, to establish the "Australian Journal of Emerging Technologies and Society".

Marcia Devlin, Educational Research Officer won first prize in this year's national Co-op Bookshop Dialogica Awards for excellence in written communication. Marcia, who conducts research and advises the Higher Education Division on a range of educational development and teaching and learning issues, won \$10,000 for her article "The problem with plagiarism".

Peter Quail Memorial Award

Swinburne TAFE student Phi Nguyen was presented with a certificate and a cheque for \$500 as the winner of this award. The award is contributed annually by the family of Peter Quail, a business department head at Swinburne, and is for the most outstanding final year Advanced Diploma in Business (Accounting) student.

Swinburne Excellence Awards

Teaching Excellence

The 2003 Swinburne **Excellent Teacher (Higher Education)** Award was awarded to Veronica Power, Swinburne Lilydale, in recognition of all-round professional excellence in the teaching of leadership and management, psychology and information methods.

The 2003 Swinburne **Excellent Teacher (TAFE)** Award was awarded to John Preston, TAFE School of Arts, Hospitality and Sciences, in recognition of all-round professional excellence in the teaching of the performing arts.

The 2003 **Teaching Incentive** Award was awarded to Catherine Farrell, Swinburne Lilydale, for her all-round professional excellence in the teaching of media studies.

Certificates of Commendation were awarded to Oliver Burmeister, School of Information Technology, Trevor Tonkin, Swinburne Lilydale and Judy Nichol, TAFE School of Business and eCommerce. Certificates of Commendation for Team Teaching were awarded to the Japanese Teaching Team, School of Business, and the Learning and Communication Behaviour Teaching Team, Swinburne Lilydale.

Research Excellence

The 2003 Swinburne Research Excellence Award was won by Professor Brad Gibson, Centre for Astrophysics and Supercomputing, for his work in establishing Australia's largest computational cosmology and galaxy formation group, and his outstanding research outcomes.

Special Mention was made of Associate Professor Val Clulow, for her work in fostering a research culture within the School of Business.

Service Excellence

Two Swinburne Service Excellence Awards were presented to the Swinburne Press Team and the Swinburne Mail Centre Team in recognition of their professional excellence

in delivering cost-effective and innovative services and solutions to the University. Certificates were awarded to the Industry-Based Learning Network, the International Office, Swinburne Lilydale, the Internationalisation and Integration Project Team, and the ITS Help Desk Team.

General/Community Awards

Commonwealth Centenary Medals

The following Swinburne staff were awarded Commonwealth Centenary Medals in 2003.

- Professor Tom Spurling, Director, Industrial Research Institute Swinburne, for service to Australian society in research and development
- Professor Kerry Pratt, Pro Vice-Chancellor, Research and Industry Liaison, for outstanding service to science and technology and development of public science policy
- Professor Iain Wallace, former Vice-Chancellor, for service to Australian society through higher education and university administration
- Professor Derry Doyle, School of Engineering & Science, for services to Australian society in metallurgical science and engineering
- Professor Peter Hannaford, School of Biophysical Sciences and Electrical Engineering, for service to Australian society and science in laser spectroscopy

Vice-Chancellor's Engineering Scholarship

Indigenous student, Allira Blair, won the 2003 Vice-Chancellor's Engineering Scholarship. With an ENTER score of 97.5 Allira commenced her product design engineering course with a view to a career in product design or management.

Inspiring Others: The 'Weary' Dunlop Scholarship 2003

This \$3,000 scholarship is awarded to a student who performs at an outstanding academic level and shows a strong commitment to community service. A 500 word essay on the significance of war hero Weary Dunlop's life is also required. The 2003 winner was Amanda Stoyan.

According to Amanda, the benefits of community service and using one's own skills to benefit others far outweighs financial sacrifices. She hopes to use the scholarship to pay for part of her psychology honours year.

Edyth Rawson Scholarship

Three Edyth Rawson Scholarships were presented to TAFE students this year. The \$500 scholarships, made possible by a former Swinburne student, Lori Beer, who named them after her philanthropic late aunt, Edyth Rawson, are judged on three criteria: academic performance, community involvement and financial hardship.

The winners were Scott Burnham and Glen Bracegirdle, both winning the scholarship for a student with a disability, and Mark White who won the mature age scholarship.

Tertiary Press

Swinburne's publishing company, Tertiary Press, competed against multinational publishing companies to win "The Australian" Award for Excellence in the Educational Publishing, TAFE and Vocational Education series category. The award was for the Tertiary Press Information Technology Training Package series, and was presented jointly by "The Australian" and the Australian Publishing Association.

Maurie Curwood Award

Acknowledging the work of Maurie Curwood, the inaugural and only Director of the Outer Eastern College of TAFE, the awards, each worth \$2,000, are presented annually to a staff member and a student. The awards not only focus on the work of individuals, but on the efforts they make to create and maintain links and partnerships between Swinburne TAFE and the local community and industry. The winners of the 2003 Maurie Curwood Award were Karen Phillips, Student Award, and John Butler, Staff Award.

Staff Honours

Former Vice-Chancellor, Professor J G Wallace was awarded the Public Service Medal in the Australia Day Honours for outstanding public service to higher education, particularly at Swinburne.

Professor David Booth (Pro Vice-Chancellor, Academic) was invited to become an Honorary Life Fellow of the Australian Institute of Physics in February. The Institute has a maximum of twelve Honorary Life Memberships, with David being number 9, an honour he shares with Sir Mark Oliphant and others.

Horticulture Awards

Swinburne's horticulture students have again shown their talent by taking out major awards at the Landscape Industries Association of Victoria annual awards. Benjamin Bush, who finished his apprenticeship with Swinburne in 2002, took out the prestigious Landscape Apprentice of the Year award and another landscape apprentice, Dave Stewart, was highly commended. Nominations for the award come from employers, with ten Swinburne apprentices being nominated.

Swinburne TAFE's Horticulture and Environmental Sciences Department exhibited at the Melbourne International Flower & Garden Show winning a bronze medal against 41 other exhibits.

2003 Awards for Outstanding Women in Non-Traditional Areas

The National Centre for Gender & Cultural Diversity at Swinburne organizes these awards which profile and applaud women who have achieved outstanding success in non-traditional areas across Australia. Swinburne is a major sponsor of the awards. Winners were:

Higher Education:

- Florica-Corina Cirsea, Teaching and Research, Victoria University

Self Employed: – Joint winners

- Maria Cugnetto, Management Consultant
- Jane Grimshaw, Charter Boat Owner/Operator

Vocational Education & Training:

- Samantha Foster-Davies, Web Programs Administrator, RMIT University

Less than 5 years in the Workplace:

- Genette Hilton, Sites Supervisor, JML Engineered Facades

More than 5 years in the Workplace:

- Claudene Sharp, Shipping Operator, BP Shipping

New Apprenticeship:

- Alaina Mackay, Apprentice Pastry Cook, Novotel Northbeach, Wollongong



Swinburne University of Technology
**Financial summaries
and statements**

2003

■ Financial Summaries and Statements

Summary of financial results 1999–2003

	1999 \$000	2000 \$000	2001 \$000	2002 \$000	2003 \$000
Net Assets	223,329	280,033	295,866	305,504	374,237
Operating Surplus (Deficit)	2,700	11,738	13,567	1,566	18,595
Overseas Students Fee Revenue	20,807	24,323	29,639	34,148	43,237
Commonwealth Government Grants	47,069	53,219	55,219	56,335	62,746
State Government Grants	48,510	54,405	60,765	59,839	61,886

Summary of Significant Changes in Financial Position during 2003

There were no significant changes in the University's financial position during 2003.

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 2003

Compulsory non-academic fees, subscriptions and charges	Student status	Total GSF 2003 \$
General Service Fee: Higher Education		
	Full time, full year	284 .00
	Full time, semester	142.00
	Full time, full year, concession	186.00
	Full time, semester, concession	93.00
	Part time, full year	142.00
	Part time, semester	71.00
	Part time, full year, concession	92.00
	Part time, semester, concession	46.00
	IBL/Distance Education: full year	58.00
	IBL/Distance Education: semester	29.00
	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	160.00
	Full time, semester	80.00
	Full time, full year, concession	106.00
	Full time, semester, concession	53.00
	Part time, full year	106.00
	Part time, semester	53.00
	Part time, full year, concession	66.00
	Part time, semester, concession	33.00
<i>Croydon, Wantirna, Lilydale, Healesville</i>		
	Full time, full year	118.00
	Full time, semester	59.00
	Full time, full year, concession	76.00
	Full time, semester, concession	38.00
	Part time, full year	76.00
	Part time, semester	38.00
	Part time, full year, concession	48.00
	Part time, semester, concession	24.00
Off campus		
	Full year	30.00
	Semester	15.00

■ Compulsory Non-Academic Fees Statement of Income and Expenditure Year Ended 31 December 2003

	31/12/2003	31/12/2002	31/12/2001
Receipts from students (not including GST)	\$	\$	\$
Brought forward	1,145,603	681,544	500,306
General Service Fees	4,063,114	4,278,770	3,773,373
Total	<u>5,208,717</u>	<u>4,960,314</u>	<u>4,273,679</u>
Disbursement of fees by Swinburne University of Technology (not including GST)			
Remitted to Swinburne Student Union Inc.	2,469,553	2,549,727	2,432,727
Remitted to Swinergy (Swinburne University Sport and Recreation)	920,000	865,455	782,727
Disbursements to Students Amenities Fund	364,006	342,125	314,669
Handbooks and Registrar's Expenses	47,176	57,404	62,012
Carried Forward	1,407,982	1,145,603	681,544
Total	<u>5,208,717</u>	<u>4,960,314</u>	<u>4,273,679</u>
Disbursement of fees by Swinburne Student Union Inc.			
Visual and performing arts	84,340	96,833	116,832
Administration	21,610	30,283	38,488
Clubs and societies	26,430	34,722	21,900
Campus computers	40,114	63,536	55,740
Student Advisory Centre	68,699	57,156	54,368
Academic support	10,315	9,697	9,945
Equipment library	-	26,870	21,863
General expenses (including depreciation)	242,993	292,815	393,180
Communication and information	35,500	49,456	119,848
Hawthorn campus	1,110,148	1,062,309	940,853
Eastern campuses	862,945	868,840	646,606
Prahran campus	432,806	389,503	299,116
Sub total	<u>2,935,900</u>	<u>2,982,020</u>	<u>2,718,739</u>
Less expenditure funded by non-fee income	466,347	432,293	286,012
Total	<u>2,469,553</u>	<u>2,549,727</u>	<u>2,432,727</u>
Disbursement of fees by Swinergy (Swinburne University Sport and Recreation)			
Administration	243,609	336,976	320,675
Capital development fund	170,011	60,000	100,000
Club subsidies	51,568	34,424	37,638
Club portfolio	55,543	52,557	39,708
Depreciation	65,864	68,400	67,140
Finance	67,205	66,359	62,643
Marketing	41,069	100,821	69,892
Inter University Sport	84,588	37,360	93,308
Recreation portfolio	64,292	73,596	71,562
Sports Grants	71,454	71,562	89,837
Other expenditure	4,797	8,890	5,308
Sub total	<u>920,000</u>	<u>910,945</u>	<u>957,711</u>
Less expenditure funded by non-fee income	-	45,490	174,984
Total	<u>920,000</u>	<u>865,455</u>	<u>782,727</u>

Notes:

- (1) Disbursements by Swinburne Student Union Inc. and Swinergy have been obtained from the preliminary annual accounts of the two entities.
- (2) The 2001 and 2002 year Statements inadvertently contained errors and omissions. These have now been rectified and the Statements (as amended) for 2001 and 2002 are reproduced above.
- (3) The reduction in GSF Fees in 2003 is due to fees collected in 2003 relating only to this financial year. In 2002, fees were included when collected irrespective of the financial year they related to.

I certify that the above information is correct and that all compulsory non-academic fees as shown above have been expended in accordance with the requirements of the Tertiary Education Amendment Act 1994.

■ Compliance Index 2003

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

FMA	<i>Financial Management Act 1994</i>
MFD	Directions of the Minister for Finance issued under section 8 of the <i>Financial Management Act 1994</i>
TEA	<i>1993 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	<i>Education Services for Overseas Students Act 2000</i>
WPA	<i>Whistleblowers Protection Act 2001</i>

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

Clause	Disclosure	Page number(s)
Report of Operations Directions		
MFD 9.1.2 (i)	General and financial information	5-7,73-75
MFD 9.1.2 (ii)	Signature of Chancellor or nominee	3
	Date of meeting at which Council approved annual report, or date of delegated approval	3
Relevant general information		
MFD 9.1.3 (i)(a)	Manner in which the university was established	8
MFD 9.1.3 (i)(a)	Relevant Minister	8
MFD 9.1.3 (i)(b)	Objectives, functions, powers and duties	9-12
MFD 9.1.3 (i)(c)	Nature and range of services, people and communities served	19-20
MFD 9.1.3 (i)(d)	Administrative structure	14-16
MFD 9.1.3 (i)(d) (i)	Members of the Council	13
MFD 9.1.3 (i)(d) (ii)	Occupants of senior offices and areas of responsibility	14
MFD 9.1.3 (i)(d) (iii)	Organisational chart	15-16
MFD 9.1.3 (i)(e)	Workforce data for current and previous year;	17-18
	Statement on application of merit and equity principles	45
MFD 9.1.3 (i)(f)	Application and operation of the Freedom of Information Act 1982	46-47
Financial Year information		
MFD 9.1.3 (ii)(a)	Summary of the financial results with comparative results for preceding four years	56
MFD 9.1.3 (ii)(b)	Summary of significant changes in financial position	56
MFD 9.1.3 (ii)(c)	Operational objectives and performance including significant activities and achievements	21-44
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MFD 9.1.3 (ii)(g)	Consultancies less than \$100,000	48
MFD 9.1.3 (ii)(h)	Compliance with the Building Act 1993	47-48
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MFD 9.1.3 (ii)(k)	Implementation and compliance with National Competition Policy	49
Relevant information also available on request		
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MFD 9.1.3 (iv)(d)	Changes in prices, fees, charges, rates and levies	49
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MFD 9.1.3 (iv)(h)	Promotional, public relations and marketing activities	49
MFD 9.1.3 (iv)(i)	Occupational health and safety	45
MFD 9.1.3 (iv)(j)	Industrial relations, accidents and disputes	45
MFD 9.1.3 (iv)(k)	Major committees sponsored by the university	16

Clause	Disclosure	Page number(s)
Additional information		
RUG	Statement that public funds allocated to the University have been allocated to the purposes specified by the Government or other public funding body	56
RUG	Council's risk management strategy	48-49
ESOS	Compliance with <i>ESOS Act 2000</i>	48
WPA (section 104)	Compliance with the <i>Whistleblowers Protection Act 2001</i>	45
s. 12I TEA 1993	Compulsory non-academic fees, subscriptions and charges	57
PAEC (December 1997)	International initiatives and strategies	6,29-32
PSMEA ss 7 & 8	Employment processes and principles of conduct for public sector employees	45
MFD 9.8	Statement on occupational health and safety matters, and performance measures	45
Financial Statements		
MFD 9.2.2 (i)(a)	Financial operations: revenue and expenses	75-76
MFD 9.2.2 (i)(b)	Financial position at end of year	70
MFD 9.2.2 (i)(c)	Statement of cash flows	71
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MFD 9.2.2 (i)(e)	Consolidated financial statements	72
MFD 9.2.2 (ii)(a)	Financial statements prepared on accrual basis	72
MFD 9.2.2(ii)(b)	Compliance with accounting standards	72
MFD 9.2.2(ii)(c)	Compliance with Department of Finance accounting requirements	72
MFD 9.2.2 (ii)(d)	Accounts prepared in accordance with historical cost convention	72
MFD 9.2.2 (ii)(e)	Information for preceding year which corresponds to disclosures for current year	56
MFD 9.2.2 (iii)(a) (b)	Rounding of figures in financial statements	72
MFD 9.2.2 (vi)(a)	Fair presentation of financial transactions and position	65
MFD 9.2.2 (vi)(b)	Financial statements accord with Directions of the Minister for Finance	65
MFD 9.2.2 (vi)(c)	Circumstances which would render financial statements misleading or inaccurate	65
Relevant information		
MFD 9.2.3 (ii)(a)	Material operating revenue: operating grants, sale of goods, rendering of services	75
MFD 9.2.3 (ii)(b)	Investment income	76
MFD 9.2.3 (ii)(c)	Material revenue: sale of non-goods assets, non-current assets	76
MFD 9.2.3 (ii)(d)	Material revenue: exchanges of goods or services	Nil
MFD 9.2.3 (ii)(e)	Depreciation, amortisation or diminution in value of assets	77
MFD 9.2.3 (ii)(f)	Bad and doubtful debts	77
MFD 9.2.3 (ii)(g)	Financing costs	78
MFD 9.2.3 (ii)(h)	Net increment or decrement on revaluation of each asset category	81
MFD 9.2.3 (ii)(i)	Auditor-General's fees	79
MFD 9.2.3 (ii)(j)	Emoluments of Council	86
MFD 9.2.3 (ii)(k)	Council members' shareholdings in the university	Nil
Financial position		
MFD 9.2.3 (iii)(a)	Details of assets	81-82
MFD 9.2.3 (iii)(b)	Details of liabilities	83-84
MFD 9.2.3 (iii)(c)	Details of capital	Nil
MFD 9.2.3 (iii)(d)	Details of reserves and transfers to and from reserves	84
RUG	Summary table of financial performance of Associates and commercial ventures	88-90

Clause	Disclosure	Page number(s)
<i>Other relevant information</i>		
MFD 9.2.3 (iv)(a)	Liabilities secured by a charge on assets	83
MFD 9.2.3 (iv)(b)	Material contingent liabilities secured over assets	92
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MFD 9.2.3 (iv)(d)	Government grants	75-76
MFD 9.2.3 (iv)(e)	Employee superannuation funds	73,91,92
MFD 9.2.3 (iv)(f)	Assets received without adequate consideration	Nil
<i>Responsible person-related disclosure</i>		
MFD 9.4.2 (i)	Names of council members	13,86
MFD 9.4.2 (ii)	Remuneration of council members	87
MFD 9.4.2 (iii)	Council members' remuneration in bands of \$10,000	87
MFD 9.4.2 (iv)	Executive officers' remuneration	87,88
MFD 9.4.2 (v)	Payments relating to council members' retirement	Nil
MFD 9.4.2 (vi)(a) (b)	Loans made, guaranteed or secured to a council member or related party	Nil
MFD 9.4.2 (vii)	Aggregate amount of loans made to council members and repayments received	Nil
MFD 9.4.2 (viii)(a)	Share or share option transactions by council members	Nil
MFD 9.4.2 (viii)(b)	Terms and conditions of favourable share or share option transactions by council members	Nil
MFD 9.4.2 (ix)	Other transactions with council members	87
MFD 9.4.2(x)(a)	Aggregate amount of revenue or expense resulting from council members' transactions	87
MFD 9.4.2(x)(b)	Aggregate amounts receivable and payable resulting from council members' transactions	Nil
MFD 9.4.2(x)(c)	Aggregate amounts of provisions for doubtful receivables resulting from council members' transactions	Nil
MFD 9.4.2(x)(d)	Other benefits derived by council members from transactions	Nil



Swinburne University of Technology
Financial statements

2003





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

Matters relating to the electronic presentation of the Audited Financial Report

This audit report relates to the financial report of Swinburne University of Technology for the financial year ended 31 December 2003 included on the University's web site. The Vice-Chancellor and President of Swinburne University of Technology is responsible for the integrity of the University's web site. I have not been engaged to report on the integrity of Swinburne University of Technology's web site. The audit report refers only to the statements named below. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

Audit Scope

The accompanying financial report of Swinburne University of Technology for the financial year ended 31 December 2003, comprising a statement of financial performance, a statement of financial position, a 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 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 22.1 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.

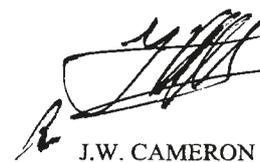
Qualification

As disclosed in note 16 to the financial statements, the University has reported revenue received in advance relating to financial assistance from the Commonwealth Government including HECS received in advance of \$5.9 million (\$5.9 million as at 31 December 2002) as a current liability. As the University effectively controlled these funds at 31 December 2003, this amount should have been recognised as revenue in accordance with the requirements of Australian Accounting Standard AAS 15 "Revenue". Accordingly, for the year ended 31 December 2003, revenue from ordinary activities, the operating surplus and the retained surplus are understated by \$5.9 million (\$5.9 million for the year ended 31 December 2002) and current liabilities are overstated as at 31 December 2003 by the same amount (\$5.9 million as at 31 December 2002). The \$5.9 million that should have been brought to account in the year ended 31 December 2002 in accordance with the requirements of AAS 15 has been included as revenue from operating activities and in the net surplus for the year ended 31 December 2003.

Qualified Audit Opinion

In my opinion, except for the effect on the financial report of the matters referred to above, the financial report presents fairly the financial position of Swinburne University of Technology as at 31 December 2003 and the results of its operations and its cash flows for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the *Financial Management Act 1994*.

MELBOURNE
April 2004



J.W. CAMERON
Auditor-General



SWINBURNE UNIVERSITY OF TECHNOLOGY

ABN 13 628 586 699

FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2003

STATEMENT BY DEPUTY CHANCELLOR, VICE-CHANCELLOR AND
PRINCIPAL ACCOUNTING OFFICER

We, the Deputy 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 2003, and the performance for the year ended 31 December 2003 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.

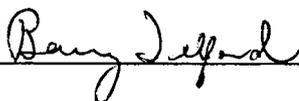
TW BROWN
Deputy Chancellor



IR YOUNG
Vice-Chancellor



BM TELFORD
Principal Accounting Officer



Dated this 20th day of MARCH 2004.



SWINBURNE UNIVERSITY OF TECHNOLOGY
 ABN 13 628 586 699
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	<u>Consolidated</u>		<u>Swinburne University of Technology</u>	
		<u>2003</u> \$000	<u>2002</u> \$000	<u>2003</u> \$000	<u>2002</u> \$000
Revenue from Ordinary Activities	2	253,636	242,636	248,729	239,484
Expenses from Ordinary Activities (excluding borrowing cost expense)	3	233,445	240,123	229,578	237,274
Borrowing cost expense	4	556	644	556	644
Share of net result of associates and joint ventures accounted for using the equity method	9	(98)	-	-	-
Surplus from Ordinary Activities before Income Tax Expense		19,537	1,869	18,595	1,566
Income tax related to ordinary activities		-	-	-	-
Surplus after related income tax expense		19,537	1,869	18,595	1,566
Net Surplus	19.2	19,537	1,869	18,595	1,566
Outside equity interests in net surplus	18	6	80	-	-
Net Surplus attributable to parent entity	7	19,543	1,949	18,595	1,566
Net Increase (Decrease) on adoption of AASB 1028 for prior year	1(b)	(298)	-	(295)	-
Net Increase (Decrease) in Asset Revaluation Reserve	17.2	53,413	10,201	50,433	7,767
Net Increase (Decrease) in General Reserve	17.2	(617)	-	(254)	-
Total Revenue, Expense and Valuation Adjustments Attributable to the Parent Entity Recognised Directly in Equity		72,041	12,150	68,479	9,333
Total Changes in Equity other than those Resulting from Transactions with Owners as Owners		72,041	12,150	68,479	9,333

The accompanying notes form part of these financial statements

SWINBURNE UNIVERSITY OF TECHNOLOGY
 ABN 13 628 586 699
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2003

	Notes	<u>Consolidated</u>		<u>Swinburne University of Technology</u>	
		<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
		<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
<u>CURRENT ASSETS</u>					
Cash Assets	19.1	32,428	19,774	31,646	18,645
Receivables	8	3,952	6,735	6,422	6,135
Other Financial Assets	10.2	56,607	43,798	56,607	43,798
Other Assets	11.1	9,060	9,477	9,060	9,477
Total Current Assets		102,047	79,784	103,735	78,055
<u>NON-CURRENT ASSETS</u>					
Receivables	8	2,660	1,605	2,660	8,707
Investments Accounted for Using the Equity Method	9	-	98	278	278
Other Financial Assets	10.3	1,246	221	1,246	221
Property, Plant and Equipment	12	397,540	343,348	340,106	287,117
Other Assets	11.2	97,674	101,973	97,674	101,973
Total Non-current Assets		499,120	447,245	441,964	398,296
TOTAL ASSETS		601,167	527,029	545,699	476,351
<u>CURRENT LIABILITIES</u>					
Payables	13	19,864	12,013	19,927	12,006
Interest Bearing Liabilities	14.2	1,000	1,000	1,000	1,000
Finance Leases	20.1	1,005	981	1,005	981
Provisions	15.1	16,958	16,037	16,872	15,967
Other Liabilities	16.1	20,555	22,400	20,555	22,400
Total Current Liabilities		59,382	52,431	59,359	52,354
<u>NON-CURRENT LIABILITIES</u>					
Interest Bearing Liabilities	14.3	4,500	5,500	4,500	5,500
Finance Leases	20.1	802	1,807	802	1,807
Provisions	15.2	9,219	9,287	9,160	9,245
Other Liabilities	16.2	97,641	101,941	97,641	101,941
Total Non-current Liabilities		112,162	118,535	112,103	118,493
TOTAL LIABILITIES		171,544	170,966	171,462	170,847
NET ASSETS		429,623	356,063	374,237	305,504
<u>EQUITY</u>					
Reserves	17.1	174,164	121,368	111,107	60,928
Retained Surplus	7	255,465	235,195	263,130	244,576
Equity Attributable to Parent Entity		429,629	356,563	374,237	305,504
Outside Equity Interest in Controlled Entities	18	(6)	(500)	-	-
TOTAL EQUITY		429,623	356,063	374,237	305,504

The accompanying notes form part of these financial statements

SWINBURNE UNIVERSITY OF TECHNOLOGY

ABN 13 628 586 699

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	<u>Consolidated</u>		<u>Swinburne University of Technology</u>	
		<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
		<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>					
<u>Inflows</u>					
Financial Assistance					
- Commonwealth Government		64,154	57,917	62,794	56,477
- Victorian Government		61,886	59,824	61,886	59,584
Higher Education Contribution Scheme					
- Student Payments		2,976	2,867	2,976	2,867
- Higher Education Trust Fund		19,806	20,835	19,806	20,835
Postgraduate Education Loans Scheme		6,499	3,368	6,499	3,368
Fees and Charges (inclusive of GST)		78,311	80,612	77,787	77,457
Interest and Dividends Received		3,887	3,018	3,868	3,001
Other Operating Receipts (inclusive of GST)		17,373	9,649	13,421	9,123
<u>Outflows</u>					
Borrowing Costs		(556)	(644)	(556)	(644)
Payments to Suppliers and Employees (inclusive of GST)		(216,690)	(207,611)	(213,244)	(204,866)
Net Cash Provided by Operating Activities	19.2	37,646	29,835	35,237	27,202
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>					
<u>Inflows</u>					
Proceeds from Sales of Property,					
Land and Buildings		2,500	751	-	751
Plant and Equipment		63	-	63	-
<u>Outflows</u>					
Purchase of Investments		(12,898)	(30,085)	(13,857)	(30,085)
Payments for Property, Plant and Equipment		(14,881)	(8,618)	(14,735)	(8,305)
Net Cash Used in Investing Activities		(25,216)	(37,952)	(28,529)	(37,639)
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>					
<u>Inflows</u>					
Proceeds from Borrowings		215	(67)	-	-
<u>Outflows</u>					
Repayment of Borrowings		(7,083)	(881)	(1,000)	(1,000)
Distributions to Beneficiaries of Trusts		-	-	-	-
Repayment of Finance Leases		(981)	(936)	(981)	(936)
Loans to Related Parties		8,073	(1,017)	8,274	573
Net Cash Provided by (Used in) Financing Activities		224	(2,901)	6,293	(1,363)
Net Increase (Decrease) in Cash Held		12,654	(11,018)	13,001	(11,800)
Cash at Beginning of the Reporting Period		19,774	30,792	18,645	30,445
Cash at End of the Reporting Period	19.1	32,428	19,774	31,646	18,645

The accompanying notes form part of these financial statements

SWINBURNE UNIVERSITY OF TECHNOLOGY

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a general purpose financial report prepared in accordance with the Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views, the provisions of the Financial Management Act 1994 and the requirements of the Swinburne University of Technology Act 1992.

Unless otherwise indicated the financial statements have been prepared on an accrual basis in accordance with the historical cost convention using the accounting policies described below. All amounts in the financial statements have been rounded to the nearest thousand dollars.

1(a) Principles of Consolidation

The consolidated financial statements incorporate the assets and liabilities of all entities controlled by Swinburne University of Technology (parent entity) as at 31 December 2003 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 operating statement from the date on which control commences. Where control of an entity ceases during the 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 profits or losses of associates is recognised as revenue in the consolidated operating result, and its share of movements in reserves is recognised in consolidated reserves. Associates are those entities over which the consolidated entity exercises significant influence, but not control.

1(b) Employee Benefits

Wages and Salaries, Annual Leave and Sick Leave:

Liabilities for wages and salaries, and annual leave are recognised, and are measured as the amount unpaid at the reporting date at current pay rates inclusive of estimated oncosts of 16.2% per annum, in respect of employees' services up to that date. As it is probable that annual sick leave entitlements will exceed leave taken no liability is deemed to have existed as at 31 December 2003.

Change to Accounting Policy**Employee Benefits**

In the reporting period prior to 31 December 2003 provisions for employee benefits (annual leave) were measured at the nominal remuneration rates current at the reporting date.

For the period ending on 31 December 2003, institutions are required by AASB 1018 "Employee Benefits" to measure provisions for employee benefits at remuneration rates expected to apply when the obligation is settled including the expected future increase in remuneration rates.

The transitional arrangements of AASB 1028 at 1 January 2003 give rise to an adjustment to opening annual leave liabilities and a corresponding change to accumulated surplus (deficit).

	Notes	Consolidated		Swinburne University of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
The impact of this change is:					
Increase (Decrease) Accumulated Surplus		(298)	-	(295)	-
Increase Annual Leave Provision		298	-	295	-

Long Service Leave:

A liability for long service leave inclusive of estimated oncosts of 16.2% per annum is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Allowance is made for future wage and salary increases in accordance with the university's most recent enterprise bargaining agreements.

Consideration is also given to experience of employee departures and periods of service.

Expected future payments are discounted using interest rates on national government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash flows.

SWINBURNE UNIVERSITY OF TECHNOLOGY

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**Superannuation:**

The consolidated entity contributes to several superannuation funds that are designed to provide benefits to employees and their dependants on retirement, disability or death. The amount charged to the operating result in respect of superannuation represents the contributions made by the consolidated entity to superannuation funds, adjusted by any unpaid amounts that are due for payment at the reporting date.

Unfunded Superannuation Liabilities: At 30 June 2003 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 2003 was \$106,076,000 (2002: \$110,432,000). Of the 2003 amount, \$102,334,000 (2002: \$106,856,000) related to Higher Education employees and the remainder to TAFE employees. The liability in respect of Higher Education employees as at 30 June 2003 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 Superannuation Board. 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 \$4,522,000 (2002: increase of \$76,000), 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 Superannuation Board, 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 2003, for Swinburne members was \$52,138,053. (30 June 2002 \$45,000,544)

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

1(c) Property, Plant and Equipment

With the exception of land and buildings, property, plant and equipment is carried at cost. Land and buildings are separate classes of assets and are subject to independent valuation every three years. Furniture and library collections had also previously been the subject of periodic valuations but a reversion to cost was made at the beginning of 2001. The reversion was based on prior years' valuations, which were deemed to be cost. There was no financial impact of the change in policy.

The value of non-current assets controlled by the consolidated entity includes all construction costs, materials, hired labour and borrowing costs. Revaluation increments are credited directly to the asset revaluation reserve, unless they are reversing a previous decrement charged to the operating result, in which case the increment is credited to the operating result. Revaluation decrements are recognised as expenses in the operating result, unless they are reversing revaluation increments previously credited to, and still included in the balance of, the asset revaluation reserve in respect of the same class of assets, in which case they are debited directly to the asset revaluation reserve. 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 the expected useful life to the consolidated entity. Estimates of remaining useful life 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	(2002:	42 years)
Plant and Equipment			
Furniture	8 years	(2002:	8 years)
IT Equipment	3 years	(2002:	3 years)
Motor Vehicles	2 years	(2002:	2 years)
Other Equipment	15 years	(2002:	15 years)
Library Collection	15 years	(2002:	15 years)

Depreciation and the written down value of assets disposed of in the accounts totalled \$12,201,000 (Consolidated \$15,941,000).

SWINBURNE UNIVERSITY OF TECHNOLOGY

ABN 13 628 586 699

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 20031(d) **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 all such risks and benefits. Finance leases are capitalised. A leased 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 leased 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 reporting date are being amortised over five years. Operating lease payments are charged to the operating result in the periods in which they are incurred, as this represents the pattern of benefits derived from the leased assets.

1(e) **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.

1(f) **Revenue Recognition**

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

Government Financial Assistance:

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

Higher Education Contribution Scheme:

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

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.

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.

1(g) **Cash Assets**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and money market investments readily convertible to cash within two working days, net of outstanding bank overdrafts.

1(h) **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 finance provided by the university. Repayment of the debt is the subject of contractual arrangements between the university and the corporations concerned.

1(i) **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 and interest revenue is recognised when received. Controlled entities and associates are accounted for in the consolidated financial statements as set out in note 1(a).

SWINBURNE UNIVERSITY OF TECHNOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

1(j) **Foreign Currency Transactions**

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 brought to account in determining the profit or loss for the year.

1(k) **Payables**

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 usually paid within 30 days of the end of the following month in which they are received.

	Notes	Swinburne University			
		Consolidated		of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
2 REVENUE FROM ORDINARY ACTIVITIES					
Operating Activities					
Commonwealth Government Financial Assistance	2.1	57,178	51,414	55,818	49,974
Higher Education Contribution Scheme					
- Student Contributions	30.2	2,976	2,867	2,976	2,867
- Commonwealth Payments	30.2	19,779	20,820	19,779	20,820
Victorian Government Financial Assistance	2.2	61,886	60,079	61,886	59,839
Superannuation					
- Deferred Government Contributions	1(b)	(4,522)	6,270	(4,522)	6,270
- Commonwealth Supplementation		6,928	6,361	6,928	6,361
Postgraduate Education Loans Scheme	30.4	6,499	3,368	6,499	3,368
Fees and Charges	2.3	80,384	73,496	79,786	73,021
Royalties, Trademarks & Licences		101	210	101	210
Consultancy and Contract Research	2.5	11,178	9,118	11,056	9,118
Other Revenue	2.6	7,362	5,615	4,554	4,635
		249,749	239,618	244,861	236,483
Outside Operating Activities					
Investment Income	2.4	3,887	3,018	3,868	3,001
Total revenue from outside operating activities		3,887	3,018	3,868	3,001
Total Revenue from Ordinary Activities		253,636	242,636	248,729	239,484

2.1 **Commonwealth Government Financial Assistance Excluding HECS and PELS**

	Notes				
Higher Education					
Teaching and Learning					
Operating Purposes excluding HECS and PELS	30.1	40,731	38,714	39,371	37,274
Capital Development Pool	30.3	523	-	523	-
Australian Research Council					
Large Research Grants	30.5	1,341	1,004	1,341	1,004
Research Fellowships	30.6	95	281	95	281
Strategic Partnerships with Industry	30.7	(54)	-	(54)	-
Linkage - Other (SPIRT)	30.8	1,069	951	1,069	951
Linkage - Infrastructure Equipment & Facilities	30.9	1,775	100	1,775	100
Indigenous Researchers' Development	30.10	-	(4)	-	(4)
International Researcher Exchange	30.11	131	23	131	23
DEST					
Institutional Grants Scheme	30.13	1,746	-	1,746	-
Research Training Scheme	30.14	4,955	4,987	4,955	4,987
Systemic Infrastructure Initiative	30.15	151	1,674	151	1,674
Infrastructure Block Grant	30.16	624	425	624	425
Australian Postgraduate Awards 2002 Onwards	30.17	521	705	521	705
International Postgraduate Research Scholarships	30.18	98	106	98	106
Australian Postgraduate Awards Pre 2002 Funding	30.19	251	-	251	-
Total Higher Education		53,957	48,966	52,597	47,526

SWINBURNE UNIVERSITY OF TECHNOLOGY
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 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	Consolidated		Swinburne University of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
Commonwealth Government Financial Assistance Excluding HECS and PELS (Continued)					
TAFE					
Buildings, Equipment and Maintenance		3,221	2,448	3,221	2,448
Total TAFE		3,221	2,448	3,221	2,448
		57,178	51,414	55,818	49,974
2.2 Victorian Government Financial Assistance					
Higher Education		2	51	2	51
TAFE		61,884	59,788	61,884	59,788
Other Operating Grants		-	240	-	-
		61,886	60,079	61,886	59,839
2.3 Fees and Charges					
Fees and charges were collected from the following sources during the reporting period:					
Continuing education		6,530	6,128	6,334	5,926
Fee paying overseas students		43,237	35,648	43,237	35,648
Fee paying domestic postgraduate students		5,960	8,150	5,960	8,150
TAFE fees and charges	2.3.1	10,041	8,974	10,041	8,974
Other	2.3.2	14,616	14,596	14,214	14,323
		80,384	73,496	79,786	73,021
2.3.1 TAFE fees and charges					
Fee for Service - Other		4,922	3,368	4,922	3,368
Fee for Service - International Operations		594	928	594	928
Student Fees and Charges		4,525	4,678	4,525	4,678
	2.3	10,041	8,974	10,041	8,974
2.3.2 Other					
Proceeds from Ancillary Trading		4,344	4,604	4,344	4,604
Rental income and facility hire		2,162	578	2,162	578
Charges for Student Accommodation		1,871	1,668	1,871	1,668
Late Fees		146	21	146	21
Parking Fees		577	667	577	667
Library Fines		112	110	112	110
Student Excursions		213	410	213	410
Seminars, Functions and Academic dress hire		260	586	260	586
Other miscellaneous income		4,931	5,952	4,529	5,679
	2.3	14,616	14,596	14,214	14,323
2.4 Investment Income					
Dividends		371	446	371	446
Other		3,516	2,572	3,497	2,555
		3,887	3,018	3,868	3,001
2.5 Consultancy & Contract Research					
Consultancy		1,154	1,417	1,142	1,417
Contract research		10,024	7,701	9,914	7,701
		11,178	9,118	11,056	9,118
2.6 Other Revenue					
Donations and bequests		1,105	759	1,054	584
Scholarships and prizes		3,437	3,300	3,437	3,300
Proceeds from sale of assets		2,563	751	63	751
Other		257	805	-	-
		7,362	5,615	4,554	4,635

SWINBURNE UNIVERSITY OF TECHNOLOGY

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	Swinburne University of Technology			
		Consolidated		of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
3 EXPENSES FROM ORDINARY ACTIVITIES					
Employee Benefits Expense	3.1	155,361	148,052	152,951	146,178
Depreciation and Amortisation Expenses	3.2	13,990	14,801	11,914	12,559
Buildings & Grounds		6,349	4,998	6,349	4,998
Asset Disposals Written Down Value	3.3	1,951	1,720	287	1,720
Bad & Doubtful Debts	3.4	(2,079)	5,293	(2,079)	5,293
Net Losses on Revaluation of Assets		-	-	-	-
Unfunded Superannuation		(4,522)	6,270	(4,522)	6,270
Operating Lease Rental Expense		5,410	5,430	5,410	5,430
Other Expenses	3.5	56,985	53,559	59,268	54,826
Total Expenses from Ordinary Activities		233,445	240,123	229,578	237,274
3.1 Employee Benefits Expense					
Academic					
-Salaries		73,966	69,823	72,303	68,217
Contributions to superannuation and pension schemes:					
- Emerging Cost	26	5,086	4,397	5,086	4,397
- Funded	26	9,421	7,412	9,421	7,412
Payroll Tax		4,389	3,799	4,389	3,799
Workcover		819	820	819	820
Long Service Leave Expense		338	900	338	900
Annual Leave Expense		(5)	221	(5)	221
Performance Allowances		166	394	166	394
Total Academic		94,180	87,766	92,517	86,160
Non-Academic					
-Salaries		49,518	47,835	48,771	47,567
Contributions to superannuation and pension schemes:					
- Emerging Cost	26	2,935	3,075	2,935	3,075
- Funded	26	5,436	5,182	5,436	5,182
Payroll Tax		2,532	2,656	2,532	2,656
Workcover		472	574	472	574
Long Service Leave Expense		195	630	195	630
Annual Leave Expense		(3)	155	(3)	155
Performance Allowances		96	179	96	179
Total Non-Academic		61,181	60,286	60,434	60,018
Total Employee Benefits	3	155,361	148,052	152,951	146,178
3.2 Depreciation and Amortisation Expenses					
Plant and Equipment		4,466	5,156	4,454	5,151
Buildings		7,018	7,115	4,959	4,883
Leased Assets		1,076	1,077	1,076	1,077
Library Collection		1,430	1,453	1,425	1,448
		13,990	14,801	11,914	12,559
3.3 Asset Disposals Written Down Value					
Land and Buildings		1,664	1,156	-	1,156
Plant and Equipment		-	-	-	-
Leased Assets		-	-	-	-
Library Collection		287	564	287	564
		1,951	1,720	287	1,720
3.4 Bad & Doubtful Debts					
Bad Debts Written Off		(35)	902	(35)	902
Provision for Doubtful Debts		(2,044)	4,391	(2,044)	4,391
		(2,079)	5,293	(2,079)	5,293

SWINBURNE UNIVERSITY OF TECHNOLOGY
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 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	Consolidated		Swinburne University of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
3.5 Other Expenses					
Scholarships, Grants & Prizes		6,309	5,586	6,246	5,511
Telecommunications and IT Services		6,531	5,266	6,497	5,266
Fees		11,686	9,162	11,664	9,110
Non-Capitalised Equipment		4,681	9,176	4,546	9,008
Travel, Staff Development & Entertainment		6,599	4,642	6,490	4,555
Other Expenses	3.5.1	21,179	19,727	23,825	21,376
		<u>56,985</u>	<u>53,559</u>	<u>59,268</u>	<u>54,826</u>
3.5.1 Other Expenses					
Promotion and Advertising costs		4,231	3,036	3,987	3,036
Production costs		1,856	1,926	1,856	1,926
Consumables		8,389	6,592	8,314	6,592
Other Miscellaneous Expenses		6,703	8,173	9,668	9,822
	3.5	<u>21,179</u>	<u>19,727</u>	<u>23,825</u>	<u>21,376</u>
4 BORROWING COST EXPENSE		556	644	556	644

5 DISCONTINUED OPERATIONS

During 2003 the following operations were discontinued.

Divested by Swinburne University of Technology

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 are as follows.

Surplus (Deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	-	-
Liabilities	-	-
Equity	-	-

Divested by Swinburne 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 was transferred to an entity outside the control of Swinburne Ltd.

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

Surplus (Deficit)	-	-
Revenue	-	-
Expenses	-	-
Assets	1	1
Liabilities	-	-
Equity	1	1

Liquidation

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

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

Surplus (Deficit)	-	(1)
Revenue	-	-
Expenses	-	1
Assets	4	-
Liabilities	4	205
Equity	-	(205)

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	Notes	Consolidated		Swinburne University of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
6 REMUNERATION OF AUDITORS					
Auditor General of Victoria - for auditing the financial report		71	69	50	48
7 RETAINED SURPLUS					
Retained surplus at the beginning of the year		235,195	232,941	244,576	242,705
Net surplus attributable to parent entity		19,543	1,949	18,595	1,566
Movement in asset revaluation reserve	17.2	1,817	305	-	305
Movement in general reserve		617	-	254	-
Adjustment to prior year surplus on adoption of AASB 1018		(298)	-	(295)	-
Transfer to Outside Equity Interests in prior years	18	(500)	-	-	-
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>255,465</u>	<u>235,195</u>	<u>263,130</u>	<u>244,576</u>
8 RECEIVABLES					
<i>Current</i>					
Debtors		4,472	8,013	6,942	7,413
less: Provision for Doubtful Debts		(520)	(1,278)	(520)	(1,278)
		<u>3,952</u>	<u>6,735</u>	<u>6,422</u>	<u>6,135</u>
The Provision for Doubtful Debts reflects the difference between the book value of amounts owed and their net fair value. Net fair value is the amount expected from the realisation of the asset.					
<i>Non Current</i>					
Foreign currency receivable from associated co.		1,556	1,556	1,556	1,556
Other receivables from associated companies		3,779	3,976	3,779	12,053
Other receivables		197	-	197	-
less: Provision for Doubtful Debts		(2,872)	(3,927)	(2,872)	(4,902)
		<u>2,660</u>	<u>1,605</u>	<u>2,660</u>	<u>8,707</u>

The foreign currency receivable relates to a loan from the controlling entity to an associated company in Thailand. The amount is repayable in Thai Baht.

The university has given an undertaking to some of its controlled entities that repayment of amounts owed by them to the university will not be sought until they have generated sufficient income to enable them to repay the debts.

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		Consolidated		Swinburne University of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
9	INVESTMENTS ACCOUNTED FOR USING THE EQUITY METHOD				
	Investments in Associated Companies	-	98	278	278

Investments in associates are accounted for in the consolidated financial statements using the equity method of accounting. Information relating to each associate is set out below.

	Carrying Amount of	
	Investment	\$000
Technology Training Company	\$000	\$000
- Principal Activity: Post-secondary education provider		
- Ownership interest 2003: 49% (2002: 49%)	-	-
Swinburne Holdings SDN BHD		
- Principal Activity: Post-secondary education provider		
- Ownership interest 2003: 100% (2002: 50%)	-	-
Swinburne Vabis Indochina Ltd		
- Principal Activity: Post-secondary education provider		
- Ownership interest 2003: 50% (2002:50%)		98
	-	98
Movement in Carrying Amount:		
Carrying amount at beginning of financial year	98	-
Share of profit/(loss)	(98)	-
Acquisitions during the year	-	-
Carrying amount at end of financial year	-	-

10 **OTHER FINANCIAL ASSETS**

10.1 The university has the following classes of investments:

Shares in Corporations:

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. Shares in corporations are carried at cost. Dividends are recognised in the operating result when received.

Unsecured notes:

These are carried at the principal amount. Interest is paid half-yearly, 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.

10.2 **Current**

Shares in Corporations - at Cost	9,538	8,538	9,538	8,538
Unsecured Notes	15,467	6,967	15,467	6,967
Treasury Corporation of Victoria	-	104	-	104
Dealer Term Deposits	31,602	28,189	31,602	28,189
	56,607	43,798	56,607	43,798

10.3 **Non-Current**

Investment - Swinburne Sarawak Holdings Sdn Bhd	1,025	-	1,025	-
Other	221	221	221	221
	1,246	221	1,246	221

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	Notes	Swinburne University of Technology			
		Consolidated 2003	2002	2003	2002
		\$000	\$000	\$000	\$000
11 OTHER ASSETS					
11.1 Current					
SEC Extension Deposits		-		-	
Government Superannuation	1(b)	4,707	4,915	4,707	4,915
Inventories		953	861	953	861
Other		-	6	-	6
Prepayments		3,400	3,695	3,400	3,695
		<u>9,060</u>	<u>9,477</u>	<u>9,060</u>	<u>9,477</u>
11.2 Non-Current					
Other		47	32	47	32
Government Superannuation	1(b)	97,627	101,941	97,627	101,941
		<u>97,674</u>	<u>101,973</u>	<u>97,674</u>	<u>101,973</u>
12 PROPERTY, PLANT AND EQUIPMENT					
<u>Land and Buildings</u>					
Land					
- at University valuation (as at 31 December 2002)		-	66,415	-	51,417
- at independent valuation (as at 31 December 2003)		79,921	-	65,973	-
Buildings					
- at independent valuation (as at 31 December 2000)		-	225,993	-	181,875
- at cost		-	21,194	-	20,903
- less: accumulated depreciation		-	(12,743)	-	(9,467)
- at independent valuation (as at 31 December 2003)		268,787	-	225,529	-
Work in progress - at cost		7,213	678	7,213	678
Total Land and Buildings		<u>355,921</u>	<u>301,537</u>	<u>298,715</u>	<u>245,406</u>
<u>Plant and Equipment</u>					
Plant and Equipment					
- at cost		71,541	66,284	71,362	66,243
- less: accumulated depreciation		(51,899)	(47,514)	(51,871)	(47,498)
Library Collection					
- at cost		29,361	28,025	29,265	27,936
- less: accumulated depreciation		(8,864)	(7,541)	(8,845)	(7,527)
Plant and equipment under finance lease		6,739	6,739	6,739	6,739
- less: accumulated amortisation		(5,259)	(4,182)	(5,259)	(4,182)
Total Plant and Equipment		<u>41,619</u>	<u>41,811</u>	<u>41,391</u>	<u>41,711</u>
Total Property Plant and Equipment		<u>397,540</u>	<u>343,348</u>	<u>340,106</u>	<u>287,117</u>

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Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	<u>Land</u> \$000	<u>Buildings</u> (incl. Work in Progress) \$000	<u>Plant and Equipment</u> (incl. Finance Leases) \$000	<u>Library Collection</u> \$000	<u>Total</u> \$000
<u>Consolidated</u>					
Balance at the beginning of the year	66,416	235,123	21,404	20,405	343,348
Additions	521	7,312	5,260	1,730	14,823
Disposals	(393)	(1,270)	-	(208)	(1,871)
Revaluation Increments (Decrements)	13,377	41,853	-	-	55,230
Depreciation expense	-	(7,018)	(5,542)	(1,430)	(13,990)
Carrying Amount at End of Year	<u>79,921</u>	<u>276,000</u>	<u>21,122</u>	<u>20,497</u>	<u>397,540</u>
<u>Swinburne University of Technology</u>					
Balance at the beginning of the year	51,419	193,990	21,301	20,408	287,118
Additions	521	7,306	5,204	1,723	14,754
Disposals	-	-	-	(285)	(285)
Revaluation Increments (Decrements)	14,034	36,399	-	-	50,433
Depreciation expense	-	(4,959)	(5,530)	(1,425)	(11,914)
Carrying Amount at End of Year	<u>65,974</u>	<u>232,736</u>	<u>20,975</u>	<u>20,421</u>	<u>340,106</u>

Bases of Valuation:

Land and Buildings are valued periodically for reporting purposes. The Valuer General has assessed the assets at 31 December 2003 and the results of that valuation have been incorporated in the financial statements, on the basis of value in use for all properties

Buildings on land that is vested in the Crown are included in the Statement of Financial Position under Property, Plant and Equipment.

Plant and Equipment: includes furniture and fittings, office and classroom equipment and machinery, and motor vehicles. All are carried at cost. The capitalisation threshold was raised in 2001 from \$1,000 to \$5,000.

The Library Collection is carried at cost. Books and periodicals are capitalised upon acquisition.

Equipment under finance lease have been brought to account by capitalising the present value of minimum lease payments.

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		Swinburne University			
		Consolidated		of Technology	
		2003	2002	2003	2002
13	PAYABLES	\$000	\$000	\$000	\$000
	Trade Creditors	10,500	5,760	10,492	5,753
	Sundry Creditors	9,364	6,253	9,435	6,253
	Amounts Payable to Wholly-Owned Subsidiaries	-	-	-	-
		19,864	12,013	19,927	12,006
14	INTEREST BEARING LIABILITIES				
14.1	Borrowings consist of a loan from the Bank of Melbourne repayable by quarterly instalments. The loan is secured by registered first mortgage over land owned by the university.				
14.2	Current				
	Borrowings from Related Companies	-	-	-	-
	Loan from Bank of Melbourne	1,000	1,000	1,000	1,000
		1,000	1,000	1,000	1,000
14.3	Non-Current				
	Loan from Bank of Melbourne	4,500	5,500	4,500	5,500
14.4	Non-current interest bearing liabilities are repayable as follows				
	Later than 1 yr, not later than 5 yrs	4,000	4,000	4,000	4,000
	Later than 5 yrs	500	1,500	500	1,500
		4,500	5,500	4,500	5,500
14.5	Financing Arrangements				
	Unrestricted access was available at balance date to the following bank overdraft:				
	<u>Overdraft Standby</u>				
	Total facility	1,000	1,000	1,000	1,000
	Used at balance date	-	-	-	-
	Unused at balance date	1,000	1,000	1,000	1,000
	<u>Net debt limit</u>				
	Total facility	30	30	30	30
	Used at balance date	-	-	-	-
	Unused at balance date	30	30	30	30
<p>The net debt limit entails an offset arrangement whereby overdrawn balances are aggregated with those that are in credit. Current interest rates are: debit balances within the net debt limit 9.10%; debit balances in excess of the net debt limit 13.10%; credit balances 4.25%. The relevant rate is applied daily depending on whether the aggregate balance is debit or credit. The credit interest rate is variable and is set at 0.50% below the 11am money market rate.</p>					
15	PROVISIONS				
15.1	Current				
	Annual Leave	10,226	9,923	10,140	9,853
	Long Service Leave	6,732	6,114	6,732	6,114
		16,958	16,037	16,872	15,967
15.2	Non-Current				
	Long Service Leave	9,219	9,287	9,160	9,245
16	OTHER LIABILITIES				
16.1	Current				
	Financial Assistance in Advance - Commonwealth	4,038	3,990	4,038	3,990
	Financial Assistance in Advance - State	-	-	-	-
	HECS Received in Advance	1,897	1,870	1,897	1,870
	Student Fees in Advance	9,162	11,266	9,162	11,266
	Deferred Employee Benefits for Superannuation	4,707	4,915	4,707	4,915
	Other	751	359	751	359
		20,555	22,400	20,555	22,400

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	Notes	Consolidated		Swinburne University of Technology	
		2003 \$000	2002 \$000	2003 \$000	2002 \$000
16.2 Non-Current					
Discount Received on capital notes		14	-	14	-
Deferred Employee Benefits for Superannuation	1(b)	97,627	101,941	97,627	101,941
		<u>97,641</u>	<u>101,941</u>	<u>97,641</u>	<u>101,941</u>
17 RESERVES					
17.1 Composition of Reserves					
Asset revaluation reserve - Land	17.2	47,614	34,631	33,667	19,633
- Buildings	17.2	126,550	86,120	77,440	41,041
General reserve		-	617	-	254
Balance at end of year		<u>174,164</u>	<u>121,368</u>	<u>111,107</u>	<u>60,928</u>
17.2 Movements in Reserves					
Asset revaluation reserve					
Land					
- Balance at beginning of year		34,631	24,308	19,633	11,744
- Increase in Valuation of Land	7	13,377	10,506	14,034	8,072
- Transfer to Retained Surplus -Land & Buildings	7	(394)	(183)	-	(183)
- Balance at end of year	17.1	<u>47,614</u>	<u>34,631</u>	<u>33,667</u>	<u>19,633</u>
Buildings					
- Balance at beginning of year		86,120	86,242	41,041	41,163
- Increase in Valuation of Buildings	7	41,853	-	36,399	-
- Transfer to Retained Surplus -Land & Buildings	7	(1,423)	(122)	-	(122)
- Balance at end of year	17.1	<u>126,550</u>	<u>86,120</u>	<u>77,440</u>	<u>41,041</u>
General reserve					
- Balance at beginning of year		617	617	254	254
- Transfer to Retained Surplus	7	(617)	-	(254)	-
- Balance at end of year		<u>-</u>	<u>617</u>	<u>-</u>	<u>254</u>
18 OUTSIDE EQUITY INTEREST IN CONTROLLED ENTITIES					
Outside equity interest in Swinburne Graduate School of Integrative Medicine Pty Ltd was as follows:					
Accumulated Surplus (Deficit)					
- Balance at beginning of year		(500)	(420)		
- Change of status to Fully Owned		500	(80)		
Outside equity interest in BR (Vic) Pty. Ltd was as follows:					
Accumulated Surplus (Deficit)		-			
- Balance at beginning of year		-			
- Share of current year's operating result		(6)			
- Balance at end of year		<u>(6)</u>	<u>(500)</u>		

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19 NOTES TO THE STATEMENT OF CASH FLOWS

	Notes	Swinburne University			
		Consolidated		of Technology	
		2003	2002	2003	2002
		\$000	\$000	\$000	\$000
19.1	Cash Assets balance consists of				
	Cash	9,872	3,139	9,090	2,010
	Deposits at Call	22,556	16,635	22,556	16,635
	Balances per Statement of Cash Flows	32,428	19,774	31,646	18,645
19.2	Reconciliation of Net Cash Provided by Operating Activities to Net Surplus				
	Net Surplus	19,537	1,869	18,595	1,566
	Prior Years Adjustment	(298)	-	(295)	-
	Net Profit (Loss) from Sale of Assets	(612)	969	224	969
	Non-cash items in Net Surplus:				
	Depreciation and amortisation expenses	13,990	14,805	11,914	12,559
	Provisions	(1,881)	5,468	(1,968)	5,368
	Changes in assets and liabilities				
	Increase in prepaid fees	(2,104)	4,185	(2,104)	4,185
	Decrease (Increase) in receivables	260	738	274	738
	(Increase) in other current assets	209	(1,004)	209	(1,004)
	Decrease in investment in associated company	140	-	-	-
	Increase (Decrease) in payables	8,405	2,805	8,388	2,821
	Net Cash Provided by Operating Activities	37,646	29,835	35,237	27,202

Non cash financing and investing activities entered into by the university for the acquisition of plant and equipment by means of finance leases are disclosed in Note 20.

20 LEASING and CAPITAL COMMITMENTS

20.1 Finance Lease Commitments

Finance leases have been brought to account by capitalising the present value of minimum lease payments.

Payable:

- Not later than 1 year	1,068	1,089	1,068	1,089
- Later than 1 yr, not later than 5 yrs	815	1,883	815	1,883
	-	-	-	-
Minimum Lease Payments	1,883	2,972	1,883	2,972
less: Future finance charges	(76)	(184)	(76)	(184)
	1,807	2,788	1,807	2,788
Representing Lease Liabilities:				
Current	1,005	981	1,005	981
Non-current	802	1,807	802	1,807
	1,807	2,788	1,807	2,788

20.2 Operating Lease Commitments

Non-cancellable Operating Leases contracted for but not capitalised in the accounts.

Payable:

- Not later than 1 year	3,772	4,288	3,772	4,288
- Later than 1 yr, not later than 5 yrs	2,895	4,079	2,895	4,079
	6,667	8,367	6,667	8,367

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20.3 **Capital Expenditure Commitments**

Capital expenditure commitments contracted for:

Capital expenditure projects	3,063	2,459	3,063	2,459
Payable:				
- Not later than 1 year	3,063	2,459	3,063	2,459
- Later than 1 yr, not later than 5 yrs	-	-	-	-
	3,063	2,459	3,063	2,459

The commitments shown above will be funded by Government capital financial assistance.

In addition to the above commitments, the University may contribute an amount of \$15 million towards the design, construction, commission, finance, operation and maintenance of student accommodation and commercial facilities on the Hawthorn campus. This arrangement is presently under negotiation and has not yet been finalised.

21 **RESPONSIBLE PERSON RELATED DISCLOSURES**

The responsible Minister is the Hon Lynne Kosky MP.

The principal governing body of the university is its Council. The following disclosures relate to members of the Council.

21.1 *Membership of Council 2003:*

Ms J Austin, BA, DipEd(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 Cleave, BEcon(La Trobe)
 Mr D J Eynon, BEcon(Monash),MA(Melb)
 Ms H Gray, BA(Hons)/LLB(Hons)(Melb)
 Mr R G Hodges, Dip(Eng)(Aero)(RMIT)
 Mr. G. Gupta BSLH,GradDipInfTech(Information Systems Development) (SUT) (To 18 August 2003)
 Ms J King, BA(Murdoch) FAICD
 Mr S Lipski, AM, BA(Melb)
 Prof H Lueckenhausen, Grad Dip Industrial Design(RMIT), DipEd(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) (From 1 December 2003)
 Mr. D. Street, BA(Hons)(Otago), DipEd(Christchurch)
 Prof J G Wallace, MA,MEd(Glasgow), PhD(Brist), FASSA (Vice Chancellor to 28 November, 2003)
 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)
 Ms.K. Bowlen BA (SUT), MEAA
 Mr.K. Cato DUniv (SUT)
 Mr.T. Jones (From 10 September 2003)
 Mr.A. Jusrut DipBus(International)(SUT), StudIEAust, ARHI

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21.2 **Remuneration of Council Members (Responsible Persons)**

No members of Council received any remuneration from the university other than by way of salary arising from a normal employee relationship. The numbers of responsible persons are shown below in their relevant remuneration bands:

	<u>Number of</u> <u>Responsible Persons</u>	
	<u>2003</u>	<u>2002</u>
\$20,000 - \$29,999	1	-
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999	1	1
\$90,000 - \$99,999	-	-
\$100,000 - \$109,999	1	-
\$110,000 - \$119,999	-	-
\$120,000 - \$129,999	1	-
\$120,000 - \$129,999	-	1
\$130,000 - \$139,999	-	1
\$140,000 - \$149,999	1	-
\$150,000 - \$159,999	-	-
\$160,000 - \$169,999	-	-
\$270,000 - \$279,999	-	-
\$280,000 - \$289,999	-	-
\$310,000 - \$319,999	1	-
\$330,000 - \$339,999	-	1
Total remuneration received, or due and receivable, by responsible persons from the university and its controlled entities amounted to	\$000 659	\$000 659

21.3 **Other Transactions of Responsible Persons**

Deloitte Touche Tohmatsu:

Mr T Brown, Deputy Chancellor, is a consultant to the firm Deloitte Touche Tohmatsu. The firm provided consulting services to the university to the value of \$65,964 in 2003 (2002: \$49,720).

21.4 **Executive Officer Remuneration**

The numbers of executive officers, other than Council members, whose total remuneration exceeded \$100,000 during the reporting period are shown below in their relevant income bands:

Executive Officer Remuneration (Continued)

	<u>No. of Executives</u>	
	<u>2003</u>	<u>2002</u>
\$100,000 - \$109,999	32	23
\$110,000 - \$119,999	15	32
\$120,000 - \$129,999	31	6
\$130,000 - \$139,999	13	11
\$140,000 - \$149,999	7	3
\$150,000 - \$159,999	1	2
\$160,000 - \$169,999	2	3
\$170,000 - \$179,999	1	1
\$180,000 - \$189,999	2	1
\$190,000 - \$199,000	1	
\$200,000 - \$209,000		
\$230,000 - \$239,000		1

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Total remuneration received, or due and receivable, by executive officers included above from the university and its controlled entities amounted to	\$000	\$000
	12,824	10,155

22 **INVESTMENTS in CONTROLLED ENTITIES**

<u>Name of Entity/ Country of Incorporation/Class of Shares</u>	<u>Equity Holding</u>	
	<u>2003</u>	<u>2002</u>
Swinburne Limited/Australia/no shares (limited by guarantee) (a)	-	-
Swinburne Graduate School of Integrative Medicine Pty Ltd/Australia/ordinary shares (b)	100%	57%
National Institute of Circus Arts Limited/Australia/no shares (limited by guarantee) (a)	-	-
BR (Vic) Pty. Ltd. Australia/ordinary shares (b)	60%	-
Swinburne Ventures Limited/Australia/no shares (limited by guarantee) (a)	-	-
Swinburne Intellectual Property Trust/Australia/no shares (unincorporated trust) (b)	-	-

(a) These companies are 100% controlled by Swinburne University of Technology. As companies limited by guarantee there was no cost to the parent entity.

(b) Investment by the parent was:

BR (Vic) Pty. Ltd. \$60 (2002: nil)

Swinburne Graduate School of Integrative Medicine Pty. Ltd. \$7 (2002: \$4)

Swinburne Intellectual Property Trust \$100 (2002: \$100)

22.1 INVESTMENTS IN CONTROLLED COMPANIES

Statement of Financial Performance

Name	Domicile	Ownership Interest %	Total Revenue 2003 \$' 000	Total Revenue 2002 \$' 000	Total Expenditure 2003 \$' 000	Total Expenditure 2002 \$' 000	Operational Result 2003 \$' 000	Operational Result 2002 \$' 000
<i>Centre for Innovation and Enterprise Pty Limited (Administrator appointed 10 July 2003)</i>								
<i>Swinburne Limited</i>	Victoria	100%	-	-	-	-	-	-
<i>Neuromeric Systems Pty Limited (Administrator appointed 10 July 2003)</i>	Victoria	Ltd. By Guarantee	2,267	2,230	2,267	2,230	-	-
<i>Institute for Innovation and Enterprise Limited (Administrator appointed 28 July 2003)</i>	Victoria		-	-	-	1	-	(1)
<i>Swinburne Holdings Sdn Bhd</i>	Malaysia	100%	17	1	17	35	-	(34)
<i>Swinburne Graduate School of Integrative Medicine Pty Ltd</i>	Victoria	100%	1,982	656	907	844	1,075	(187)
<i>Swinburne Ventures Limited</i>	Victoria	Ltd. By Guarantee	-	-	-	-	-	-
<i>National Institute of Circus Arts Ltd BR (VIC) Pty Ltd</i>	Victoria	Ltd. By Guarantee	2,442	2,492	2,558	1,974	(116)	518
	Victoria	60%	13	-	29	-	(16)	-
Total University Controlled Entities			6,721	5,379	5,778	5,084	943	296

Statement of Financial Position

Name	Total Assets 2003 \$' 000	Total Assets 2002 \$' 000	Borrowings 2003 \$' 000	Borrowings 2002 \$' 000	Total Liabilities 2003 \$' 000	Total Liabilities 2002 \$' 000	Equity 2003 \$' 000	Equity 2002 \$' 000
<i>Centre for Innovation and Enterprise Pty Limited (Administrator appointed 10 July 2003)</i>								
<i>Swinburne Limited</i>	56,913	56,450	2,298	6,711	2,301	6,711	54,612	49,739
<i>Neuromeric Systems Pty Limited (Administrator appointed 10 July 2003)</i>	4	-	4	205	4	205	-	(205)
<i>Institute for Innovation and Enterprise Limited (Administrator appointed 28 July 2003)</i>	1	1	-	-	-	-	1	1
<i>Swinburne Holdings Sdn Bhd</i>	1	654	-	-	39	705	(38)	(51)
<i>Swinburne Graduate School of Integrative Medicine Pty Ltd</i>	86	86	81	1,177	178	1,253	(92)	(1,167)
<i>Swinburne Ventures Limited</i>	-	-	-	-	-	-	-	-
<i>National Institute of Circus Arts Ltd BR (VIC) Pty Ltd</i>	1,272	1,501	-	124	48	161	1,224	1,340
	89	-	95	-	105	-	(16)	-
Total University Controlled Entities	58,366	58,692	2,478	8,217	2,675	9,035	55,691	49,657

22.2 OTHER RELATED ENTITIES

Statement of Financial Performance

Name	Domicile	Ownership Interest %	Total Revenue 2003 \$' 000	Total Revenue 2002 \$' 000	Total Expenditure 2003 \$' 000	Total Expenditure 2002 \$' 000	Operational Result 2003 \$' 000	Operational Result 2002 \$' 000
<i>Swinburne University</i>								
<i>Technical Training Company</i>	Thailand	49%	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<i>Swinburne Institute of Integrative Medical Research Limited (Administrator appointed 28 March 2003)</i>	Victoria	Ltd. By Guarantee	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<i>Swinburne Limited</i>								
<i>Swinburne Vabis Indochina</i>	Vietnam	50%	Not Available	-	Not Available	138	Not Available	(138)
Total University Associates and Other Related Entities			-	-	-	138	-	(138)

Statement of Financial Position

Name	Total Assets 2003 \$' 000	Total Assets 2002 \$' 000	Borrowings 2003 \$' 000	Borrowings 2002 \$' 000	Total Liabilities 2003 \$' 000	Total Liabilities 2002 \$' 000	Equity 2003 \$' 000	Equity 2002 \$' 000
<i>Swinburne University</i>								
<i>Technical Training Company</i>	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<i>Swinburne Institute of Integrative Medical Research Limited (Administrator appointed 28 March 2003)</i>	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
<i>Swinburne Limited</i>								
<i>Swinburne Vabis Indochina</i>	Not Available	60	Not Available	149	Not Available	149	Not Available	(89)
Total University Associates and Other Related Entities	-	60	-	149	-	149	-	(89)

Note: Other Related Entities are companies that the University does not control but where University employees are on the Board of Directors

** Not Available: Financial Statements in Associated companies are currently in the process of being prepared and audited but are as yet unavailable

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22.3 INTERESTS in ASSOCIATED ENTITIES:

Swinburne Intellectual Property Trust through its trustee Swinburne Ventures Limited has interests in the following entities which are all in the early stages of product development.

3DCD Technology Pty. Ltd
Exago Pty Ltd
Genos Pty Ltd
OpalTree Pty Ltd (formerly IP Flex Pty. Ltd.)
Plantic Pty Ltd
SportsBet21 Pty Ltd
Nanotechnology Victoria
VROOM
MiniFAB Pty Ltd.
Netschool Pty Ltd

23 JOINT VENTURE

There were no joint ventures, however the university has entered into a consortium called TAFE Frontiers for the provision of a flexible delivery and support development service to the Office of Training and Tertiary Education (OTTE). The university has a 25% participatory interest, being one member of the consortium contracted after a tendering process by OTTE to provide the service. The university's share of the venture's revenues and expenses have been included in the Statement of Financial Performance.

24 SEGMENT INFORMATION

	<u>Consolidated</u>		<u>Swinburne University of Technology</u>	
	<u>2003</u>	<u>2002</u>	<u>2003</u>	<u>2002</u>
	\$000	\$000	\$000	\$000
<i>Industry</i>				
<u>Revenue</u>				
Higher Education	157,394	152,496	152,487	149,344
TAFE	96,242	90,140	96,242	90,140
	<u>253,636</u>	<u>242,636</u>	<u>248,729</u>	<u>239,484</u>
<u>Results</u>				
Higher Education	22,353	6,964	21,411	6,661
TAFE	(2,816)	(5,095)	(2,816)	(5,095)
	<u>19,537</u>	<u>1,869</u>	<u>18,595</u>	<u>1,566</u>
<u>Assets</u>				
Higher Education	376,068	351,130	320,600	300,313
TAFE	225,099	175,899	225,099	184,949
	<u>601,167</u>	<u>527,029</u>	<u>545,699</u>	<u>485,262</u>
<i>Geographical</i>				
<u>Revenue</u>				
Australia	253,636	242,636	248,729	239,484
Asia	-	-	-	-
	<u>253,636</u>	<u>242,636</u>	<u>248,729</u>	<u>239,484</u>
<u>Results</u>				
Australia	19,537	1,869	18,595	1,566
Asia	-	-	-	-
	<u>19,537</u>	<u>1,869</u>	<u>18,595</u>	<u>1,566</u>

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SEGMENT INFORMATION (CONTINUED)	Consolidated		Swinburne University of Technology	
	2003	2002	2003	2002
	\$000	\$000	\$000	\$000
<u>Assets</u>				
Australia	600,142	526,931	544,674	476,351
Asia	1,025	98	1,025	-
	601,167	527,029	545,699	476,351

25 **ASSETS AND LIABILITIES OF TRUSTS FOR WHICH THE INSTITUTION IS TRUSTEE**

The Institute for Innovation and Enterprise Ltd (a controlled entity of Swinburne Ltd) is the trustee of the Brain Sciences Trust. The following figures relate to that trust.

Current Assets (Receivables)	21	-	-
	-	21	-
Non-Current Liabilities (Non-interest bearing liabilities)	66	-	-
	-	66	-

During 2003 the Institute for Innovation and Enterprise Ltd. was placed in voluntary administration.

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

26 **SUPERANNUATION**

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 2003 contributions were \$9,105,000 (2002: \$7,297,000). No employer contributions were outstanding as at 31 December 2003.

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 2003 the cost amounted to \$1,484,000 (2002: \$1,529,000) which was fully funded by OTTE.

State Employees Retirement Benefit Scheme

Superannuation contributions are calculated in accordance with the award agreement and amounted to \$25,000 (2002: \$31,000). No employer contributions were outstanding at 31 December 2003. Employer contributions are made at the rate of 12.5%. As at 30 June 2003 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 \$1,002,000 (2002: \$551,000).

Superannuation Scheme for Australian Universities

The employer contribution rate in 2003 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 \$9,705,000 (2002: \$8,684,000)

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Tertiary Education Superannuation Scheme

The employer contribution rate in 2003 was 3% of full-time employee salaries (for those eligible in SSAU) and 8% of part-time employee salaries (for SGC employees, including full time); contributions by employees are not required. The scheme is fully funded. Contributions amounted to \$2,849,000 (2002 : \$2,466,000).

VicSuper Fund

The employer contribution rate in 2003 was 9% of employee salaries; contributions by employees are not required. Employer contributions during the year were \$3,661,000 (2002: \$3,225,000). The scheme is fully funded.

27 **CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

Contingent Liabilities

There are no contingent liabilities except in relation to 'Letters of Comfort' provided by the University to certain subsidiary companies that have a deficiency in their books.

Contingent Assets

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 31 December, 2029, after which the buildings will revert to the University. The total costs of the project which includes design and construction costs amount to \$9.5 million approximately.

28 **EVENTS SUBSEQUENT TO BALANCE DATE**

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

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29.0 FINANCIAL INSTRUMENTS

29.1 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:

Recognised Financial Instruments

(i) Financial Assets

Cash Assets Statement of Financial Position Note 19

Accounting Policy

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.

Terms and Conditions

Interest is paid half-yearly, at the prevailing bank rate, based on the average credit balance on the bank account.

Receivables - Debtors Statement of Financial Position Note 8

Accounting Policy

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.

Terms and Conditions

Credit is allowed for a 30 day term.

Unsecured Notes Statement of Financial Position Note 10

Accounting Policy

Unsecured notes are carried at the principal amount. Interest is recognised in the operating statement when received.

Terms and Conditions

Interest is paid half-yearly, at the agreed rate.

Shares in Corporations Statement of Financial Position Note 10

Accounting Policy

Shares in corporations are carried at cost. Dividends are recognised in the operating statement when received.

Terms and Conditions

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 Statement of Financial Position Note 10

Accounting Policy

Dealer Term Deposits are carried at their principal amounts. Interest revenue is recognised in the financial statements when it is received.

Terms and Conditions

Short Term Deposits have an average maturity of 1 day.

The average maturity of Longer Term Deposits can vary up to 180 days.

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(ii) Financial Liabilities

Payables

Statement of Financial Position Note 13

Accounting Policy

Payables are recognised for future amounts to be paid in respect of goods and services received, whether or not billed to the university.

Terms and Conditions

Settlement of payables is normally effected within 30 days of the end of the month the debt is incurred.

Interest Bearing Liabilities

Statement of Financial Position Note 14

Accounting Policy

Borrowings are carried at their principal amounts.

Terms and Conditions

Interest bearing liabilities consist of a loan 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.

Derivatives and Unrecognised Financial Instruments

There were no financial instruments of either kind at balance date.

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29.2 Interest Rate Risk

The university's exposure to interest rate risks and the effective interest rates of financial assets and liabilities at balance date follow. The information provided relates to the consolidated entity.

2003

	Floating Interest Rate	Fixed Interest Maturing In:			Non-interest Bearing	Total Carrying Amount Per Statement of Financial Position	Net Fair Value	Weighted Average Effective Interest Rate
		1 Year or less	Over 1 to 5 Years	More than 5 Years				
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
<i>(i) Financial Assets</i>								
Cash Assets	9,872					9,872	9,872	4.97
Receivables					6,612	6,612	6,612	
Unsecured Notes		15,467				15,467	15,670	5.97
Shares in Corporations					10,784	10,784	10,533	
Dealer Term Deposits	54,158					54,158	54,158	5.51
<i>(ii) Financial Liabilities</i>								
Payables					(19,864)	(19,864)	(19,864)	
Interest Bearing Liabilities			(5,000)	(500)		(5,500)	(5,500)	6.26
Finance Leases		(1,005)	(802)			(1,807)	(1,807)	4.70
Net Financial Assets/(Liabilities)	64,030	14,462	(5,802)	(500)	(2,468)	69,722	69,674	

2002

	Floating Interest Rate	Fixed Interest Maturing In:			Non-interest Bearing	Total Carrying Amount Per Statement of Financial Position	Net Fair Value	Weighted Average Effective Interest Rate
		1 Year or less	Over 1 to 5 Years	More than 5 Years				
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
<i>(i) Financial Assets</i>								
Cash Assets	3,139					3,139	3,139	4.20
Receivables					8,340	8,340	8,340	
Unsecured Notes		6,967				6,967	7,173	5.97
Shares in Corporations					8,759	8,759	8,043	
Dealer Term Deposits	44,928					44,928	44,928	4.61
<i>(ii) Financial Liabilities</i>								
Payables					(12,013)	(12,013)	(12,013)	
Interest Bearing Liabilities			(5,000)	(1,500)		(6,500)	(6,500)	6.36
Finance Leases		(981)	(1,807)			(2,788)	(2,788)	4.70
Net Financial Assets/(Liabilities)	48,067	5,986	(6,807)	(1,500)	5,086	50,832	50,322	

Reconciliation of Net Financial Assets to Net Assets

	Notes	2003		2002	
		Carrying Amount	Net Fair Value	Carrying Amount	Net Fair Value
		\$000	\$000	\$000	\$000
Net financial assets as above		69,722	69,674	50,832	50,322
<i>Non financial assets and liabilities</i>					
Investment in associated company	9	-	-	98	98
Other assets	11	106,734	106,734	111,450	111,450
Property, plant and equipment	12	397,540	397,540	343,348	343,348
Provisions	15	(26,177)	(26,177)	(25,324)	(25,324)
Other liabilities	16	(118,196)	(118,196)	(124,341)	(124,341)
Net assets per statement of financial position		429,623	429,575	356,063	355,553

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30 ACQUITTAL OF COMMONWEALTH GOVERNMENT FINANCIAL ASSISTANCE

Amounts received and expended pursuant to the Higher Education Funding Act 1988.

	<u>2003</u>	<u>2002</u>
	\$000	\$000
<u>Teaching and Learning</u>		
30.1 <i>Operating financial assistance excluding HECS and PELS</i>		
Financial assistance received in advance in previous period	3,237	3,657
<i>Plus</i> Financial assistance received in the reporting period	38,518	35,387
<i>Less</i> Financial assistance received in advance for next reporting period	(3,412)	(3,237)
Accrual adjustment - superannuation supplementation	1,028	734
Accrual adjustment - 2002 Workplace Reform program		733
Revenue attributed to the reporting period	39,371	37,274
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	39,371	37,274
<i>Less</i> Expenses in current reporting period	39,371	37,274
Surplus for reporting period	-	-
30.2 <i>Higher Education Contribution Scheme</i>		
Amounts received pursuant to the Higher Education Funding Act 1988 from HECS Trust Fund and amounts expended.		
Financial assistance received in advance in previous period	1,870	1,855
<i>Plus</i> Financial assistance received in the reporting period	19,806	20,835
<i>Plus</i> Contributions from students	2,976	2,867
<i>Less</i> Financial assistance received in advance for next reporting period	(1,897)	(1,870)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment		
Revenue attributed to the reporting period	22,755	23,687
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	22,755	23,687
<i>Less</i> Expenses in current reporting period	22,755	23,687
Surplus for reporting period	-	-
30.3 <i>Capital Development Pool</i>		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	523	-
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment		
Revenue attributed to the reporting period	523	-
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	523	-
<i>Less</i> Expenses in current reporting period	523	-
Surplus for reporting period	-	-

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	2003	2002
	\$000	\$000
30.4 Postgraduate Education Loans Scheme		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	6,499	3,368
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment		
Revenue attributed to the reporting period	6,499	3,368
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	6,499	3,368
<i>Less</i> Expenses in current reporting period	6,499	3,368
Surplus for reporting period	-	-
<u>Australian Research Council</u>		
30.5 Large Grants		
Financial assistance received in advance in previous period	61	-
<i>Plus</i> Financial assistance received in the reporting period	1,280	1,065
<i>Less</i> Financial assistance received in advance for next reporting period		(61)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	1,341	1,004
<i>Plus</i> Surplus from previous reporting period	172	277
Funds available in current reporting period	1,513	1,281
<i>Less</i> Expenses in current reporting period	1,044	1,109
Surplus for reporting period	469	172
30.6 Research Fellowships		
Financial assistance received in advance in previous period	7	-
<i>Plus</i> Financial assistance received in the reporting period	88	288
<i>Less</i> Financial assistance received in advance for next reporting period		(7)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	95	281
<i>Plus</i> Surplus from previous reporting period	150	131
Funds available in current reporting period	245	412
<i>Less</i> Expenses in current reporting period	83	262
Surplus for reporting period	162	150
30.7 SPIRT (Strategic Partnerships with Industry)		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	(54)	
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	(54)	-
<i>Plus</i> Surplus from previous reporting period	56	296
Funds available in current reporting period	2	296
<i>Less</i> Expenses in current reporting period	2	240
Surplus for reporting period	-	56

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	<u>2003</u>	<u>2002</u>
	\$000	\$000
30.8 SPIRT - Linkage Projects		
Financial assistance received in advance in previous period	58	-
<i>Plus</i> Financial assistance received in the reporting period	1,011	1,009
<i>Less</i> Financial assistance received in advance for next reporting period		(58)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>1,069</u>	<u>951</u>
<i>Plus</i> Surplus from previous reporting period	229	-
Funds available in current reporting period	<u>1,298</u>	<u>951</u>
<i>Less</i> Expenses in current reporting period	938	722
Surplus for reporting period	<u>360</u>	<u>229</u>
30.9 Research Infrastructure Equipment and Facilities		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	1,775	100
<i>Less</i> Financial assistance received in advance for next reporting period		
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>1,775</u>	<u>100</u>
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	<u>1,775</u>	<u>100</u>
<i>Less</i> Expenses in current reporting period	1,269	100
Surplus for reporting period	<u>506</u>	<u>-</u>
30.10 Indigenous Researchers' Development		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period		(4)
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>-</u>	<u>(4)</u>
<i>Plus</i> Surplus from previous reporting period		4
Funds available in current reporting period	<u>-</u>	<u>-</u>
<i>Less</i> Expenses in current reporting period		
Surplus for reporting period	<u>-</u>	<u>-</u>
30.11 International Researcher Exchange		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	131	23
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>131</u>	<u>23</u>
<i>Plus</i> Surplus from previous reporting period	6	4
Funds available in current reporting period	<u>137</u>	<u>27</u>
<i>Less</i> Expenses in current reporting period	127	21
Surplus for reporting period	<u>10</u>	<u>6</u>

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	<u>2003</u>	<u>2002</u>
	\$000	\$000
<u>DEST</u>		
30.12 Small Research		
Financial assistance received in advance in previous period	-	-
Plus Financial assistance received in the reporting period		
Less Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	-	-
Plus Surplus from previous reporting period		84
Funds available in current reporting period	-	84
Less Expenses in current reporting period		84
Surplus for reporting period	-	-
30.13 Institutional Grants Scheme		
Financial assistance received in advance in previous period	139	-
Plus Financial assistance received in the reporting period	1,757	139
Less Financial assistance received in advance for next reporting period	(150)	(139)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	1,746	-
Plus Surplus from previous reporting period		
Funds available in current reporting period	1,746	-
Less Expenses in current reporting period	1,746	
Surplus for reporting period	-	-
30.14 Research Training Scheme		
Financial assistance received in advance in previous period	396	399
Plus Financial assistance received in the reporting period	4,955	4,984
Less Financial assistance received in advance for next reporting period	(396)	(396)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	4,955	4,987
Plus Surplus from previous reporting period		
Funds available in current reporting period	4,955	4,987
Less Expenses in current reporting period	4,955	4,987
Surplus for reporting period	-	-
30.15 Systemic Infrastructure Initiative		
Financial assistance received in advance in previous period	12	-
Plus Financial assistance received in the reporting period	151	1,686
Less Financial assistance received in advance for next reporting period	(12)	(12)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	151	1,674
Plus Surplus from previous reporting period	1,516	
Funds available in current reporting period	1,667	1,674
Less Expenses in current reporting period	1,667	158
Surplus for reporting period	-	1,516

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	<u>2003</u>	<u>2002</u>
	\$000	\$000
30.16 Infrastructure Block Grant		
Financial assistance received in advance in previous period	49	34
<i>Plus</i> Financial assistance received in the reporting period	643	440
<i>Less</i> Financial assistance received in advance for next reporting period	(68)	(49)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>624</u>	<u>425</u>
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	<u>624</u>	<u>425</u>
<i>Less</i> Expenses in current reporting period	<u>624</u>	<u>425</u>
Surplus for reporting period	<u>-</u>	<u>-</u>
30.17 Australian Postgraduate Awards 2002 Onwards		
Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	521	705
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>521</u>	<u>705</u>
<i>Plus</i> Surplus from previous reporting period	64	47
Funds available in current reporting period	<u>585</u>	<u>752</u>
<i>Less</i> Expenses in current reporting period	<u>585</u>	<u>688</u>
Surplus for reporting period	<u>-</u>	<u>64</u>
30.18 International Postgraduate Research Scholarships		
Financial assistance received in advance in previous period	31	-
<i>Plus</i> Financial assistance received in the reporting period	67	137
<i>Less</i> Financial assistance received in advance for next reporting period		(31)
Accrual adjustment -		
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	<u>98</u>	<u>106</u>
<i>Plus</i> Surplus from previous reporting period	9	-
Funds available in current reporting period	<u>107</u>	<u>106</u>
<i>Less</i> Expenses in current reporting period	<u>98</u>	<u>97</u>
Surplus for reporting period	<u>9</u>	<u>9</u>

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30.19 **Australian Postgraduate Awards Pre 2002 Funding**

Financial assistance received in advance in previous period	-	-
<i>Plus</i> Financial assistance received in the reporting period	251	-
<i>Less</i> Financial assistance received in advance for next reporting period	-	-
Accrual adjustment -	-	-
Accrual adjustment - prior year surplus adjustment	-	-
Revenue attributed to the reporting period	251	-
<i>Plus</i> Surplus from previous reporting period	-	-
Funds available in current reporting period	251	-
<i>Less</i> Expenses in current reporting period	251	-
Surplus for reporting period	-	-

The information provided in this note is only relevant to the University and consolidated figures are therefore not provided.

30.20 **Summary of Unspent Financial Assistance Received from Commonwealth Government**

Category of Financial Assistance	Amount unspent as at 31-Dec-03	Amount that is likely to be approved by the Common- wealth for carry forward	Amount that is likely to be recovered by the Common- wealth
	\$000	\$000	\$000
Teaching and Learning:			
Operating excluding HECS	-	-	-
HECS	-	-	-
Capital Development Pool	-	-	-
PELS	-	-	-
ARC:			
Large Grants	469	469	-
Research Fellowships	162	162	-
SPIRT - (Strategic Partnerships with Industry)	-	-	-
Research Infrastructure Equipment and Facilities	506	506	-
SPIRT- Linkage - Projects	360	360	-
Linkage - Infrastructure Equipment and Facilities	-	-	-
Indigenous Researchers' Development	10	10	-
International Researcher Exchange	-	-	-
DEST:			
Small Research	-	-	-
Institutional Grants Scheme	-	-	-
Research Training Scheme	-	-	-
Systemic Infrastructure Initiative	-	-	-
Infrastructure Block Grant	-	-	-
Australian Postgraduate Awards	-	-	-
International Postgraduate Research Scholarships	-	-	-
	1,507	1,507	-

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31 **OPERATING RESULTS: HIGHER EDUCATION AND TAFE**

Operating revenues and operating expenses for the Higher Education and TAFE divisions of the university are shown in the following tables. The figures refer only to the university - consolidated totals are not included. Discrete sets of accounts are maintained for the two divisions for the recording of their separate revenues and expenses. Central administrative expenses are apportioned between them on bases agreed at the time of establishing budgets. Depreciation expense is distributed in accordance with relative asset values.

31.1 **Operating Result**

	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
Revenue					
Commonwealth Government Financial Assistance	2.1	52,597	3,221	47,526	2,448
Higher Education Contribution Scheme					
- Student Contributions	30.2	2,976	-	2,867	-
- Commonwealth Payments	30.2	19,779	-	20,820	-
Victorian Government Financial Assistance	2.2	2	61,884	51	59,788
Superannuation					
- Deferred Government Contributions	1(b)	(4,522)	-	6,270	-
- Commonwealth Supplementation		6,928	-	6,361	-
Postgraduate Education Loans Scheme	30.4	6,499	-	3,368	-
Fees and Charges	31.2	50,140	29,646	47,658	25,363
Investment Income	31.3	2,546	1,322	1,856	1,145
Royalties, Trademarks & Licences		93	8	207	3
Consultancy and Contract Research	31.4	11,013	43	8,549	569
Other Revenue	31.5	4,436	118	3,811	824
Total Operating Revenue		152,487	96,242	149,344	90,140
Expenses					
Employee Benefits Expense	31.6	90,693	62,258	83,731	62,447
Depreciation and Amortisation Expenses	31.7	7,205	4,709	7,580	4,979
Borrowing Costs	31.8	556	-	644	-
Buildings & Grounds		2,694	3,655	1,357	3,641
Asset Disposals Written Down Value	31.9	256	31	505	1,216
Bad & Doubtful Debts	31.10	(2,122)	43	5,113	180
Net Losses on Revaluation of Assets		-	-	-	-
Unfunded Superannuation		(4,522)	-	6,270	-
Operating Lease Rental Expense		5,288	122	5,354	76
Other Expenses	31.11	31,028	28,240	32,129	22,696
Total Operating Expenses		131,076	99,058	142,683	95,235
Net Surplus (Deficit)		21,411	(2,816)	6,661	(5,095)

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	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
31.2 Fees and Charges					
Continuing education		2,361	3,973	1,934	3,992
Fee paying overseas students		35,488	7,749	28,909	6,739
Fee paying domestic postgraduate students		12,447	12	11,388	130
Less: DEST Grant for PELS		(6,499)	-	(3,368)	-
TAFE fees and charges	31.2.1	-	10,041	-	8,974
Other	31.2.2	6,343	7,871	8,795	5,528
		<u>50,140</u>	<u>29,646</u>	<u>47,658</u>	<u>25,363</u>
31.2.1 TAFE fees and charges					
Fee for Service - Other		-	4,922	-	3,368
Fee for Service - International Operations		-	594	-	928
Student Fees and Charges		-	4,525	-	4,678
		<u>-</u>	<u>10,041</u>	<u>-</u>	<u>8,974</u>
31.2.2 Other					
Proceeds from Ancillary Trading		704	3,640	754	3,850
Rental income and facility hire		2,008	154	423	155
Charges for Student Accommodation		1,871	-	1,668	-
Late Fees		146	-	21	-
Parking Fees		577	-	667	-
Library Fines		112	-	110	-
Student Excursions		191	22	389	21
Seminars, Functions and Academic dress hire		250	10	389	197
Other miscellaneous income		484	4,045	4,374	1,305
	31.2	<u>6,343</u>	<u>7,871</u>	<u>8,795</u>	<u>5,528</u>
31.3 Investment Income					
Dividends		194	177	220	226
Other		2,352	1,145	1,636	919
		<u>2,546</u>	<u>1,322</u>	<u>1,856</u>	<u>1,145</u>
31.4 Consultancy & Contract Research					
Consultancy		1,099	43	848	569
Contract research		9,914	-	7,701	-
		<u>11,013</u>	<u>43</u>	<u>8,549</u>	<u>569</u>
31.5 Other Revenue					
Donations and bequests		1,000	54	511	73
Scholarships and prizes		3,437	-	3,300	-
Proceeds from sale of assets		(1)	64	-	751
Other		-	-	-	-
		<u>4,436</u>	<u>118</u>	<u>3,811</u>	<u>824</u>
31.6 Employee Benefits Expense					
Salaries					
- Academic		38,358	33,945	34,909	33,308
- Non-Academic		29,449	19,322	28,200	19,367
Contributions to superannuation and pension schemes:					
- Emerging Cost		8,021	-	7,472	-
- Funded		9,706	5,151	7,411	5,183
Payroll Tax		4,153	2,768	3,549	2,906
Workcover		775	516	766	628
Long Service Leave Expense		12	521	630	900
Annual Leave		41	(49)	358	18
Performance Allowances		178	84	436	137
		<u>90,693</u>	<u>62,258</u>	<u>83,731</u>	<u>62,447</u>

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	Notes	2003		2002	
		Higher Ed.	TAFE	Higher Ed.	TAFE
		\$000	\$000	\$000	\$000
31.7 Depreciation and Amortisation Expenses					
Plant and Equipment		3,242	1,212	3,622	1,529
Buildings		1,967	2,992	1,938	2,945
Leased Assets		726	350	727	350
Library Collection		1,270	155	1,293	155
		<u>7,205</u>	<u>4,709</u>	<u>7,580</u>	<u>4,979</u>
31.8 Borrowing Costs		556	-	644	-
31.9 Asset Disposals Written Down Value					
Land and Buildings		-	-	-	1,156
Buildings		-	-	-	-
Leased Assets		-	-	-	-
Library Collection		256	31	505	60
		<u>256</u>	<u>31</u>	<u>505</u>	<u>1,216</u>
31.10 Bad & Doubtful Debts					
Bad Debts Written Off		73	(108)	898	4
Provision for Doubtful Debts		(2,195)	151	4,215	176
		<u>(2,122)</u>	<u>43</u>	<u>5,113</u>	<u>180</u>
31.11 Other Expenses					
Scholarships, Grants & Prizes		6,218	28	5,461	50
Telecommunications and IT Services		2,707	3,790	2,785	2,481
Fees		6,514	5,150	5,174	3,936
Non-capitalised Equipment		3,005	1,541	6,712	2,296
Travel, Staff Development & Entertainment		3,985	2,505	3,536	1,019
Other Expenses	31.11.1	8,599	15,226	8,461	12,914
		<u>31,028</u>	<u>28,240</u>	<u>32,129</u>	<u>22,696</u>
31.11.1 Other Expenses					
Promotion and Advertising costs		2,322	1,665	1,758	1,278
Production costs		-	1,856	-	1,926
Consumables		3,188	5,126	3,554	3,038
Other Miscellaneous Expenses		3,089	6,579	3,149	6,672
	31.11	<u>8,599</u>	<u>15,226</u>	<u>8,461</u>	<u>12,914</u>

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31.12 **STATEMENT OF FINANCIAL POSITION: HIGHER EDUCATION AND TAFE**

Statements of financial position and cash flow for the Higher Education and TAFE divisions of the university are shown below. The tables refer only to the university, and do not include consolidated figures for the economic entity.

	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
31.13 Statement of Financial Position					
<u>CURRENT ASSETS</u>					
Cash Assets	31.23	29,119	2,527	10,522	8,123
Receivables (including intra-entity)	31.15	4,595	1,827	13,286	1,760
Investments	31.16	38,548	18,059	26,594	17,204
Other	31.17	7,713	1,347	8,436	1,041
Total Current Assets		79,975	23,760	58,838	28,128
<u>NON-CURRENT ASSETS</u>					
Receivables	31.15	2,660	-	8,707	-
Investments	31.16	1,373	151	348	151
Property, Plant and Equipment	31.18	138,941	201,165	130,463	156,654
Government Superannuation Liabilities	31.17	97,651	23	101,957	16
Total Non-current Assets		240,625	201,339	241,475	156,821
TOTAL ASSETS		320,600	225,099	300,313	184,949
<u>CURRENT LIABILITIES</u>					
Payables (including intra-entity)		13,952	5,975	9,020	11,897
Interest Bearing Liabilities		1,000	-	1,000	-
Finance Leases		674	331	665	316
Provisions	31.19	11,103	5,769	10,833	5,134
Other	31.20	19,683	872	22,082	318
Total Current Liabilities		46,412	12,947	43,600	17,665
<u>NON-CURRENT LIABILITIES</u>					
Interest Bearing Liabilities		4,500	-	5,500	-
Finance Leases		535	267	1,210	597
Provisions	31.19	4,664	4,496	4,683	4,562
Other	31.20	97,634	7	101,941	-
Total Non-current Liabilities		107,333	4,770	113,334	5,159
TOTAL LIABILITIES		153,745	17,717	156,934	22,824
NET ASSETS		166,855	207,382	143,379	162,125
<u>EQUITY</u>					
Reserves	31.21	24,505	86,602	22,496	38,432
Retained Surplus	31.22	142,350	120,780	120,883	123,693
TOTAL EQUITY		166,855	207,382	143,379	162,125

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	Notes	2003		2002	
		Higher Ed.	TAFE	Higher Ed.	TAFE
		\$000	\$000	\$000	\$000
31.14 Cash Flow					
CASH FLOWS FROM OPERATING ACTIVITIES					
Inflows					
Financial Assistance					
- Commonwealth Government		66,072	3,221	57,397	2,448
- Victorian Government		2	61,884	51	59,533
Higher Education Contribution Scheme					
- Student Payments		2,976	-	2,867	-
- Higher Education Trust Fund		19,806	-	20,835	-
Fees and Charges		55,482	22,305	56,753	20,704
Interest and Dividends Received		2,546	1,322	1,856	1,145
Other Operating Receipts		5,488	7,933	11,591	5,604
Outflows					
Interest Paid		(556)	-	(644)	-
Payments to Suppliers and Employees		(113,170)	(100,074)	(127,261)	(85,676)
Net Cash Provided by Operating Activities		38,646	(3,409)	23,445	3,758
CASH FLOWS FROM INVESTING ACTIVITIES					
Inflows					
Proceeds from Sales of Fixed Assets		(1)	64	-	751
Outflows					
Purchase of Investments		(13,002)	(855)	(20,490)	(9,595)
Payments for Property, Plant and Equipment		(13,661)	(1,074)	(6,230)	(2,076)
Net Cash Used in Investing Activities		(26,664)	(1,865)	(26,720)	(10,920)
CASH FLOWS FROM FINANCING ACTIVITIES					
Outflows					
Repayment of Finance Leases		(666)	(315)	(635)	(301)
Repayment of Borrowings		(1,000)	-	(1,000)	-
Loans to Related Parties		8,281	(7)	589	(16)
Net Cash Provided by (Used in) Financing Activities		6,615	(322)	(1,046)	(317)
Net Increase/(Decrease) in Cash Held		18,597	(5,596)	(4,321)	(7,479)
Cash at Beginning of the Reporting Period		10,522	8,123	14,843	15,602
Cash at End of the Reporting Period	31.23	29,119	2,527	10,522	8,123

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	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
31.15 Receivables					
Current:					
Debtors		4,899	2,043	14,197	2,127
Provision for Doubtful Debts		(304)	(216)	(911)	(367)
		<u>4,595</u>	<u>1,827</u>	<u>13,286</u>	<u>1,760</u>
Receivable from Related Companies		-	-	-	-
		<u>4,595</u>	<u>1,827</u>	<u>13,286</u>	<u>1,760</u>
Non Current:					
Receivable from associated company		1,556	-	1,556	-
Other receivables from associated companies		3,779	-	12,053	-
Other receivables		197	-	-	-
Provision for Doubtful Debts		(2,872)	-	(4,902)	-
		<u>2,660</u>	<u>-</u>	<u>8,707</u>	<u>-</u>
31.16 Investments					
Current:					
Shares in Corporations - at cost		4,769	4,769	4,269	4,269
Unsecured Notes		8,467	7,000	4,217	2,750
Government Bonds		-	-	-	-
Treasury Corporation of Victoria		-	-	104	-
Dealer Term Deposits		25,312	6,290	18,004	10,185
Technology Training Co. Ltd		-	-	-	-
International Training Australia Pty Ltd		-	-	-	-
		<u>38,548</u>	<u>18,059</u>	<u>26,594</u>	<u>17,204</u>
Non-Current:					
Investment in Associated Company		127	151	127	151
Investment - Swinburne Sarawak Holdings Sdn Bhd		1,025	-	-	-
Other		221	-	221	-
Treasury Corporation of Victoria		-	-	-	-
		<u>1,373</u>	<u>151</u>	<u>348</u>	<u>151</u>
31.17 Other Assets					
Current:					
SEC Extension Deposits		-	-	-	-
Government Superannuation		4,707	-	4,915	-
Inventories		-	953	-	861
Other		-	-	3	3
Prepayments		3,006	394	3,518	177
		<u>7,713</u>	<u>1,347</u>	<u>8,436</u>	<u>1,041</u>
Non-Current:					
Other		24	23	16	16
Government Superannuation		97,627	-	101,941	-
		<u>97,651</u>	<u>23</u>	<u>101,957</u>	<u>16</u>

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	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
31.18 Property, Plant and Equipment					
<u>Land and Buildings</u>					
Land					
- at University valuation (as at 31 December 2000)				18,114	33,303
- at independent valuation (as at 31 December 2003)		20,043	45,930		
Buildings					
- at independent valuation (as at 31 December 2000)				75,936	105,939
- at cost				5,515	15,388
- less: accumulated depreciation				(3,811)	(5,656)
- at independent valuation (as at 31 December 2003)		77,306	148,223		
Work in progress - at cost		6,668	545	603	75
Total Land and Buildings		104,017	194,698	96,357	149,049
<u>Plant and Equipment</u>					
Plant and Equipment					
- at cost (Reversion to cost basis 31 December 2001)		49,276	22,086	44,545	21,698
- less: accumulated depreciation		(33,529)	(18,342)	(30,366)	(17,132)
Library Collection					
- at cost (Reversion to cost basis 31 December 2001)		25,155	4,110	23,990	3,946
- less: accumulated depreciation		(6,976)	(1,869)	(5,788)	(1,739)
Plant and equipment under finance lease		5,341	1,398	5,341	1,398
- less: accumulated amortisation		(4,343)	(916)	(3,616)	(566)
Total Plant and Equipment		34,924	6,467	34,106	7,605
Total Property Plant and Equipment		138,941	201,165	130,463	156,654

Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land \$000	Buildings (incl. Work in Progress) \$000	Plant and Equipment (incl. Finance Leases) \$000	Library Collection \$000	Total \$000
<u>Higher Education</u>					
Balance at the beginning of the year	18,114	78,244	15,904	18,202	130,464
Additions	521	6,836	4,813	1,503	13,673
Disposals	-	-	-	(254)	(254)
Revaluations	1,408	855	-	-	2,263
Depreciation expense	-	(1,967)	(3,968)	(1,270)	(7,205)
Carrying Amount at End of Year	20,043	83,968	16,749	18,181	138,941
<u>TAFE</u>					
Balance at the beginning of the year	33,304	115,746	5,397	2,207	156,654
Additions	-	470	391	220	1,081
Disposals	-	-	-	(31)	(31)
Revaluations	12,626	35,544	-	-	48,170
Depreciation expense	-	(2,992)	(1,562)	(155)	(4,709)
Carrying Amount at End of Year	45,930	148,768	4,226	2,241	201,165

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	Notes	2003		2002	
		Higher Ed. \$000	TAFE \$000	Higher Ed. \$000	TAFE \$000
31.22 Retained Surplus					
Retained surplus at the beginning of the year		120,883	123,693	114,222	128,483
Net Surplus (Deficit)		21,411	(2,816)	6,661	(5,095)
Adjustment to prior year surplus on adoption of AASB 1018		(198)	(97)	-	-
Transfer from general reserve		254	-	-	-
Transfer from asset revaluation reserve		-	-	-	305
Retained surplus at the end of the year		142,350	120,780	120,883	123,693
31.23 Notes to Statement of Financial Position and Cash Flow					
Cash Assets balance consists of:					
Cash		8,581	509	1,649	361
Deposits at Call		20,538	2,018	8,873	7,762
		29,119	2,527	10,522	8,123
Reconciliation of Cash Flow From Operating Activities to Net Surplus (Deficit):					
Net Surplus (Deficit)		21,411	(2,816)	6,661	(5,095)
Prior Years Adjustment		(198)	(97)	-	-
Non-cash flows in Net Surplus (Deficit):					
Depreciation		7,205	4,709	7,580	4,979
Provisions		(2,386)	418	4,627	741
Cash Flow from Government					
Net Profit from Sale of Assets		257	(33)	505	465
Changes in assets and liabilities					
Increase (decrease) in prepaid fees		(2,250)	146	6,863	(2,678)
(Increase) decrease in receivables		190	84	(2,433)	3,171
(Increase) decrease in other current assets		515	(306)	(755)	(249)
(Increase) decrease in investments		-	-	-	-
Increase (decrease) in accounts payable		13,902	(5,514)	397	2,424
Increase in financial assistance in advance		-	-	-	-
Cash Flows from Operating Activities		38,646	(3,409)	23,445	3,758
31.24 Finance Leases					
Commitments in relation to finance leases are payable as follows:					
Not later than 1 year		717	351	738	351
Later than 1 yr, not later than 5 yrs		543	272	1,260	623
Minimum Lease Payments		1,260	623	1,998	974
less: Future finance charges		(51)	(25)	(123)	(61)
Total Finance Lease Commitments		1,209	598	1,875	913
Representing Lease Liabilities:					
Current		674	331	665	316
Non-current		535	267	1,210	597
		1,209	598	1,875	913

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ISSN 1447 - 8242

The information contained in this brochure was correct at the time of printing.
The University reserves the right to alter or amend the material contained in
this publication.

April 2004