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Dear Minister

On behalf of the Board of Governors of Charles Sturt University we have the pleasure to submit this report of the University's operations in 1998, including the audited financial statements for the year ended 31 December 1998, for your presentation to the Parliament of New South Wales.

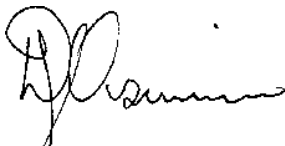
This report and the financial statements have been prepared in accordance with relevant Acts and directives.

Charles Sturt University followed up its very successful year in 1997, when it was named *The University of the Year - The University of First Generation*, with another very successful year as The Year's Highlights on page 6 show. Of particular pleasure to the Board, and the University generally, were the flattering comments made about the University's growing status and achievements by members of the Legislative Assembly in October 1998 during debate on the second reading of the Charles Sturt University Amendment Bill.

The University is now accepted as a significant player in Australia's higher education sector and is rapidly increasing its standing in the highly competitive overseas market.

We commend the staff and others who have worked hard to secure the University's future.

Yours sincerely



D Asimus AO
Chancellor



C D Blake AM
Vice-Chancellor

The University's Mission

The University's mission is to produce graduates with a professional edge who are competitive in meeting the present and changing needs of society, commerce and industry.

The University seeks to achieve this mission by:

- balancing professional and vocational course needs with the development of skills for and positive attitudes towards life-long learning;
- attracting students nationally and internationally because of the excellence of its courses, teaching, scholarship and support to students;
- being committed to open learning through access, articulation and student support programs;
- providing a variety of learning environments to meet the different needs of students drawn from diverse educational, social, ethnic and economic backgrounds;
- conducting high quality research of regional significance and international distinction;

- combining a dynamic regional commitment with a growing international reputation; and
- providing a flexible, innovative and challenging environment in which to teach, learn, research and work.

Statement of Values

Charles Sturt University:

- is committed to the discovery, preservation, refinement, and dissemination of knowledge;
- recognises the primary importance of its students, local communities, and the other client groups it seeks to serve;
- pursues quality and excellence;
- accepts the need for accountability, ethical conduct and integrity;
- prizes flexibility and responsiveness;
- is committed to the pursuit of social justice and the provision of equity of access and opportunity;
- recognises the contribution of all staff; and
- is an active participant in the globalisation of higher education.

The Year's Highlights

Charles Sturt University followed up its very successful year in 1997, when it was named *The University of the Year - The University of the First Generation*, with another year of successes in 1998. Highlights of the University's year included:

- the winning of the tender with the NSW Police Service to offer the first university-based pre-service policing course in Australia;
- the construction of a microwave communications system providing low cost, high speed data transmission between the University's campuses and Sydney;
- the continued and rapid growth in providing online support to subjects offered to distance education and on campus students;
- amendments to *The Charles Sturt University Act (1989)* which reflect the University's integrated, multi campus structure and its standing as an independent institution following cessation of its sponsorship by the University of New South Wales;
- the development of a Student Charter which enshrines the University's commitment to its students, recognising that teaching and learning is a cooperative endeavour;
- successful negotiations with SOCOG for the University's involvement in preparations for the Sydney 2000 Olympics, in particular, the training of horses to be used in equestrian events;
- the opening of The Gilmore Centre, a centre for research in rural health at the Wagga Wagga Campus, by Mrs Gabi Hollows;
- the opening of the Psychological Services Centre at the Bathurst Campus by the Deputy Premier and Minister for Health, the Hon Andrew Refshauge;
- the success of a collaborative bid with the Mid Western, Macquarie and Greater Murray Area Health Services to secure Government funding for the appointment of a Professor of Rural Nursing;
- the naming of CSU by the Malaysian Government as one of only three Australian universities permitted to teach full degrees in partnership with local colleges in Malaysia;
- the winning of a tender to provide professional education programs to members of the Australian Association of Social Workers;

- the opening of a \$1.3 million pharmacy laboratory at the Wagga Wagga Campus by Mr John Bronger, National President of the Pharmacy Guild of Australia;
- securing \$4 million in Federal funding for the development of a new and technologically innovative campus of the University in Dubbo, work on which will commence in 1999;
- the signing of an agreement with the Holmesglen Institute of TAFE in Melbourne to provide degree courses to Australian and overseas students through the Institute;
- the establishment of a Centre for Immunoregulation as a collaborative research venture with North Star Biologicals Pty Ltd;
- the signing of a Memorandum of Understanding to establish the Western Research Institute to undertake research relevant to the Central West, Far West and Orana regions of NSW;
- receipt of an ARC large grant to construct academic offices and a herbarium on the Thurgoona Campus;
- construction of science and human performance laboratories and the Early Intervention Centre on the Bathurst Campus;
- construction of agronomy and animal science laboratories and facilities for the Wine and Grape Industry Training Centre on the Wagga Wagga Campus.

CSU's lecturer in Equine Science, Hunter Doughty (left), SOCOG modern pentathlon competition Manager, Alex Watson (centre), and SOCOG Chief Executive, Sandy Hollway, pictured at the CSU Equine Centre as student Melissa Fellows takes her horse, Winward Isle, through his paces.

Goal 1

Balancing professional and vocational course needs with the development of skills for, and positive attitudes towards, life-long learning.

The Faculties

The University is committed to meeting the changing needs and demands of its students and its other stakeholders - the professions and other employers of its graduates. To this end, existing courses are continually reviewed and new courses are developed. Responsibility for providing relevant and high quality courses rests with the five Faculties and the Graduate School.

Australian Graduate School of Police Management (AGSPM)

The AGSPM, now in its sixth year, continued to provide for the management education needs of the policing and related professions in Australia and overseas through its articulated set of courses at the Graduate Certificate, Graduate Diploma and Master levels. A total of 258 students graduated in 1998 including 25 students who completed a special course for the Victoria Police Service which was run in conjunction with their Executive Management Course.

A highlight in 1998 was an agreement with the Hong Kong Police to provide a Graduate Certificate program for their senior officers to be conducted in conjunction with their Senior Command Course. Four groups of 15 officers commenced the course in 1998 and a similar number is expected to enrol in 1999. The introduction of management education to police in Asia is a major breakthrough. The high profile of the Hong Kong Police will be very valuable in marketing the AGSPM to other police jurisdictions in Asia.

A milestone was reached with the enrolment of the first research students in the Doctor of Public Policy and the Master of Public Policy & Administration (Honours)

programs. The establishment of these higher degrees represents a significant achievement for the School.

In conjunction with the Australian Institute of Police Management important consultancies were undertaken during the year. The most significant of these were a review of the Police Regulation Act, 1958 (Vic.), and a Review of the Preparation of Future Police Leaders. With the recruitment of experienced research staff in 1999, the AGSPM looks forward to extending its research and consultancy opportunities.

Faculty of Arts

1998 has seen a substantial expansion of the Faculty of Arts as a result of its successful tender to offer the Diploma of Policing Practice course in collaboration with the New South Wales Police Service. The Diploma is a two year full-time course replacing the Police Recruit Education Program (PREP) and has a projected intake of 750 students per annum.

This expansion has required the establishment of the School of Policing Studies at Goulburn, which complements the existing Professional Development Centre (Policing) that was established in 1992. An establishment of 20 staff, including a professorship has been approved for the School and more than 80 staff of the NSW Police Service have been accredited by the University to teach in the course.

1998 saw a continued expansion of the Faculty's courses in the field of justice studies. New courses offered in 1998 included the Master of Corrections Administration, Graduate Diploma of Fraud Investigation, and an on campus offering of the Bachelor of Social Science (Policing & Justice Studies)

at Bathurst, as a pre-service qualification for admission to the Police Service.

Very strong demand for all of the Faculty's courses continued in 1998. New courses offered in 1998 included: Bachelor of Arts (Photography), Bachelor of Arts (Design for Theatre & Television) and Bachelor of Social Science (Rehabilitation Counselling). These new courses attracted demand well in excess of expectations. The offering of the Bachelor of Social Science (Social Welfare) course through the Dubbo Campus has been a resounding success and strong demand for this course is again anticipated in 1999.

Significant growth in enrolments occurred in research degrees in psychology, theology and visual arts. New postgraduate accommodation at St Mark's Theological College was opened in 1998 and approval gained for the development of postgraduate accommodation and laboratories at Bathurst to support psychology courses.

Postgraduate programs in psychology and investigations experienced a growth in demand while other courses maintained previous levels. 1998 saw a restructuring of the Faculty's postgraduate courses in human services with the introduction of the Master of Social Policy & Planning; the Master of Child & Adolescent Welfare; and the Master of Human Services Management.

A feature of 1998 was a significant expansion of the continuing professional education programs of the Faculty. Programs in investigations and social work were particularly successful. The Faculty was selected to provide CPE programs in social work throughout Australia by the Australian Association of Social Workers.

Faculty of Commerce

The Faculty's highly successful MBA program continues to attract large numbers of students both in Australia and internationally. Offered on a trimester basis, the flexibility which it provides has proven to be one of its most attractive features.

Flexibility has also been a major draw card in the Bachelor of Business Studies program that had its first intake in 1998. With an increasingly diverse business environment, interest in this generalist degree is increasing dramatically both on a domestic and international basis.

In response to increasing technological advancements, and in recognition of the advent of, and the increase in the application of, electronic methods of conducting business the Faculty has introduced a number of new courses in this field. An undergraduate course in electronic commerce has been developed and will be offered both internally and by distance education in 1999, and an electronic commerce specialisation has been included in the MBA program for distance education students.

Further to this, with the increasing popularity of the World Wide Web, and in order to meet the growth in demand for programs that build specific skills in communication, data access and channel management, the Faculty has introduced a new Graduate Certificate in Internet Marketing course and has included an internet marketing specialisation in the MBA program for offer in 1999. In order to provide maximum flexibility in course offerings, both of these courses will be offered on a trimester basis.

Building on its reputation as a reliable provider of quality programs and services for fee-paying overseas students, the Faculty continues to establish formal relationships with international institutions, particularly in Southeast Asia.

Whilst the Faculty is continuously developing courses in response to the needs of the private and public sector communities it is also reviewing and enhancing its existing programs with major revision of the Faculty's Bachelor of Business course scheduled for 1999.

Faculty of Education

The Faculty has continued its development of a more efficient and competitive course profile. During the year major reviews were conducted of the Bachelor of Education (Early Childhood) in Albury, the Bachelor of Education (Primary) in Wagga Wagga, the Bachelor of Social Science (Recreation and Human Movement) in Bathurst, and the distance education Bachelor of Education (Early Childhood) and Bachelor of Education (Primary) upgrading programs. In each review, the Faculty has drawn on external expertise and advice to ensure its courses reflect the latest developments in the profession.

The year also saw the development of a number of double degrees in the Faculty. In response to a critical shortage of school counsellors, a new undergraduate course will commence in 1999 which will prepare students as primary teachers and provide initial grounding for school counsellor training. The Bachelor of Teaching (Primary)/Bachelor of Social Science (Psychology) is expected to be an attractive and competitive course.

Double degrees in human movement will be introduced from 2000. Coupled with the Bachelor of Human Movement, joint degrees in business, communication (journalism), psychology and secondary teaching will open up new and innovative careers for graduates from these programs.

In conjunction with the NSW Department of Education and Training (DET) the Faculty designed an upgrading program to enable vocational education and training teachers to work in secondary schools. The Bachelor of Education (Vocational Education) course will have its initial intake in 1999, with students supported by DET, and has been introduced in response to a recognised demand in the vocational education and training sector.

The year also saw the establishment of a new Unit in the Faculty - the Human Movement Studies Unit. This area of study is growing and remains one of the most attractive disciplines the Faculty offers. An expanding research culture has grown in recent years and this is expected to continue, particularly with the recent completion of the Human Performance Laboratory.

Faculty involvement with the wider professional community remains strong. The Faculty maintains a close working relationship with the school and TAFE sectors and many of the staff are active participants in bodies such as the Ministerial Advisory Council on the Quality of Teaching, the Teacher Education Council of NSW, the Australian Council of Deans of Education and the Australian Association for Research in Education.

Faculty of Health Studies

The year saw a considerable expansion of the course and staff profile in the Faculty.

The first intake of students began their university studies in a range of new courses: the Bachelor of Applied Science (Nuclear Medicine Technology), Bachelor of Physiotherapy, Bachelor of Health Science (Pre-Hospital Care) and Bachelor of Health Science (Speech Pathology).

Distance education student numbers were also boosted by the intake of more than 200 students in Autumn and Spring 1998 into the pre-registration Bachelor of Nursing course by distance education. This innovative course enables Enrolled Nurses to upgrade their qualifications to degree level and to obtain their qualification as a Registered Nurse from the New South Wales Nurses Registration Board.

Spring session 1998 saw postgraduate students having a wider choice in coursework master degrees in the Faculty with specialisations in disabilities, gerontology, leisure and

health, and occupational therapy being introduced into the Master of Health Science course.

Course expansion in 1998 resulted in Faculty staff numbers increasing significantly with new academic appointments being made in the teaching disciplines of speech pathology, physiotherapy, nursing, health services management, physiology, microbiology, pharmacy practice, occupational therapy, habilitation, leisure and health, medicinal chemistry, gerontology, biomedical sciences and pre-hospital care. Associate Professor Scott Bowman was appointed as the new Head of the School of Medical Radiation Science on the Wagga Wagga Campus.

The Faculty graduated a record number of its students in 1998 with more than 800 students receiving their testamurs at ceremonies held in Australia and overseas. Two of the five University medal winners were from the Faculty of Health Studies. Internationally, graduation ceremonies were conducted in Canada, Hong Kong, Malaysia, New Zealand and in the United Kingdom where 140 graduating students received their awards in the disciplines of medical imaging, nursing, pre-hospital care and health services management. The Hon Mr Greg Wood, the Australian High Commissioner to Canada, was the guest of honour at the Faculty's Toronto graduation which was jointly held with The Michener Institute for Applied Health.

Three new laboratory facilities were opened and attended by University and industry executives - the physiology and anatomy laboratory facilities in Albury and the pharmacy laboratory complex at Wagga Wagga. In the anatomy laboratory, students will be able to study and research anatomy using human cadaveric specimens for the first time at the University. The pharmacy laboratories are state-of-the-art facilities which have received sponsorship from industry, particularly from FH Faulding and

Company. These teaching facilities represent a \$2.1 million capital investment by the University.

Internationally, student numbers increased. The Bachelor of Applied Science (Nuclear Medicine Technology) conversion course had its first intake of students from Canada. A new, three-year agreement with the Northumbria Ambulance Service NHS Trust in the United Kingdom was signed by the Chancellor in September. This agreement allows practising ambulance officers from the Northumbria Ambulance Service, and a number of other ambulance services in the United Kingdom, to complete pre-hospital care degree studies. A new intake of 40 students from the United Kingdom commenced their studies with the Faculty in 1998.

On 7 November, the Vice-Chancellor travelled to Japan to sign an Agreement in Minokamo City between the University and Ajisai Nursing College. This agreement will enable students from Ajisai College to attend CSU for several weeks of English language instruction as a basis for returning to complete the Bachelor of Health Science (Nursing) degree.

Faculty of Science and Agriculture

Steady development continued in the Faculty of Science and Agriculture during 1998.

After carefully considering the needs of the zoological sector as well as interested amateur groups the Faculty introduced fee-paying Graduate Certificates in Ornithology and in Captive Vertebrate Management. Both courses have experienced significant enrolments and are proving to be important income earning activities for the Faculty. The Graduate Certificate in Captive Vertebrate Management was developed in close collaboration with the Western Plains Zoo, Dubbo. Given the interest that the market has

shown in these courses it is anticipated that they will remain in strong demand for a number of years.

Following on from these graduate certificates, development began on graduate diploma and master courses in both ornithology and captive vertebrate management. It is anticipated that the graduate diplomas will be available for the first time in the year 2000, with the master courses following in 2001. A number of students undertaking the graduate certificates have expressed interest in continuing their studies with these higher level courses which will be the only ones of their type available in Australia.

Available for the first time in 1998 were the Master of Applied Science (Environmental Management & Restoration) and Graduate Diploma of Environmental Management courses. These courses underline the Faculty's commitment to the environment and in line with the increased focus on the environment from both the general public and industry there has been strong demand for both courses.

Also available for the first time in 1998 was the Bachelor of Science course. This course was developed to replace the previous undergraduate course in analytical chemistry and to expand the range of study options available in science at the undergraduate level. The Bachelor of Science course will offer students a choice of four major study areas; analytical chemistry, remote sensing, plant biotechnology and mathematics. These majors will allow a greater utilisation of the expertise of the Faculty's staff in the teaching of undergraduate students.

Construction of the cheese factory and pilot scale food plant was completed during the year. The cheese factory has now commenced operation as a commercial cheese production facility and along with the pilot scale food processing plant is providing students undertaking food science studies with hands-on

experience. Interest in the Bachelor of Applied Science (Food Science) was minimal when the course was introduced several years ago. However demand is now much stronger and it is expected that these new facilities will assist in further increasing demand. The Faculty intends this course to become the leading food science course in Australia.

Recognising the need to continue to attract income from external sources the Faculty continued to expand its fee-paying activity. An agreement has been signed with the HELP Institute, which will see a significant number of Malaysian students undertaking CSU subjects on a fee-paying basis. Overall income from fee-paying courses increased from the previous year with courses in library science and information technology being strong performers.

Goal 2

Attracting students nationally and internationally because of the excellence of its courses, teaching, scholarship and support to students.

National developments

Police education

In April the University won a contract with the NSW Police Service to provide a Diploma of Policing Practice course to NSW police recruits. The course, which provides an innovative mix of academic study and supervised vocational experience for trainees, will change the face of policing education in Australia.

The University created a new School of Policing at the NSW Police Academy in Goulburn through which the course is offered collaboratively with the NSW Police Service. The first intake of 270 students commenced in May. At the time the contract was announced, the University already had 2500 serving police officers enrolled in other courses.

The new diploma complements these other courses and the courses offered by the University's Australian Graduate School of Police Management at Manly. The University is now able to provide integrated education of police staff from recruit level to the most senior commissioned officers undertaking postgraduate study.

Social work

The Australian Association of Social Workers awarded a major tender to Charles Sturt University to conduct professional education programs for the Association's 6000 members Australia-wide. The agreement was signed and launched at the National Press Club in Canberra on 7 September.

The training programs will be presented through workshops set to tour the nation in 1999. The programs will also be available via distance education for social workers in remote areas.

APESMA

The Faculty of Commerce entered into an agreement with The Association of Professional Engineers, Scientists and Managers, Australia (APESMA) to jointly offer a Doctor of Business Management program to members of APESMA. The program will commence in 1999 and graduates will receive a testamur which carries the University's and APESMA's logo and seal.

Holmesglen Institute

One of Victoria's leading TAFE institutes, Holmesglen in Melbourne's south eastern suburbs, has signed an agreement with the University to provide university degree courses through the Institute. The agreement of affiliation, signed on 30 July, allows for the development, delivery and marketing of joint programs of study between the two institutions.

This agreement sees two highly innovative tertiary education providers come together to provide a flexible pathway for students wanting to enhance their education. The agreement will initially allow for Holmesglen's Business Diploma students to gain admission and credit in CSU's Bachelor of Business Studies. Students will study as distance learners with full University-approved support from Holmesglen's metropolitan campus.

Discussions regarding the delivery of CSU's communication, hospitality and tourism, and viticulture courses are taking place and collaboration in research and international development projects is being explored.

Ambulance Service

More than one in three serving ambulance officers from the Ambulance Service of NSW were enrolled in pre-hospital care courses with the University in 1998 and 95 students graduated with a diploma or degree in pre-hospital care in May.

In 1998, for the first time, the University enrolled 25 full-time students in a new on campus degree program designed specifically for the preparation of ambulance officers.

The University has a longstanding and valued partnership with the Ambulance Service of NSW, and has developed collaborative arrangements with the Tasmania Ambulance Service as well as a number of overseas ambulance services. In June, the first students in pre-hospital care graduated from the Tasmanian Ambulance Service with the second graduation of emergency services personnel.

International developments

The University's achievements in Australia have been matched by its international operations in 1998.

Overseas programs

International student numbers grew again in 1998 with significant growth in the offshore program, especially in the areas of commerce, information technology and health studies. The offshore program now provides courses in Hong Kong, Singapore, Malaysia, New Zealand, South Africa, Canada, Mauritius and the United Kingdom, with student

numbers continuing to grow. The offshore program covers a wide range of courses and includes areas such as wine science, medical imaging, emergency services and pre-hospital care.

Malaysia

The Malaysian Government has recognised Charles Sturt University's reputation as an international tertiary provider by naming the University as one of three Australian institutions permitted to teach full degrees in partnership with local colleges in Malaysia. The University was chosen above numerous Australian, British and American institutions to secure the agreement. This builds on an agreement signed last October with private Malaysian education provider, IRI, who hope to expand CSU numbers to 12,000 offshore students in the next five years. It recognises the University's ability to support offshore courses, its reputation as a distance education provider and its strong partnership with IRI.

In a further move to enhance the University's position in Malaysia, the University established its first school of a faculty to be located overseas. The International School of Business within the Faculty of Commerce was established in Kuala Lumpur. The School will provide academic and administrative support to the 1250 students expected to enrol in 1999 through IRI and its subsidiary, the HELP Institute.

Hong Kong

The IRI (Hong Kong) Pty Ltd partnership grew to great heights in 1998 with the number of enrolled students reaching almost 800 in the Master of Business Administration, Master of Information Technology, Bachelor of Business and Bachelor of Information Technology courses. Further growth in this program is expected in 1999 with the movement of the program into other parts of Asia.

Mauritius

The University began negotiations with the University of Mauritius to jointly offer the University's Bachelor of Arts (Library & Information Science) course in 1999. The course will be taught through the University of Mauritius to residents of Mauritius and graduates will receive a testamur bearing the logos and seals of both universities.

Onshore programs

The successful onshore student program maintained numbers in 1998. The countries targeted in 1998 diversified to include parts of Europe and China while maintaining a strong presence in our traditional markets.

The year also saw the development of the CSU partnership with Study Group Australia with students being enrolled at the Sydney and Brisbane campuses. Both campuses have seen a strong enrolment and this partnership is expected to grow in 1999.

The International Office maintained active interaction with a range of international student associations through orientation, international student nights and valedictory ceremonies. In collaboration with the Division of Student Services, ongoing tutorial support has been enhanced at the Bathurst Campus.

English Language Centres

The International Office continues to run ELS English Language Centres in Wagga Wagga and Sydney. The ELS franchise once again targeted specific groups during the year with specially designed English language packages. Successful programs were continued with the training of Japanese local government officials, and with the Council for International Education Exchange. An increase in numbers from South America, particularly at the Sydney centre, showed the success of a targeted campaign in this region.

Student exchange program

The International Office also extended its efforts to promote the exchange program to CSU students to encourage them to study for one semester overseas. Interest in this program is increasing, with seven students going to USA, Canada and Sweden in 1998.

Overseas graduates

The extent and success of the University's international programs are illustrated by the 300 students on three continents who graduated with CSU awards in 1998. The University held its biggest graduation yet in Malaysia with 160 students receiving awards, mainly in business and information technology. A further 70 students graduated in Hong Kong, 65 in Canada and 30 in the United Kingdom. The University now has alumni in 40 countries.

National Reconciliation Week, 25-29 May, was marked with celebrations across the University including guest lecturers, dance and entertainment, the passing around of the Sorry Book, a sea of Hands in Bathurst and a visit to the Wagga Wagga and Bathurst Campuses by Koori author, Anita Heiss.

Report on overseas travel

The following University staff made promotional visits overseas during the period January-December 1998

Staff member	Faculty/Division	Month	Destination	Purpose
Lloyd, P	Health Studies	February	PNG	Promotion
Hudson, B	International	February	Europe	Promotion
Meyenn, R	Education	March	Asia	Promotion
Bannikoff, A	International	April	Orient	Promotion
Potts, D	Arts	April	Asia	Promotion
Philp, N	Commerce	April	India/Pakistan	Promotion
Atkinson, J	Commerce	April	India/Pakistan	Promotion
Blake, C	Vice-Chancellor	May	Middle East	Promotion
O'Hara, J	Arts	May	Malaysia	Promotion
Hudson, B	International	May	South America	Promotion
Reberger, H	International	May	Asia	Promotion
Gray, P	International	August	S. Africa/Mauritius	Promotion
Furze, L	International	September	India/Pakistan	Promotion
Chopping, E	Science & Agriculture	September	India/Pakistan	Promotion
Van Heekeren, B	Arts	September	Asia	Promotion
Agzarian, M	Arts	September	Asia/India	Promotion
Fogliani, C	Health Studies	October	Singapore	Promotion
Ferguson, KS	Science & Agriculture	October	Hong Kong	Promotion
Doyle, R	International	October	Middle East	Promotion
Savage, S	International	October	Asia	Promotion
Hudson, B	International	November	Europe	Promotion
Potts, D	Arts	December	Asia	Promotion

Goal 3

Being committed to open learning through access, articulation and student support programs.

Charles Sturt University has a strong tradition of flexible learning, most apparent through the comprehensive selection of courses offered by distance education.

The University's technology plan supports the increasing use of computers and the internet by students and has implemented World Wide Web (WWW) technology as its standard for communication.

To coordinate efforts in support for learning and teaching, particularly in the area of technology support, the University established the Information and Learning Systems Group (ILSG) in 1995. The Group brings together the Division of Information Technology, the Division of Library Services and the Open Learning Institute. Since its formation the ILSG has instigated an active program of projects in the areas of staff development and the application of online technologies in learning and teaching.

The short term objective is that by 1999 all subjects offered by the University will be supported online in addition to the administrative and support services used by students.

Open Learning Institute

The Open Learning Institute (OLI) provides a focus for the definition of "openness" at the University, as well as holding responsibility for the provision and support of many of the University's open learning activities. The OLI is committed to the development of excellence in learning and teaching through the innovative use of communications and information technology.

The Centre for Enhancing Learning and Teaching (CELT) has particular responsibilities for research into

learning and teaching issues, academic staff development, and educational design and education innovation, including the use of technology in education.

The Continuing and Professional Education Centre (CPEC) was established within the OLI to be responsible for the marketing and management of the continuing education activities of the University.

The Office of Production and Services (OPS) has successfully maintained timely production of high quality learning resources for more than 18,000 students in some 1700 subjects over the year. The Office has undertaken the additional responsibility of providing online support for all subjects.

Division of Information Technology

During the year, the Division of Information Technology made further progress towards establishing an audited QA system with the continuation of a technical writing course and progressive internal auditing of documentation.

Other developments in technology to enhance learning and teaching during 1998 included:

- a rapid growth in the availability of online support to subjects across the University;
- the successful completion of project based work involving staff from the constituent members of the ILSG in relation to online activities;
- the introduction of Windows NT as the standard desktop operating system; and

- the commencement of construction of the CSU microwave system providing high speed data connectivity between campuses.

In 1999, the Division will:

- continue the development of the Division so as to make its staff, services and facilities available to its clients across all campuses in as friendly, efficient and effective a manner as possible;
- continue the introduction of a QA system which complies with ISO9002 and which emphasises an ongoing development and review of quality assurance procedures, service level agreements and performance indicators covering all aspects of the Division's services;
- ensure that its staff remain abreast of developments in technology by the provision of planned training activities and to support its staff in their vocational and professional development;
- work towards further standardising the desktop computing environment;
- complete the conversion of campus computing laboratories for 24 hour access;
- introduce high speed data backbones on all campuses;
- facilitate the introduction of high quality video conferencing for teaching to the Dubbo Campus;
- actively develop the technology that underpins CSU Online; and
- continue the support and project management of HSC On-line.

Division of Library Services

In 1998 the Division of Library Services expanded the provision of online services, providing access to thousands of publications, journals and texts. The University acknowledges the importance of providing remote access and considerable effort has been maintained in enhancing and developing these services.

Highlights included:

Library

- electronic reserve inaugurated;
- digitisation equipment acquired, installation partially complete;
- significant library resources and services provided for online supported subjects;
- Library Web pages revised and augmented;
- online resource guides commenced;
- marked increase in email requests;
- review of periodicals in the face of major financial stresses;
- 2000 online periodicals now available;
- move to image-based online products commenced;
- National Council for Intellectual Disability collection incorporated at Albury;
- intercampus loan traffic increased;
- increased collaboration with Police Academy Library following the CSU/NSW Police Service agreement for the Constables' Education Program;
- advice on distance education library services sought by Australian and New Zealand Theological Librarians' Association;

Archives

- accessions managed on a database/lateral filing introduced;
- Letona Cannery Co-op records completely processed;
- Records accessioned from the following sources;
 - Joe Schipp's Wagga Wagga electoral office;
 - Noel Hicks' Wagga Wagga and Griffith electoral offices;
 - Southern Riverina City Council;
 - CSU School of Visual and Performing Arts;
- exhibitions prepared for Wagga Wagga Teachers' College reunions for the years 1958-59 and 1966-67;
- *Concise Guide to State Archives from Riverina and Murray Regions* published and available for 1998;
- the Archives hosted Agriculture and Science 1997-98 summer research scholar, Troy Whitford;
- disposal work carried out on student files;

Art Collection

- extensive program of restoration and reframing to best practice standards;
- continuing acquisition of major Australian artists, including a Jeffrey Smart oil on canvas painting;
- recent acquisitions exhibition, *Landscape*, with publication of a fully illustrated catalogue;
- finalisation of a gift of over 500 art works by the artist, Professor David Green, through the Taxation Incentives for the Arts Scheme;
- planning for the tour of the *Landscape* show and the *Cinderella Gems* exhibition in 1999.

Division of Student Services

The University is committed to providing the highest possible quality of support services for its students.

The Division of Student Services provides the following support and development services for students throughout the University: learning skills assistance, careers and graduate employment advice, counselling, chaplaincy, disability support, health services, international students' support, off campus accommodation assistance, financial assistance through the Special Assistance Student Loans Scheme and student equity services.

Highlights and developments for 1998 included:

- establishment of an online learning skills service as a University strategic initiative in response to the identified needs of distance education students;
- establishment of an English skills support service for international students on the Bathurst Campus;
- development and implementation of a substantially revised homepage for the online delivery of information and services provided by the Division;
- facilitation of reviews of orientation programs for both distance education and internal students across the University, resulting in a number of significant initiatives and developments;
- provision of orientation and learning skills services for Diploma of Policing students on the Goulburn Campus;
- conjoint conduction of a number of workshops for staff dealing with the issues of student retention/attrition and support for the First Year Experience Program whose objective is to minimise attrition among new students;
- the piloting of a successful peer mentoring program which will be expanded across the University in 1999;
- conduction of various co-curricular student development programs across a number of faculties and schools of the University;
- approval for the conduct in 1999 of grant-funded enabling subjects for commencing students who require supplementary skills and knowledge in the areas of mathematics, statistics, transition to study, academic skills development, skills for learning online, career management and personal development;
- conclusion of the NP(R)F funded Regional Disability Liaison Officer initiative that has been a joint project over the last three years between CSU, TAFE and various community providers of disability services.

Goal 4

Providing a variety of learning environments to meet the different needs of students drawn from diverse educational, social, ethnic and economic backgrounds.

The University is committed to providing for the educational, social and cultural needs of all its students who are drawn from diverse social, economic and ethnic backgrounds.

The Student Charter

In 1998 the University's Academic Senate approved a Student Charter. The Charter, which is reproduced on page 42, sets out the expectations that students, as members of the University community, may have of the University and their fellow students; and the expectations we and other students may have of them. Teaching and learning is a cooperative endeavour and this is reflected in the Charter which is a statement of practice not just intent.

Strategies will be developed and implemented in 1999 to ensure that the Charter is a living document and governs the way we relate to our students and they relate to us.

Academic Policy

As part of its ongoing Quality Assurance Program, the Academic Senate conducts reviews of its academic policies to ensure that they are relevant to the needs of students and to ensure that they are being implemented equitably and well. In 1998 the following policies, which are relevant to Goal 4, were reviewed:

- Academic Misconduct;
- Exclusion of Students for Poor Academic Performance;
- The Administration of Residential Schools; and
- The Research Code of Conduct.

The review of the policy on Academic Misconduct resulted in the publication of a new Student Academic Misconduct Rule which makes it easier for students accused of misconduct to put their case and

ensures that each allegation is thoroughly and properly investigated.

In January/February 1998, the University introduced a new procedure for handling students whose academic performance and/or rate of progression was poor and who faced being excluded from the University. The new procedure invited students to show cause why they should not be excluded and this gave faculties the opportunity to better respond to each student's situation.

The University also relaxed considerably its minimum progression requirements. Students now only have to progress at the rate of one subject per session or trimester. This new policy reflects the fact that many of our students, who study at home, have family, work and other commitments which compete with their study obligations.

Students need to be able to plan their studies in the light of their other commitments and this need was central to the review of administrative arrangements for residential schools. The new arrangements are designed to give students more information, sooner and to limit changes to residential school requirements.

Finally, the University redrafted its Code of Conduct for Research. One of the principal objectives of the redraft was to recognise and guarantee the rights of research students with respect to supervision of their research, intellectual property and the right to publish their work.

Low Cost Communications

The latest information and communications technology, using microwave links, is being employed in a new system to link the main campuses of Charles Sturt University.

Funded in part under the Commonwealth Rationalisation and Restructuring Program, the \$5.6 million project is the largest microwave system ever installed by an Australian university. It uses microwave dishes on 15 towers stretching over 750 kilometres, from Albury to Wagga Wagga, Bathurst and Dubbo, with a direct connection to a central hub in Sydney.

AAP Communication Services was awarded the contract to supply and build the microwave network and to provide ongoing maintenance and management.

The new system gives CSU staff and students access to other campuses and Sydney for the cost of a local call. High speed links, carrying signals at 34 megabytes per second, will provide students better access to information and improve the quality of information which will be transmitted at low cost.

Cheese factory

In August the University appointed a manager to operate its cheese factory on the Wagga Wagga Campus. The cheese factory has two main aims: to produce and successfully market high quality boutique cheese; and to provide food science students with the opportunity to participate in food production in a commercial environment. Cheese production commenced in 1998.

Student Equity

In 1998 the Division of Student Services developed STEP-UP (Short Tertiary Education Preparatory University Program) which aims to help students from disadvantaged backgrounds to develop certain general skills. Modules to be available in STEP-UP in 1999 include:

Transition to Tertiary Study;
Academic Skills Development;
Skills for Learning Online;
Career Management; and
Personal Development.

These modules will be available to on campus and distance education students over a normal session and will be taken in addition to their normal subject load.

Faculties have also been encouraged to develop modules under the umbrella of a "CSU Supplementary Course" which will complement STEP-UP. In 1998 the Faculty of Science & Agriculture developed two modules in mathematics and the Faculty of Education one module for students commencing the Bachelor of Education (Primary) course in 1999.

Ethnic Affairs

Ethnic Affairs Priority Statement

The University introduced its Ethnic Affairs Priority Statement (EAPS) in 1998. Its objective is to:

- enhance teaching and learning to cater for a linguistically and culturally diverse student body;
- increase support to students of different linguistic and cultural backgrounds and enhance their participation in University life;
- establish effective community relations in a multicultural context;
- implement strategies that foster a culturally diverse workforce;
- undertake research and analysis relevant to promoting cultural diversity; and
- foster a corporate culture that values diversity.

Achievements in 1998

During 1998 the University achieved the following:

- successful implementation of a series of academic and student forums focusing on issues relevant to international students and students of ethnic minority backgrounds, on the Bathurst Campus;

- cross cultural training for staff, including a Human Resources Management Forum on managing diversity and a series of workshops on 'Servicing Diverse Clients';
- individual consultations and workshops on a mixture of language, cultural, and academic skills given by the English Skills Support Officer throughout the year on the Bathurst Campus;
- University liaison with local ethnic minority social and friendship organisations to provide appropriate religious and cultural contacts for students of ethnic minority backgrounds;
- cultural diversity workshops held for all students during Orientation Week on the Albury-Wodonga Campus;
- International Nights held on each campus, open to staff, students and the local community;
- an International Day and International Food festival held on the Bathurst Campus;
- establishment of a data base holding information on the ethnic backgrounds and country of origin of all staff.

Strategies for 1999

Key strategies for 1999 include:

- further promulgation of EAPS and EAPS responsibilities through Faculties and Divisions;
- inclusion of EAPS initiatives in the recruitment and selection of staff;
- promulgation of new policy on racial and other forms of harassment to staff and students;
- review of the Grievance Resolution Policy and Procedures;
- creation of support networks for staff of ethnic minority backgrounds;
- consultations with staff of ethnic minority backgrounds during negotiations for the next enterprise agreement.

Goal 5

Conducting high quality research of regional significance and international distinction.

Research developments

Research highlights for 1998 included:

- the establishment on the Wagga Wagga Campus of a Centre for Immunoregulation as a collaborative research venture with significant funding made available by North Star Biologicals Pty Ltd. The Centre will continue to research and produce products for the veterinary and performance horse industries under the leadership of Professor Martin Sillence;
- the signing of a memorandum of understanding to establish, on the Bathurst Campus, the Western Research Institute, with funding made available by the Department of Education and Training and the NSW Department of State and Regional Development;
- the opening of The Gilmore Centre on the Wagga Wagga Campus which will carry out health research in regional and remote areas of Australia;
- the appointments of Professor Kathleen Bowmer as a member of the ARC Large Grants Earth and Applied Sciences Panel and Professor Alistar Robertson as a member of the ARC Large Grants Biological Sciences Panel;
- the reaccreditation of the Centre for Cultural Risk Research as a designated research centre of the University and the success of the Centre in winning a major consultancy funded by the Criminology Research Council on the Fear of Crime with the report of the consultancy being released by the Commonwealth Attorney General in May;
- the establishment of a new designated research centre, the Centre for Professional and Applied Ethics;
- the award of an ARC large grant to Dr Frank Vanclay and Mr Andrew Alexander for research into ethical issues in plant variety rights;
- the establishment of two new research groups in Adaptive Informatics and Forensic Psychology;
- following a review by the Research Management Committee the continuation of funding was approved for three existing research groups, the Group for Research in Employment and Training, the Rural Economics Research Unit and the Teacher Education Research Group;
- the Research Management Committee conducted a major review of its programs as part of a wide ranging discussion on the future directions for research in the University;
- the establishment of a program to fund the elite researchers in the institution and the selection of seven researchers for Key Researcher status;
- an increased commitment to fund early career researchers through the Faculty Seed Grants mechanism, with the Research Management Committee providing funding on a dollar for dollar basis with the faculties;
- funding awarded through the Cooperative Research Centres Scheme for a CRC in Sustainable Rice Production in which the University is the lead institution. The Centre funded sixteen postgraduate research scholarships in 1998;

- the Faculty of Science & Agriculture hosted the Ninth Australian Agronomy Conference which attracted over three hundred delegates to the University;
- the University became an associate member of the CRC for Sustainable Tourism;
- special funding was made available to ensure that all research higher degree students, whose enrolment did not exceed DETYA limits, were exempt from HECS liability;
- a thesis writing workshop attended by both internal and distance education research students was conducted and was so appreciated by the students that it will be scheduled on an annual basis;
- a new professional doctorate (DBA) was established by the Faculty of Commerce and new research master programs were established by the Faculty of Health Studies and the Australian Graduate School of Police Management;
- an agreement to offer a joint DBA program in collaboration with the Association of Professional Engineers, Scientists and Managers, Australia (APESMA) was negotiated;
- the University commenced a review of approved fields of research by which research higher degree students have been admitted to restricted fields of study; and
- a Centre for Graduate Studies, to be headed by a Director at professorial level, was established within the University.

CSU Research Fund – Major Programs

Contribution to University Research Centres	525,000.00
Seed Grant Program	35,000.00
Staff Support Grants	65,000.00
CSU Small Grants	75,000.00
International Collaborative Grants	10,000.00
CSU Postgraduate Studentships	276,000.00
CSU Studentship and APA Subsidies	57,500.00
Research Development Fund	45,000.00
Summer Scholarships	15,000.00
Research Fellows	100,000.00
Visiting Fellowships	30,000.00
Writing Up Awards	17,500.00
Special Projects	45,000.00
General	40,000.00
Spatial Analysis Unit	15,000.00
HECS Exemption Scholarships	25,000.00
Total	\$1,376,000.00

Research Infrastructure Block Grants

Centre for Rural Research Development Social Research Officer (Publications)	43,000.00
Human Movement Unit Research Group Gamma Counter	45,000.00
National Wine & Grape Industry Centre Gas Chromatograph	76,000.00
Farrer Centre Environmental Shaker System	40,000.00
Centre for Cultural Risk Research Administrative Officer	44,000.00
Spatial Analysis Unit Population GIS Data Base	25,000.00
Total	\$273,000.00

Research higher degree students – 1998

Faculty	Master Students	Doctoral Students	Total by Faculty
Arts	20	41	61
Commerce	3	24	27
Education	8	57	65
Health Studies	2	8	10
Science & Agriculture	20	60	80
Total	53	190	243

Goal 6

Combining a dynamic regional commitment with a growing international reputation.

Regional commitment

Commitment to community service and the enhancement of regional culture is integral to the University's mission to be the premier regional university in Australia.

Local economies

The University injected almost \$146 million into its local economies in 1998. At a time when government departments and corporations are withdrawing services and reducing staff in regional areas, the University is continuing to increase the amount of money it spends in the cities it serves.

In 1998, the University spent \$58 million through the Bathurst Campus, \$73 million through the Wagga Wagga Campus and \$15 million through the Albury-Wodonga Campus in salaries and the purchase of goods and services.

In addition, the University spent \$12 million in the construction of new buildings on these three campuses. In 1999 the University will commence its \$5 million development of the new Dubbo Campus.

Sydney 2000 Games

In November 1998, the Sydney Organising Committee for the Olympic Games (SOCOG) announced that the University, through its Equine Centre at the Wagga Wagga Campus, will be the official equine services provider to the modern pentathlon competition at the 2000 Games. Thirty horses will be stabled and groomed by CSU over the next two years for competition.

Negotiation of the contract with SOCOG and the other parties involved is an example of how the University attracts to its region benefits that might otherwise go to metropolitan areas. Training of the horses will be incorporated into the University's existing equine courses.

Broadcast Journalism students of the University will work during the Games with the Sydney Olympic Broadcasting Organisation. The students will participate in the largest broadcasting network ever assembled using state-of-the-art equipment.

The University will also be involved in the production and implementation of an online billeting system for 50,000 volunteers needing accommodation during the Games.

In December, negotiations were being finalised with SOCOG for the Bathurst Campus to be used as a training venue for up to 2000 participants who will take part in pre-Games activities.

Dubbo Campus

In December, the Federal Government announced a \$3 million development grant for the construction of a permanent campus of the University at Dubbo. This funding supplements the \$1 million allocated by the Government for 1999 and a further \$1 million commitment from the University.

The new campus will be built on land purchased by the University from the Dubbo City Council. It will be a state-of-the-art complex where technology will be the main feature. The plan includes an Interactive Learning Centre that will feature large student work areas complete with computers and Internet and interactive video access.

The microwave link already established at the existing Dubbo Campus will be extended to the new site, providing a high quality telecommunications link between CSU's other campuses in Albury-Wodonga, Bathurst and Wagga Wagga and into Sydney. Staff accommodation, reception, administration and student recreation areas are also to be included in the development.

CSU was awarded Federal Government funding for the Dubbo Campus, in competition with universities across Australia. The funding has been allocated from the Capital Development Pool (CPD) program for universities.

Rural nursing

CSU and the Mid Western, Macquarie and Greater Murray Area Health Services were successful, in a prestigious field of competitors, in winning funding from the State Government for the appointment of the first Professor of Rural Nursing.

Such an appointment will improve the State's rural health services and recognises the University as a centre of excellence in teaching and researching in health services. The collaborative nature of the project highlights the University's capacity and skill in working with its communities for their betterment.

Mental health services

The mental health needs of people in regional NSW were enhanced with the launch of the University's Psychological Services Centre on 5 March 1998. The Centre will complement existing mental health facilities in the region, which are already stretched in meeting regional needs.

A highlight of the Centre is the service it offers local business and corporations. This includes providing expert advice on mediation processes, staff development and performance appraisal.

The Centre provides greater equity of access to mental health services and will provide services to those who need help either by self-referral or referral through general practitioners and other professionals.

National radio news

National Radio News, a joint venture between CSU's School of Communication and the University of Newcastle's Department of Communication and Media Arts, in conjunction with community radio stations 2MCE-FM in Bathurst and 2UNR-FM in Newcastle, was awarded the 1998 Tony Staley Award for Excellence by the Community Broadcasting Association of Australia. The prize is awarded annually in recognition of the Greatest Contribution to the Community Radio Sector and represents a significant achievement by CSU's School of Communications students and staff.

Goal 7

Providing a flexible, innovative and challenging environment in which to teach, learn, research and work.

Division of Human Resources

Human resource management is an active and vital contributor to the management processes of the University. It is principally concerned with the practice of how to motivate staff at all levels and to fully utilise their abilities and potential. All managers of the University have significant and important roles to play in the effective utilisation of the University's human resources.

The Division provides strategic leadership and advice to the University in the development of policies and practices, designed to enhance the personal and professional development of its staff, which will enable managers at all levels to optimise the performance of their staff within a dynamic and changing environment.

The Division provides support, as well as professional and effective human resource services to the executive, managers, staff and other clients of the Division.

During 1998 the Division has:

Employee Relations

- provided information and data to the University's employer association, the Australian Higher Education Industrial Association (AHEIA) on a range of matters including superannuation, enterprise bargaining, casual employment and non-continuing appointments;
- conducted seminars on employee and industrial relations matters;
- published, via email, regular updates on industrial relations matters affecting the University and its staff;

- provided a consultancy service to Deans, Heads of School and Divisions as well as to staff on a range of employee and industrial relations matters;
- provided briefings for the University's solicitors in matters before the Human Rights Commission and the NSW Administrative Decisions Tribunal (ADT) Equal Opportunity Division;
- contributed to the fostering of harmonious industrial relations with the academic and general staff unions;
- represented the University in matters before the Australian Industrial Relations Commission (AIRC);
- arranged for certification of the *Charles Sturt University (Hospitality, Security, Trades and Related Staff) Enterprise Agreement 1997-1999*.

Equal Employment Opportunity

- developed a new EEO Management Plan;
- developed a new Affirmative Action Plan for women;
- established an EEO database to facilitate collection of data to satisfy statutory reporting requirements;
- developed a policy on accommodating work and family responsibilities;
- continued support for the Women in Research Network;
- achieved an increase in the percentage of women appointed to the academic staff;
- integrated EEO in cultural diversity, risk management and selection techniques training workshops;

- planned outcomes for 1999 include:
 - integration of EEO objectives in Faculty and Divisional planning and operations;
 - development of policy on preventing harassment;
 - development of policy on work related adjustment;
 - review of University Grievance Procedures;
 - electronic publication of EEO policies and information;
 - establishment of EEO group networks.
- conducted initial compliance audits at a number of selected sites;
- established a second Environment Health and Safety position at the Bathurst Campus which enabled the Division to be more visible and effective in the University's approach to risk management practices;
- developed and implemented a First Aid Procedure Manual for approved first aid officers;
- coordinated Occupational Health and Safety Week in May 1998 which assisted in raising awareness about workplace safety;
- arranged for workers' compensation insurer (MMI) to install a new database to record accident and incident statistics, enabling divisions/schools to monitor workers compensation expenditure and manage risk/hazards;
- implemented recommendations of the Environment and Safety Management Committee and campus based Occupational Health and Safety Committees for significant changes to the Smoking in the Workplace Policy, Emergency Control Organisation Policy and Driving Hours Policy and Guidelines.
- delivered consultancies to a variety of Divisions eg a team building program for the catering section; a Finance Managers Retreat that included an environmental scan and SWOT analysis; and a Complaints Handling Workshop for Division of Information Technology staff. Several faculties also took advantage of an advisory service on job design;
- sponsored members of staff to attend the AV-CC Leadership Program for Middle Managers, programs offered by ATEM and other identified programs such as Winds of Change and Building Effective Alliances;
- developed and delivered a Servicing Diverse Clients workshop in collaboration with International Student Liaison Officers, as well as a Risk Management Forum in collaboration with other members of the Divisional team;
- continued delivery of popular lunchtime programs. Topics included Preparing for Interview, Preparing Position Descriptions, Assertive Communication Skills and Introduction to Stress Management;
- presented Techfest '98, a forum for technical staff modelled on the successful UTS Techtrain program. Techfest '98 recognised the distinct contribution made by the University's technical staff;
- developed Train the Trainer and Management Skills for Supervisors programs based on standards developed by the Australian National Training Authority. While such programs are not yet accredited, learning competencies covered allow participants to apply for Recognition of Prior Learning. It is anticipated that ANTA standards will guide the content of all relevant internally developed training programs;
- offered ongoing programs such as Staff Induction, Recruitment and Selection and Time Management workshops;

Environment, health and safety

- established an Environment and Safety Management Committee to coordinate the three campus-based Occupational Health and Safety committees, as well as the Biosafety; Radiation Safety; and Emergency Planning Committees;
- commenced implementation of the emergency organisation, with external training being provided to senior emergency positions and training of the initial selection of warden positions at trial locations on each campus;
- developed the Site Emergency Procedures Manual;
- developed a database and input software to enable users to enter their action plans, inspections and hazard reports online;
- conducted training in manual handling, action plans, workplace inspections and accident investigation. Four day training provided to Occupational Health and Safety Committee - Wagga Wagga Campus. Participated in a Risk Management forum;
- conducted elections for the Occupational Health and Safety Committee, Wagga Wagga Campus;
- purchased emergency radiation monitoring equipment for members of the Radiation Safety Committee;
- visited and provided health and safety assistance to various areas within the University;

Staff development

- delivered, as a priority, programs to staff with responsibility for implementation of the Performance Management Schemes eg Making Planning Work for You, a forum for senior managers; Giving and Receiving Feedback, a workshop for managers with supervisory responsibility; and Providing Leadership in the Workplace, a two day workshop for supervisors;
- established an office managers network which has initiated, as a project, the development of an office procedures starter kit;

- encouraged flexible delivery of staff development programs by the provision of resources available on loan. Topics include preparing for interview, time management and speed reading;
- reviewed the University's Study Leave Scheme. The review identified that 48 staff availed themselves of study leave provisions in 1997. In 1998, 50 staff participated in the scheme. The review will lead to improvements in the scheme.
- provided a wide range of human resources consultancy services related to conditions of employment, structural change and process re-engineering;
- processed and paid salaries to University staff in a timely and accurate manner and maintained accurate associated records;
- the Board of Governors approved recommendations of the Vice-Chancellor for a revised structure for the senior executive and reassignment of portfolio of responsibilities including campus specific responsibilities for executives appointed as a Head of Campus, and a revised Heads of School remuneration policy.

Personnel administration

- developed, with the assistance of a new worker's compensation insurer, a more pro-active and coordinated approach to workers compensation;
- completed two rounds of general staff job evaluation;
- implemented the new enterprise agreements for general and miscellaneous workers, including the introduction of a University-wide flexible working hours system;
- facilitated superannuation information sessions concerning changes to scheme benefits;
- upgraded a number of computers to the new NT standard;
- planned for the implementation of year 2000 compliant systems;
- developed a new Divisional Web site to go online in 1999;
- developed and implemented a business continuity plan to ensure ongoing capacity to deliver service during times of electronic outage;
- refined the processes associated with the collection and reporting of statistics to government agencies;
- reviewed processes and procedures to assure the ongoing provision of quality service;

Recruitment

- revised contracts of employment letters;
- increased use of automation and use of the Web;
- commenced review of recruitment policy and procedures;
- inducted new staff into the recruitment function;
- conducted recruitment and selection, and preparation for interview training;
- received highly positive client feedback on the further integration of the recruitment function within the Division.

Site Development

Office of Design

During 1998 the Office of Design undertook the planning and concept design of major construction, refurbishment and site services projects and has managed selected architectural and engineering consultants to complete the detailed design and documentation of these projects. The University's impressive capital works achievements are set out below.

Albury-Wodonga City Campus

Refurbishment of existing buildings to provide an anatomy laboratory and a physiology laboratory for the physiotherapy course was completed in March 1998 at a cost of \$0.700m. In the anatomy laboratory students will be able to study and research anatomy using human cadaver specimens for the first time at the University.

Renovations in the visual arts building to provide specialist teaching facilities for the early childhood course and to construct a new colour photography darkroom and associated facilities were completed in February 1998 at a cost of \$0.113m.

Disabled persons access was provided to the Cedar building.

Refurbishment of existing buildings is being undertaken to provide specialist teaching accommodation for physiotherapy, occupational therapy, physiology, and speech pathology for the commencement of the 1999 academic year.

Albury-Wodonga Thurgoona Campus

Construction of the Stage 1 two storey academic office buildings, a herbarium facility funded by an ARC large grant, and a graphics information teaching facility is due for completion in February 1999. Construction of two academic office building annexes linked to the Stage 1 academic office buildings and the information technology hub building commenced in 1998 and is expected to be completed in February 1999. The cost of these Stage 1 developments is expected to be \$4.750m.

Construction has commenced on four student residential eight bedroom cottages, a laundry facility, and carpark. Each cottage comprises eight single bed/study rooms, self catering facilities, common room, two bathrooms and toilets. It is expected that these facilities will be completed and occupied by May 1999. Construction commenced in October 1998 of a 200 seat lecture theatre and five associated classrooms. These facilities are expected to be completed for use in Spring session 1999.

The construction and installation of Stage 1 of the greywater treatment and related wetlands was completed in December 1998. Two other stages will be constructed in 1999.

Bathurst Campus

Major renovations and additions to the broadcast and sound recording studios (FM Radio) were completed at a cost of \$0.222m. Refurbishment of the Phillips Building first floor and replacement of the water proofing membrane of the roof of the Truskett Library was undertaken at a cost of \$0.122m. The final stage of the stormwater drainage of the sports ovals was completed in 1998.

Construction was completed in March 1998 of the science laboratories and human performance laboratory at a cost of \$1.050m. The former science laboratories were demolished, the science storage facilities and shade house were relocated at a cost of \$0.056m.

The University undertook the construction of a Centre for the Bathurst Early Intervention Service. The development is located adjacent to the Child Care Centre. The project was funded by a grant from the Department of Employment, Education, Training and Youth Affairs and donations raised by the Early Intervention Service. The Centre was completed in November 1998 at a cost of \$0.300m.

Construction commenced in June 1998 for a major renovation of the gymnasium and associated facilities. Prior to the construction commencing, the project was extended to include an extension which will provide additional floor space to accommodate another basketball court and provide a suitable facility for graduations, examinations, and special events. Stage 1 of the development will be completed in early 1999 at an estimated cost of \$1.200m and construction of Stage 2 will commence following the completion of Stage 1 and is scheduled for completion in March 2000 at an estimated cost of \$1.900m.

The University received a Heritage Award from the National Trust (Bathurst Branch) recognising the creative and sympathetic renovations to the Allen House building at the Bathurst Campus. Allen House was built in 1965 as a female students' dormitory. The Office of Design carried out an extensive replanning and design for the adaptive reuse of the building as academic offices.

Dubbo Campus

In December 1998 the Minister for Education, Training and Youth Affairs, Dr David Kemp MP, announced allocations to the University from the higher education Capital Development Pool for 2000 and 2001 totalling \$3m to support the development of the new Dubbo Campus. The Minister stated that the planned Dubbo Campus of Charles Sturt University is an excellent example of cross-sectorial initiatives which will have significant educational benefits for the local communities. A further \$1.032m has been allocated from the Capital Development Pool in 1999 for the Stage 1 development at the Dubbo Campus.

Wagga Wagga Campus

The Minister for Education and Training, Mr John Aquilina MP approved the acquisition by the University of 48.166ha of NSW Agriculture land adjacent to the University at North Wagga, currently dedicated for Agricultural School and Experimental Farm. This land will enable further development of the University's wine and food teaching, research and enterprise facilities at the Wagga Wagga Campus.

NSW Agriculture is currently constructing a Wine and Grape Industry Training Centre on land adjacent to the University's wine and food teaching and research facilities at the Ron Potter Centre on the Wagga Wagga Campus. The facility will enable vocational training for the viticulture and wine industries.

Research laboratories for agronomy and animal science were constructed for the Faculty of Science and Agriculture at a cost of \$1.000m. The laboratories were commissioned in December 1998. The Wine and Grape Industry Centre comprising microbiology, plant pathology, and

analytical chemistry research facilities is currently being constructed and is expected to be completed in February 1999 at a cost of \$1.150m. The Centre is a joint venture of the University and NSW Agriculture to establish a fully integrated wine and grape research centre at Wagga Wagga.

A two storey pharmacy laboratory was completed in July 1998 to provide specialist teaching facilities for the Faculty of Health Studies' new pharmacy degree at a cost of \$1.250m. The laboratory was jointly funded by the University and generous donations from the pharmaceutical industry, particularly FH Faulding and Company. The complex will support the teaching of the new Bachelor of Pharmacy course by the Faculty of Health Studies. This course is the only non-metropolitan pharmacy course in Australia and it is hoped that it will increase the number of pharmacists who choose to work in "the bush".

Stage 1b renovations and upgrade of the kitchen and student dining facilities were completed in December 1998 at a cost of \$0.500m. Stage 1b comprised the construction of the cooking area of the facility and the installation of new and renovated cooking equipment. This project will be completed in stages over a number of years as resources become available to fund the project.

A major upgrade and reconstruction of McKeown Drive, between the Agriculture campus and the Ron Potter Centre, to improve the safety of pedestrian and vehicle users was completed in October 1998 at a cost of \$0.275m. The campus potable water storage capacity and mains reticulation to the Agriculture campus was upgraded to improve water pressure and storage capacity to cope with emergencies. The construction of a 1.5m litre above ground tank and installation of increased capacity mains was completed at a cost of \$0.450m.

Construction commenced on three student residential eight bedroom cottages jointly funded by St Martins College Incorporated (Anglican Diocese of Canberra and Goulburn). The three new student residential cottages will be an addition to the three existing cottages of St Martins College and three cottages leased from the University. The new cottages and associated services will be completed before the commencement of the 1999 academic year at an expected cost of \$0.690m.

Landscaping developments were completed surrounding the Food Technology Centre, the School of Performing Arts Office, the pharmacy laboratory, Joyes Hall and the student residences. Alterations to footpaths and building entrances were carried out to provide independent access for disabled persons. A basketball court and a netball court are currently being constructed to further enhance the recreation facilities available for students.

Other developments

Year 2000 compliance

A year 2000 project team was established in March 1998 to ensure as far as is possible that the University's computer systems and equipment are year 2000 compliant. The approach taken by the project team is based on the Year 2000 Business Risk Analysis Handbook published by the NSW Government and Coopers and Lybrand.

The University's human resources system is expected to be compliant by February 1999 and the finance and student administration system by April 1999. The University's network infrastructure and telephone system are compliant.

During 1999 the project team will focus on the compliance of computer workstations and equipment.

University records

In 1998 the State Records Act (NSW) was passed. The new Act will be gazetted to cover universities from September 1999.

Under the new Act the Vice-Chancellor, as chief executive officer, is obliged to ensure that the University's record keeping complies with the codes and standards of the State Records Office. In anticipation of this the University surveyed the market and decided to purchase the TRIM Records Management Software System on which it will install the Keyword AAA Thesaurus developed by the State Records Office.

The University also decided to engage a records management consultant in 1999 to review the University's records keeping policy and practices, to assist with the implementation of TRIM and to customise Keyword AAA for use in an academic setting.

Faculty reviews

As a part of the University's Quality Assurance Program, the Vice-Chancellor initiated a series of reviews of the faculties. The first of these reviews, involving the Australian Graduate School of Police Management (AGSPM), was conducted in 1998 by a review committee comprising senior University staff and external members including representatives of the police jurisdictions.

The review was wide ranging. It looked at the AGSPM's strategic objectives, its course profile, its research and consultancy activities, and its staffing, funding and physical resources. The committee reported to the Vice-Chancellor in late December and made 23 recommendations for change. The recommendations will be considered by the University in 1999 and progressively implemented.

Reviews of the Faculty of Commerce and the Faculty of Health Studies are planned for 1999.

Equal Opportunity

Percent of total staff by level - general staff

LEVEL	Subgroup as Percent of Total Staff at each Level						Subgroup as Estimated Percent of Total Staff at each Level					
	Salary Band		TOTAL STAFF (Number)	EEO Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, and Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Adjustment at Work	
	\$ From	\$ To										
Level 1	\$23,001	- \$24,829	38	68%	21%	79%	4%	4%	0%	12%	0%	
Level 2	\$24,830	- \$26,136	103	86%	38%	62%	0.0%	3%	4%	10%	4.5%	
Level 3	\$26,137	- \$30,057	200	83%	28%	73%	2.4%	5%	7%	7%	2.4%	
Level 4	\$30,058	- \$32,671	196	91%	26%	74%	0.0%	4%	2%	7%	3.4%	
Level 5	\$32,672	- \$37,899	176	91%	43%	57%	0.0%	7%	6%	6%	3.1%	
Level 6	\$37,900	- \$41,819	118	94%	47%	53%	0.0%	12%	7%	1%	0.0%	
Level 7	\$41,820	- \$47,047	73	92%	58%	42%	3.0%	15%	12%	4%	1.5%	
Level 8	\$47,048	- \$54,887	30	93%	60%	40%	3.6%	4%	7%	11%	3.6%	
Level 9	\$54,888	- \$58,808	8	100%	63%	38%	0.0%	0%	0%	0%	0.0%	
Level 10 and above	\$58,809	-	28	93%	79%	21%	0.0%	8%	4%	19%	0.0%	
TOTAL			970	89%	38%	62%	1.0%	7%	6%	7%	2.4%	

Estimate Range (95% confidence level)

0.8% to 1.3% 6.1% to 7.2% 5.0% to 6.1% 6.3% to 7.6% 2.2% to 2.8%

Percent of total staff by level - academic staff

LEVEL	Subgroup as Percent of Total Staff at each Level						Subgroup as Estimated Percent of Total Staff at each Level					
	Salary Band		TOTAL STAFF (Number)	EEO Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, and Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Adjustment at Work	
	\$ From	\$ To										
Level A	\$32,902	- \$47,001	61	93%	44%	56%	5.3%	16%	18%	2%	0.0%	
Level B	\$47,002	- \$57,576	303	88%	63%	37%	1.1%	19%	14%	6%	4.1%	
Level C	\$57,577	- \$69,327	132	88%	76%	24%	0.0%	10%	7%	9%	3.4%	
Level D	\$69,328	- \$89,303	32	84%	81%	19%	0.0%	15%	4%	7%	3.7%	
Level E	\$89,304	-	25	88%	96%	4%	0.0%	0%	0%	0%	0.0%	
TOTAL			553	88%	66%	34%	1.2%	16%	12%	6%	3.3%	

Estimate Range (95% confidence level)

1.1% to 1.5% 14.4% to 16.6% 10.6% to 12.6% 5.1% to 6.5% 2.9% to 3.9%

Percent of total staff by employment basis - general staff (as at 31 March, 1998)

EMPLOYMENT BASIS		Subgroup as % of Total Staff in each Employment Category				Subgroup as Estimated Percent of Total Staff in each Employment Category					
		TOTAL STAFF (Number)	EEO Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, and Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Adjustment at Work	
Permanent	Full-Time	678	88%	45%	55%	1.2%	6%	5%	7%	2.7%	
	Fractional	136	91%	7%	93%	0.0%	6%	6%	6%	2.4%	
Contract	Full-Time	< 1 Year	24	92%	38%	63%	0.0%	14%	9%	5%	0.0%
		1 < 3 Years	51	90%	45%	55%	2.2%	11%	11%	7%	0.0%
		3+ Years	31	97%	39%	61%	0.0%	13%	10%	7%	0.0%
	Fractional	< 1 Year	25	84%	20%	80%	0.0%	5%	0%	5%	4.8%
		1 < 3 Years	21	86%	29%	71%	0.0%	11%	11%	11%	5.6%
	3+ Years	4	75%	50%	50%	0.0%	0%	0%	0%	0.0%	
Casual											
TOTAL		970	89%	38%	62%	0.9%	7%	6%	7%	2.5%	

Estimate Range (95% confidence level)

0.7% to 1.2% 6.1% to 7.3% 5.0% to 6.1% 6.3% to 7.5% 2.1% to 2.8%

Percent of respondents by employment basis - academic staff (as at 31 March, 1998)

EMPLOYMENT BASIS		Subgroup as % of Total Staff in each Employment Category				Subgroup as Estimated Percent of Total Staff in each Employment Category					
		TOTAL STAFF (Number)	EEO Respondents	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, and Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Adjustment at Work	
Tenurable	Full-Time	371	88%	71%	29%	0.0%	15%	9%	6%	3.7%	
	Fractional	3	100%	100%	0%	0.0%	0%	0%	33%	33.3%	
Contract	Full-Time	< 1 Year	12	75%	42%	58%	11.1%	0%	0%	0%	0.0%
		1 < 3 Years	41	98%	46%	54%	10.0%	13%	13%	13%	5.0%
		3+ Years	104	87%	63%	37%	1.1%	20%	21%	3%	1.1%
	Fractional	< 1 Year	10	80%	70%	30%	0.0%	25%	38%	0%	0.0%
		1 < 3 Years	9	100%	44%	56%	0.0%	11%	22%	0%	0.0%
	3+ Years	3	100%	0%	100%	0.0%	0%	0%	0%	0.0%	
Casual											
TOTAL		553	88%	66%	34%	1.2%	16%	12%	6%	3.2%	

0.9% to 0.0% 14.4% to 0.0% 10.7% to 0.0% 5.0% to 0.0% 2.7% to 0.0%

Governance of the University

Charles Sturt University (CSU) was formed in July 1989 by the combination of two institutions – Mitchell College of Advanced Education in Bathurst and the Riverina-Murray Institute of Higher Education in Wagga Wagga and Albury.

CSU is a federated network university. Its headquarters are at The Grange on the Bathurst Campus, where the Vice-Chancellor and some senior officers are based.

Unlike other multi-campus network universities, CSU's innovative organisational structure means its five faculties are university-wide, spread over the three campuses. The faculty and division heads are responsible for activities at all three campuses, but are not necessarily located at the University's headquarters. This 'integrated but decentralised' structure avoids unnecessary replication of administrative and academic effort and increases students' access to academic opportunities and expertise at other campuses.

Board of Governors

The Board of Governors is the governing and policy-making authority of the University. The Board oversees the University's resources and the development of broad policies for academic planning and administrative and teaching facilities.

Personnel Committee

The Personnel Committee:

- recommends on the University's personnel policies to the Board of Governors;

- provides advice on any personnel matter referred to it by the Board of Governors or its committees, the Vice-Chancellor or the chief executive officer of each campus; and
- exercises other functions on personnel matters that may be assigned to it by the Board of Governors.

Finance Committee

The Finance Committee:

- reviews the University's draft budget with respect to capital and recurrent spending for transmission with advice to the Board of Governors;
- advises the Board of Governors on fees, charges and fines;
- reviews the University's financial report and duly audited statement of accounts and transactions for transmission with advice to the Board of Governors;
- considers and advises on any other financial matter referred to it by the Board of Governors, its committees or the Vice-Chancellor; and
- exercises other functions in relation to financial matters as may be assigned to it by the Board of Governors.

Audit Committee

The Audit Committee is responsible for:

- reviewing the audit plan of the external auditors;
- reviewing and approving the audit plan of the internal auditors;
- evaluating the overall effectiveness of both the internal and external audit through regular meetings with each group;

- determining that no management restrictions are placed upon either the internal or external auditors;
- evaluating the adequacy and effectiveness of the University's administrative, operating and accounting policies through communication with operating management, internal audit and the external auditors;
- evaluating the adequacy of the University's accounting control system by reviewing written reports from the internal and external auditors and monitoring management's responses and actions to correct any noted deficiencies;
- reviewing all financial reports to be made to the public prior to their release;
- reviewing any regulatory reports submitted to the University and monitoring management's response to them;
- evaluating the University's exposure to fraud;
- taking an active interest in ethical considerations of the University's administrative and financial policies and practices;
- monitoring the standard of corporate conduct in areas such as arm's length dealings and likely conflicts of interest;
- requiring reports from management, the internal auditors and external auditors on any significant regulatory, accounting or reporting issue, assessing the potential impact upon the University's financial reporting process;
- reviewing and approving all significant accounting policy changes;
- reviewing annual financial statements with the Executive Director, Division of Financial Services and, where appropriate, with a nominee of the Auditor General of New South Wales;
- identifying and directing any special projects or investigations deemed necessary; and

- preparing a report to the Board of Governors summarising the Committee's work during the year.

Honorary Awards Committee

The Honorary Awards Committee is responsible for:

- considering all nominations for an honorary award; and
- recommending to the Board person(s) upon whom the University would wish to bestow an award *honoris causa*.

Vice-Chancellor

The Vice-Chancellor is the chief executive officer of the University and is responsible to the Board of Governors for the efficient operation of the University.

Heads of Campus

The Heads of Campus are responsible for representing their respective campuses within the University. Heads of Campus also have University-wide responsibilities as Deputy Vice-Chancellor or Pro-Vice-Chancellors.

Advisory Councils of the Albury-Wodonga, Bathurst, Dubbo and Wagga Wagga Campuses

Each campus has an advisory council, which includes the Head of Campus, community members appointed by the Board of Governors, elected staff and student representatives and a nominee of the Board of Governors. Each council advises the Board through the Head of Campus on matters relating to its particular campus.

Academic Senate

The Academic Senate is the University's major academic body, responsible for developing and monitoring academic policies and advising the Board and Vice-Chancellor on matters relating to teaching, scholarship and research.

Board of Graduate Studies

The Board of Graduate Studies is the principal advisory body of the Academic Senate on all matters relating to higher degree research programs. The Board comprises the Presiding Member of the Academic Senate, the Deputy Vice-Chancellor, nominees of the Academic Senate and of the Vice-Chancellor.

Faculty Boards

The Faculty Board is the principal academic body of each faculty. Faculty boards advise the Academic Senate on all matters relating to teaching, scholarship and research delegated to it by the Board of Governors, Academic Senate or the Vice-Chancellor. The Faculty boards comprise faculty professors, elected representatives from each school of the faculty, students, support staff representatives and members nominated from the administrative divisions who provide direct support to the faculty.

The major committees of the faculty boards are the standing committees, course committees and school boards.

University Committees

Board of Governors

Official members

Chancellor

Mr D Asimus, AO, BEc *Syd.*,
HonDSc *UNSW*, HonDAgrEc *Syd.*

Vice-Chancellor

Professor C D Blake, AM, BAgSc
Syd., PhD *Lond.*

Head, Albury-Wodonga Campus

Professor B Rothwell, BSc *Lond.*,
PhD *Bath*

Head, Bathurst and Dubbo Campuses

Dr P G Hodgson, BSc UED *Natal*,
BA *Essex*, MEdAdmin *N.E.*, PhD
N.U.I.

Head, Wagga Wagga Campus

Professor K Bowmer, BSc PhD *Nott.*

Presiding Member of the Academic Senate

Professor D L Green, NDD Des
R.C.A. London

Parliamentary members

One member of the Legislative Council elected by that Council

The Honourable I Macdonald, BA
LaT., MLC

One member of the Legislative Assembly elected by that Assembly

Mr W Beckroge, MP

Appointed members

Four persons nominated by the Minister, being persons who have, in the opinion of the Minister, an association with western and south-western New South Wales

*(term from 19 October 1998 to 30
June 1999)*

Mr G R Beavan, BA *Riverina-
Murray I.H.E.*, MLitt *N.E.*

Mrs A Brassil, BA DipEd *Syd.*

Professor J Hagan, AM, BA DipEd
Syd., PhD *A.N.U.*, Fellow *Warw.*

The Reverend A Ewin

Four persons appointed by the Minister, being persons nominated by the Council of the University of New South Wales

*(term from 19 October 1998 to 30
June 1999)*

Ms S Bedyka, GDipBus *C.Sturt*
Mr J Mahon, DipAgr *Wagga Agr.
Coll.*

Mr G O'Meara, BBus *C.Sturt*
Mr J Sutton, BA *UNE*

Elected members

Two persons, who are members of the academic staff of the University, who have such qualifications as prescribed by the by-laws and who are elected in the manner prescribed by the by-laws

*(term from 1 July 1998 to 30 June
2000)*

Dr R D Allen, MA *Calif. State*,
EdPsychD *San Francisco*

Mr J Saw, BA *Nott.*, MA *A.N.U.*

One person who is a member of the support staff of the University and who has such qualifications as may be prescribed by the by-laws and who is elected in the manner prescribed by the by-laws

*(term from 1 July 1998 to 30 June
2000)*

Mr B Storrier ADipComp *Riverina-
Murray I.H.E.*, BAppSc *C.Sturt*

One person who is a student of the University but who is not a member of the academic or support staff, who has such qualifications as may be prescribed by the by- laws and who is elected in the manner prescribed by the by-laws

*(term from 1 July 1998 to 30 June
2000)*

Ms L Schofield

Attendances – Board of Governors meetings

During 1998 the Board of Governors held five ordinary meetings. Attendances at the meetings were as follows:

Member	Possible Maximum	Number Attended*
Mr D J Asimus, AO	5	5
Professor CD Blake, AM	5	5
Professor K Bowmer	5	3(2)
Professor B Rothwell	5	5
Ms J Woolley	2	2
Dr P G Hodgson	2	2
Professor B Cornish	3	3
Professor D L Green	2	2
Mr B Beckroge, MP	5	0(4)
The Hon I Macdonald, MLC	5	1(4)
Professor J Hagan, AM	5	5
Mrs A Brassil	5	5
Mr G Beavan	5	4(1)
The Rev A Ewin	5	2(3)
Ms S Benedyka	5	3(1)
Mr J Mahon	5	5
Mr G O'Meara	5	2(3)
Mr J Sutton	5	2(3)
Dr R Allen	5	5
Mr B Storrier	5	4(1)
Mr J Saw	5	5
Ms L Schofield	5	5

* The number in parentheses is the number of meetings for which leave of absence was granted or for which apologies for absence were received.

Personnel Committee

Deputy Chancellor

Professor J Hagan, AM

Vice-Chancellor

Professor C D Blake, AM

Head, Albury-Wodonga Campus

Professor B Rothwell

Head, Bathurst and Dubbo

Campuses

Dr P G Hodgson

Head, Wagga Wagga Campus

Professor K Bowmer

Four other members of the Board of Governors, nominated by the Board of Governors

Mr G Beavan

Mrs A Brassil

Mr J Saw

Mr B Storrier

Finance Committee

Deputy Chancellor

Professor J Hagan, AM

Vice-Chancellor

Professor C D Blake, AM

Head, Albury-Wodonga Campus

Professor B Rothwell

Head, Bathurst and Dubbo

Campuses

Dr P G Hodgson

Head, Wagga Wagga Campus

Professor K Bowmer

Four other members of the Board of Governors, nominated by the Board of Governors

Dr R Allen

Mr G Beavan

The Reverend A Ewin

Ms L Schofield

Audit Committee

Three members of the Board of Governors who are not staff of the University, appointed by the Board of Governors

Mr D Asimus, AO

Mr G Beavan

Mr G O'Meara

Honorary Awards Committee

Chancellor

Mr D Asimus, AO

Deputy Chancellor

Professor J Hagan, AM

Vice-Chancellor

Professor C D Blake, AM

Head, Albury-Wodonga Campus

Professor B Rothwell

Head, Bathurst and Dubbo

Campuses

Dr P G Hodgson

Head, Wagga Wagga Campus

Professor K Bowmer

Presiding Member of the Academic Senate

Professor D L Green

Academic Senate**Elected Member of the Professoriate (Presiding Officer)**Professor B Cornish (until 19.8.98)
Professor D L Green (from 28.10.98)**Deputy Presiding Officer**

Professor D L Green (until 28.10.98)

Vice-Chancellor

Professor C D Blake, AM

Nominees of the Vice-ChancellorDr P Hodgson
Professor G Scollary**Deputy Vice-Chancellor**

Professor K Bowmer

Pro Vice-Chancellor (Academic Support)

Professor B Rothwell

Dean, Faculty of Arts

Professor R Chambers

Dean, Faculty of Commerce

Professor J Hicks

Dean, Faculty of Education

Professor R Meyenn

Dean, Faculty of Health Studies

Professor D Battersby

Dean, Faculty of Science & Agriculture

Professor J Pratley

Director, Australian Graduate School of Police Management (AGSPM)

Professor T Rohl

Elected Member, AGSPM Board of Studies

Dr M O'Mullane

Pro Vice-Chancellor (Planning & Development)

Mr B O'Donnell

Director, Aboriginal Education

Ms B Anning

Executive Director, Library Services

Ms M Macpherson

Executive Director, Open Learning Institute (OLI)

Dr I Barnard

Dean of StudiesMs J Woolley (until 30.6.98)
(Position deleted from membership)**Undergraduate Student Member**

Mr D Whelan

Postgraduate Student Member

Mr L Mesiti (until 19.8.98)

Elected Members Faculty of ArtsProfessor S Miller
Dr L Ritter**Elected Members Faculty of Commerce**Professor T Heazlewood (until 13.5.98)
Professor V Fatseas (from 24.6.98)
Professor C Noble**Elected Members Faculty of Education**Associate Professor R Francis (until July 1998)
Professor M McFadden (from 19.8.98)
Associate Professor J Parker (until 19.8.98)
Mr D McKinnon (from 28.10.98)**Elected Members Faculty of Health Studies**Mr R Kerr
Dr G McKenzie**Elected Members Faculty of Science & Agriculture**Mr R Allen
Dr A Tunstall**Academic Programs Committee****Pro Vice-Chancellor (Academic Support), (Presiding Officer)**

Professor B Rothwell

Presiding Officer, Academic SenateProfessor B Cornish (until 19.8.98)
Professor D L Green (from 28.10.98)**Executive Director, Open Learning Institute (OLI)**

Dr I Barnard

Pro Vice-Chancellor (Planning & Development)

Mr B O'Donnell

Dean of StudiesMs J Woolley (until 30.6.98)
(position deleted from membership)**Member of the Professoriate Nominated by the Academic Senate**

Professor D Thomson (from 27.10.98)

Board of Graduate Studies**Deputy Vice-Chancellor (Presiding Officer)**

Professor K Bowmer

Presiding Officer, Academic SenateProfessor B Cornish (until 19.8.98)
Professor D L Green (from 28.10.98)**Nominees of the Academic Senate**Dr D Jarratt
Associate Professor R Francis
Dr P Towers
Dr I Gray**Nominees of the Vice-Chancellor**Associate Professor D Taaffe
Associate Professor S Black
Professor W Blood (until 1.9.98)
Dr N Klomp
Dr A Ardagh
Mr G Lee
Associate Professor J Murray
Professor R Doyle**Postgraduate Student Nominated by the Students' Associations**

Mr P Vanderaa

Faculty of Arts Board**Dean and Presiding Officer of Faculty Board**

Professor R Chambers

Head, School of Social Science & Liberal Studies

Dr M Tulloch

Head, School of Humanities & Social Sciences

Professor S Miller

Head, School of Communication

Associate Professor J O'Hara

Head, School of Visual & Performing Arts

Mr F Goldsworthy

Head, School of Theology

Rev Dr S Pickard

Members of Professoriate

Professor D L Green

Associate Professor W Blood

Associate Professor G Tyson

Professor B Bradley

Associate Professor M Alston

Professor D Thompson

Associate Professor D Lupton

Professor R Doyle

Associate Professor S Sarantakos

Associate Professor A Thompson

Professor J Painter

Professor J Marcus

Professor D Potts

Member of Professoriate and Director of Research

Professor J Tulloch

Nominee of Executive Director, Library Services

Mr D Boadle

Nominee of Executive Director, Information Technology

Vacant

Nominee of Pro Vice-Chancellor (Academic Support)

Mr G Simmons

Executive Director, Open Learning Institute (OLI)

Dr I Barnard

Academic Staff Member, Faculty of Commerce

Mr W Guild

Academic Staff Member, Faculty of Education

Mr B Hill

Academic Staff Member, Faculty of Health Studies

Ms T Fortune

Academic Staff Member, Faculty of Science & Agriculture

Dr J Kennedy

Elected Staff Members, School of Visual & Performing Arts

Ms K Donnelly

Mr R Goodlass

Elected Staff Members, School of Humanities & Social Sciences

Ms L Osburn

Ms K King

Elected Staff Members, School of Social Sciences & Liberal Studies

Dr L Ritter

Mr D Bull

Elected Staff Members, School of Communication

Mr B Blaikie

Ms A Dunn

Elected Support Staff Member

Ms L Hall

Nominee of the Director, Aboriginal Education Unit

Ms B Anning

Undergraduate Student Representatives

Ms L Schofield

Ms R Riordan

Postgraduate Student Representative

Ms N Blacklow

Sub Dean, Higher Degrees

Dr I Gray

Professional Development Centre (Policing) (Acting Head)

Ms C Layton

Elected Members, Professional Development Centre (Policing)

Acting Inspector P Hatte

Dr C Jennett

Faculty of Commerce Board**Dean and Presiding Officer**

Professor J Hicks

Sub-Dean (International Programs) (Deputy Presiding Officer)

Professor T Heazlewood

Sub-Dean (Accounting/Law/Local Government)

Professor V Fatseas

Sub-Dean (Economics)

Mr T Watson

Sub-Dean (Management)

Mr J Saw

Sub-Dean (Research)

Dr D Jarratt

Sub-Dean (Information and Education Technology)

Associate Professor J Williams

Sub-Dean (Marketing and Tourism)

Dr R McKercher

Head, School of Business

Associate Professor N Philp

Head, School of Accounting

Associate Professor T Bishop

Head, School of Marketing & Management

Dr G Walker

Head, School of Management

Associate Professor A Smith

Head, School of Financial Studies

Dr A Ardagh

Members of Professoriate

Associate Professor G Bamberry

Professor C Noble

Nominee of the Executive Director, International Office

Mr R Doyle

Nominee of the Executive Director, Library Services

Ms K Amery

Nominee of the Executive Director, Division of Information Technology

Mr R Harvey

Nominee of the Pro-Vice Chancellor (Academic Support)

Mr G Honey

Nominee of the Executive Director, Open Learning Institute

Ms K Wood-Meyer

Representative of the Aboriginal Education Unit

Ms R Riley

Academic Staff Member from Faculty of Science and Agriculture

Mr J Geyer

Academic Staff Member from Faculty of Arts

Ms A Warren

Academic Staff Member from Faculty of Health Studies

Ms L Brown

Academic Staff Member from Faculty of Education

Dr R Hall

**Elected Academic Members,
School of Marketing &
Management**

Ms J Lynch
Ms D Keogh

**Elected Academic Members,
School of Financial Studies**

Mr C Marzilli
Ms M Sims

**Elected Academic Members,
School of Management**

Mr K Sharma
Mr M Morris

**Elected Academic Members,
School of Business**

Mr G Voll
Ms M Callaway

**Elected Academic Members,
School of Accounting**

Mr C Latham
Mr B Kierath

**Nominated Student Members
(Undergraduate)**

Mr G Schlesinger
Mr M Smolders
Mr D Whelan

Elected Support Staff Member

Ms S Walkom

Faculty of Education Board

Dean and Presiding Officer

Professor R Meyenn

Head, School of Teacher Education

Associate Professor J Parker (until
2.10.98)
Mr D McKinnon (Acting from
5.10.98)

Head, School of Education

Professor M McFadden

**Course Coordinator, Education
Unit**

Ms B Sparrow

Members of Professoriate

Associate Professor R Francis
Associate Professor D Hill
Associate Professor D Taaffe

**Nominee of the Executive Director,
Library Services**

Ms S Bishop

**Nominee of the Executive Director,
Information Technology**

Ms N Hamilton

**Nominee of the Pro Vice-
Chancellor (Academic Support)**

Ms R Waddell

**Nominee of the Executive Director,
Open Learning Institute (OLI)**

Associate Professor D Meacham

**Director, Aboriginal Education
Unit**

Ms B Anning

**Academic Staff Member
from Faculty of Arts**

Dr J Carroll

**Academic Staff Member
from Faculty of Commerce**

Mr C Marzilli

**Academic Staff Member
from Faculty of Health Studies**

Mr L Smith

**Academic Staff Member from
Faculty of Science & Agriculture**

Mr A Freeman

**Elected Academic Members,
School of Teacher Education**

Ms R Bentley-Williams
Dr R Holliday
Ms P Jones
Mr T Norwood

**Elected Academic Member,
School of Education**

Dr K Coombe

**Elected Academic Members,
School of Education**

Dr B Cocklin
Mr J Tuovinen
Mr P Williams

**Nominated Student Member
(Undergraduate)**

Ms T Hirst

**Nominated Student Member
(Postgraduate)**

Mr P Street

Elected Support Staff Member

Ms A Rosser

Faculty of Health Studies Board

Dean and Presiding Officer

Professor D Battersby

**Head, School of Health & Human
Services (Deputy Presiding Officer)**

Dr L Hemmings

**Head, School of Nursing & Health
Science**

Ms J Allan

**Head, School of Medical Radiation
Science**

Associate Professor S Bowman

Head, School of Public Health

Associate Professor J Field

Head, School of Biomedical Studies

Associate Professor M Burton

**Head, School of Community
Health**

Dr R Trevethan

Sub-Deans of the Faculty

Mr B Jeeawody
Dr P Towers
Dr G McKenzie

Member of Professoriate

Associate Professor P Lloyd

**Nominee of Pro Vice-Chancellor
(Academic Support)**

Mr P Dickerson

**Nominee of Executive Director,
Information Technology**

Mr B Storrier

**Nominee of Executive Director,
Library Services**

Miss C Mills

**Nominee of Executive Director,
Open Learning Institute**

Associate Professor B Pennay

**Director, Aboriginal Education
Unit**

Ms B Anning

**Academic Staff Member, Faculty of
Arts**

Mr J Connors

**Academic Staff Member, Faculty of
Commerce**

Ms P Mathews

**Academic Staff Member, Faculty of
Education**

Ms J White

Academic Staff Member, Faculty of Science & Agriculture

Dr T Harden

Elected Academic Members, School of Biomedical Sciences

Ms L Angel

Dr R Kennedy

Dr J Wilkinson

Elected Academic Members, School of Health & Human Services

Mr R Kerr

Mr G Ross

Ms K Francis

Elected Academic Members, School of Medical Radiation Science

Mr R Davidson

Dr H Swan

Ms K Pollard

Elected Academic Members, School of Nursing & Health Science

Ms J Brackenreg

Ms J de Sousa

Mr C Fogliani

Elected Academic Members, School of Public Health

Ms J Short

Ms H Webb

Ms L Brown

Elected Members, School of Community Health

Ms C Bevan

Ms C Wilding

Dr H Jelinek

Elected Support Staff Member

Ms J Lamb

Undergraduate Student Members

Ms S Vaughan

Vacant

Postgraduate Student Member

Vacant

Faculty of Science & Agriculture Board

Dean and Presiding Officer

Professor J Pratley

Sub-Dean of Administrative Affairs

Mr D Hatherly

Head, School of Information Studies

Associate Professor R Moore

Head, School of Information Technology

Professor T Bossomaier

Head, School of Agriculture

Mr P Cregan

Head, School of Environmental & Information Sciences

Mr B Lord

Head, School of Science & Technology

Dr K Page

Head, Environmental Studies Unit

Associate Professor D Goldney

Head, School of Wine & Food Sciences

Professor G Scollary

Members of the Professoriate

Associate Professor S Black

Professor T Wolfe

Associate Professor M Sillence

Associate Professor B Freeman

Associate Professor M Rochester

Professor D Green

Professor A Robertson

Associate Professor K Robards

Associate Professor M Allen

Nominee of Executive Director, Library Services

Ms M Macauley

Nominee of Executive Director, Information Technology

Vacant

Nominee of Executive Director, Open Learning Institute (OLI)

Mrs C Shaw

Nominee of Pro Vice-Chancellor (Academic Support)

Vacant

Academic Staff Member, Faculty of Health Studies

Dr C Fogliani

Academic Staff Member, Faculty of Arts

Dr F Vanclay

Academic Staff Member, Faculty of Commerce

Mr S Rahman

Academic Staff Member, Faculty of Education

Associate Professor R Francis

Elected Academic Members, School of Environmental and Information Sciences

Mr J Ash

Mr R Allen

Elected Academic Members, School of Agriculture

Dr A Tunstall

Mr P Eberbach

Elected Academic Members, School of Information Studies

Dr J Louis

Mr J Henri

Elected Academic Members, School of Science & Technology

Dr H Wood

Dr G Chapman

Elected Academic Member, Environmental Studies Unit

Dr A Gibbs

Elected Academic Members, School of Wine & Food Sciences

Dr T Harden

Mr G Pickering

Elected Members, School of Information Technology

Ms J Walker

Mr A Hammond

Elected Support Staff Member

Mr P Ryall

Undergraduate Student Members

Vacant

Vacant

Postgraduate Student Member

Mr G Flower

Nominee of Director, Aboriginal Education Unit

Ms R Riley

CSU-Mitchell Advisory Council

Head of Campus

Dr P G Hodgson

Community Members

Mr A Bedwell

Mr B Cameron

Mr K Dykes

Ms J Hudson

Mr H King

Ms C McDiarmid

Dr C McDonogh, AM

Ms K Stapleton

Reverend A Ewin

Elected Members

Professor T Bossomaier

Dr L Ritter

Mr B Yau

Ms M Boon-Kuo

Ms C Garner

CSU-Murray Advisory Council

Head of Campus

Professor B Rothwell

Community Members

Sr F Fitzpatrick

Mr W Hanrahan

Dr D Mitchell

Mr G O'Meara

Ms J Stocker

Mr Ray Stubbs

Vacant

Vacant

Elected Members

Mrs M Callaway

Mr A Ilott

Mr D Kandoi

Dr C Noble

Dr J Ross

Nominee of the Board of Governors

Mr G Beavan

By invitation (invited to every meeting)

Mr H Saunders

CSU-Riverina Advisory Council

Head of Campus

Professor K Bowmer

Community Members

Mr P Adams

Mr B Andrews

Ms Y Braid

Bishop W Brennan

Mr G Gorrel

Mr B Jarratt

Colonel J Platt

Major P Pickett

Elected Members

Ms N Blacklow

Professor D Green

Mr G Schlesinger

Ms D Warner

Mr R Ward

Nominee of the Board of Governors

Mrs A Brassil

Advisory Committee for the Dubbo Campus

Vice-Chancellor

Professor C D Blake, AM

Head of Campus

Dr P G Hodgson

Nominees of the Vice-Chancellor

Dr I Barnard

Professor D Battersby

Professor J Hicks

Community Members

Ms S Benedyka

Mr N Black

Dr I Denney

Mr M Feddersen

Mr T McGrane, OAM

Ms L Riley-Mundine

Mr M Kennedy

Mr G Page

Mr R Fairweather

Student Charter

This Charter sets out the expectations that you as a member of the University community may have of us (the University) and your fellow students; and the expectations that we and other students may have of you. We recognise that teaching and learning is a cooperative endeavour and this is reflected in the Charter which we regard as a statement of practice not just intent.

Expectations you and other students may have of us:

- a supportive, harmonious and positive learning community of which you are a valued member irrespective of your gender, race, sexual preference, political affiliation, marital status, disability or religious belief;
- easy access to timely and accurate information about our regulations, policies and procedures and confidence that we will apply them appropriately and fairly to you;
- access to unambiguous information about research and study requirements;
- quality teaching and/or research supervision delivered flexibly to take account of your learning needs;
- fair, objective, helpful consultation and prompt feedback on your learning and/or research, additional assistance when you are experiencing difficulties with your study and concessions when your learning is affected by misadventure or extenuating circumstances;
- recognition of your intellectual property rights regarding the work you produce with us;
- opportunities to contribute to the organisational and cultural life of the University;

- prompt and considerate resolution of your concerns, appeals and grievances using procedures that are easily accessible, fair and transparent;
- adequate, well designed, functional, clean and safe facilities to take account of your study, research and recreational needs;
- a range of services to support you while you are studying with us including accommodation, financial, health, counselling, study skills, recreational and childcare services and assistance in obtaining suitable employment as your period of study ends;
- respect for the privacy and confidentiality of your dealings with us and confidence that your affairs will only be known to those of us whose duty it is to deal with you.

Expectations that we and other students may have of you:

- contribution to the harmonious and positive learning environment irrespective of others' gender, race, sexual preference, political affiliation, marital status, disability or religious belief;
- familiarisation and compliance with our rules, regulations, policies and procedures;
- honesty in your work including not cheating, falsifying or conducting yourself in any way that injures others or your studies;
- active and positive participation in the teaching/learning process;
- monitoring your own progress throughout your course or research program and seeking advice from us when you are experiencing difficulties;

- recognition of the intellectual property rights over the work that others produce individually or in partnership with you;
- solicited and unsolicited feedback for the improvement of the teaching and learning environment;
- contribution to the organisational and cultural life of the University;
- agreement to resolve disputes, appeals or grievances honestly and openly by participating in grievance procedures;
- utilisation of the facilities and resources we provide to you in accordance with their function and the conditions for their use;
- respect for other students' and staff members' right to privacy and confidentiality.

The Charter was approved by the Academic Senate on 16 December 1998. The University's academic regulations, policies and procedures are to be found in the University Handbooks (www.csu.edu.au/handbook) and the Academic Manual (www.csu.edu.au/acadman).

Code of Conduct

The Code of Conduct for staff of the University was published in full in the University's 1997 Annual Report. No changes were made to the Code in 1998 which may be accessed on the world wide web at <http://www.csu.edu.au/admin/adminman/part-f/f10.htm>

Freedom of Information

Annual returns to 30 June 1998

<i>Applications for Access to Documents</i>	<i>Number in 1997</i>	<i>Number in 1998</i>
Received	3	0
Brought Forward	0	0
Granted in Full	3	0
Granted in Part	0	0
Refused	0	0
Withdrawn	0	0
Carried Forward	0	0

Applications for Amendment of Personal Records

Received	0	0
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Processing Time (hours)

0 - 10	2	0
11 - 20	1	0
> 20	0	0

Fees Charged

Access Standard Fee	3	0
Access 50% Reduced Fee	0	0
Processing 50% Reduced Fee \$15.00/hour	0	0

Internal Review

Received	0	0
Determination Upheld	0	0
Determination Varied	0	0
Withdrawn	0	0

External Appeal

Appeal to Ombudsman	0	0
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Publications

The University has established a range of publications which are available to the public, including prospectuses, newsletters, graduation and scholarship literature, University-wide course brochures and University-wide handbooks/calendars.

Newsletters

Times – published quarterly for external audiences

Billboard – staff newsletter

Handbooks

Undergraduate Handbook

Postgraduate Handbook

Brochures

Undergraduate course brochures for the:

Faculty of Arts

Faculty of Commerce

Faculty of Education

Faculty of Health Studies

Faculty of Science & Agriculture

Postgraduate course brochures and Postgraduate fee-paying course brochures for the:

Faculty of Arts

Faculty of Commerce

Faculty of Education

Faculty of Health Studies

Faculty of Science & Agriculture

Australian Graduate School of Police

Management

Scholarships – provides details of available scholarships

Living on campus – a guide to living on campus at CSU

Division of the International Office brochures:

Programs for international onshore and offshore students including postgraduate and undergraduate courses.

ELS brochure

Program brochures for the Open Learning Institute:

Programs including industry-based courses and short courses, bridging and enabling courses

Reports

Annual Report

Annual Report to the Affirmative Action Agency

Annual Report to the Director of Equal Opportunity in Public Employment

Other publications

Domestic Prospectus – a guide for prospective students

Distance Education Prospectus – a comprehensive guide listing distance education study details

International Prospectus – a guide for prospective international students

International Distance Education Guide – a guide listing international distance education study details

St Mark's Prospectus – a guide to courses offered through the School of Theology at St Mark's National Theological Centre in Canberra

New Directions in Policing – a prospectus for the Professional Development Centre (Policing)

Graduation Ceremony booklet

Yr 10 Career Chooser

Master of Business Administration

For more information on these publications, contact:

Publications Manager
Charles Sturt University
Locked Bag 588

Wagga Wagga NSW 2678

Telephone: (02) 6933 2763

Facsimile: (02) 6933 2764

Indicators of institutional context and performance

CSU's indicators of institutional context and performance are based on data supplied annually to the Department of Education, Training and Youth Affairs (DETYA). The reference date for student and staff data is 31 March.

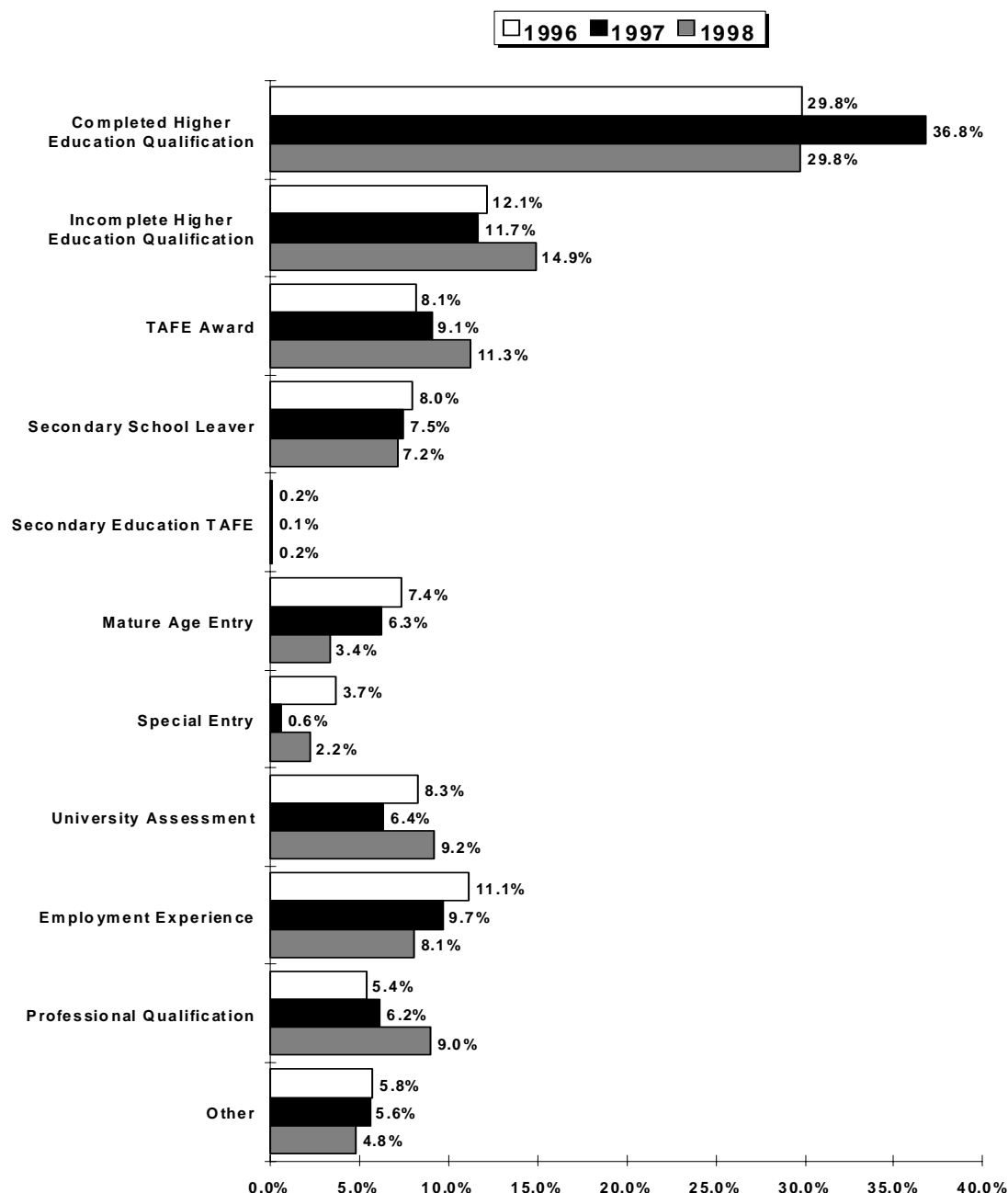
Student data include all categories: Grant Funded, Industry Places and Employer Funded, Fee-paying Overseas Students and Fee-paying Postgraduate Students, unless otherwise stated.

The term EFTSU means Equivalent Full-Time Student Unit. The term FTE means Full-Time Equivalent.

Indicator 1

Admission Categories - 1996 to 1998

Indicator 1 shows that a small and declining proportion of intakes into CSU are school leavers. In 1998, only 16.4% of the University admissions were school leavers admitted on the basis of TER or University assessment, while 29.8% entered after completing a higher education qualification.



Indicator 2

Unmet demand for distance education places, total applicants by faculty

1996 to 1998

The ratio of distance education applications to available CSU quota rose from 2.83 in 1997 to 3.23 in 1998. This rise can be attributed to an increase in applications (4.6%) and a decrease in available quota (8.3%). The decrease in quota impacted in the postgraduate area.

Note:

1. The MEd (TeachLib) moved from the Faculty of Education to the Faculty of Science and Agriculture.

FACULTY	1996			1997			1998			1996/1997 % Change for Applications	1997/1998 % Change for Applications
	Appl.	Quota Heads	Ratio of Appl. to Quota	Appl.	Quota Heads	Ratio of Appl. to Quota	Appl.	Quota Heads	Ratio of Appl. to Quota		
AGSPM	463	190	2.44	398	190	2.09	335	190	1.76	-14.0%	-15.8%
Arts	3465	834	4.15	3170	853	3.72	3116	821	3.80	-8.5%	-1.7%
Commerce	2265	556	4.07	2040	524	3.89	2080	484	4.30	-9.9%	2.0%
Education	1342	600	2.24	1348	553	2.44	1343	463	2.90	0.4%	-0.4%
Health Studies	1469	549	2.68	1066	588	1.81	1310	525	2.50	-27.4%	22.9%
Science & Ag.	3269	1201	2.72	2305	936	2.46	2617	860	3.04	-29.5%	13.5%
Total	12273	3930	3.12	10327	3644	2.83	10801	3343	3.23	-15.9%	4.6%

Indicator 3

Demand for internal places, applicants by faculty (first preference only)

1996 to 1998

Demand for internal places in 1998, as measured by the ratio of first preference applications through UAC and VTAC to the available quota, was 1.71, up from 1.59 in 1997 and an increase of 8.2% since 1996. Between 1997 and 1998 first preferences increased by 11.4%, largely as a result of the significant increase in first preferences for courses within the Faculty of Health Studies.

Note:

1. First preference applications include UAC and VTAC (Albury-Wodonga Campus) on-time and late.

FACULTY	1996			1997			1998			1996/1997 % Change for First Pref Applications	1997/1998 % Change for First Pref Applications
	First Pref Appl.	Quota Heads	Ratio of Appl. to Quota	First Pref Appl.	Quota Heads	Ratio of Appl. to Quota	First Pref Appl.	Quota Heads	Ratio of Appl. to Quota		
Arts	892	535	1.67	940	507	1.85	953	540	1.76	5.4%	1.4%
Commerce	440	365	1.21	416	380	1.09	412	349	1.18	-5.5%	-1.0%
Education	652	332	1.96	594	359	1.65	616	349	1.77	-8.9%	3.7%
Health Studies	285	210	1.36	456	276	1.65	762	341	2.23	60.0%	67.1%
Science & Ag.	662	412	1.61	515	320	1.61	510	319	1.60	-22.2%	-1.0%
Total	2931	1854	1.58	2921	1842	1.59	3253	1898	1.71	-0.3%	11.4%

Indicator 4

Total student load (EFTSU) by level/faculty - 1996 to 1998

LEVEL BY FACULTY	FULL-TIME			PART-TIME			DISTANCE EDUCATION			MIXED MODE			TOTAL			1996/97 % Change	1997/98 % Change
	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998		
AGSPM																	
Postgraduate Coursework	0.0	0.0	0.0	0.0	0.0	0.0	29.9	33.9	34.6	0.0	0.0	0.0	29.9	33.9	34.6	13.4%	2.2%
Other Postgraduate	0.0	0.0	0.0	0.0	11.0	0.0	177.4	156.8	121.0	0.0	0.0	0.0	177.4	167.8	121.0	-5.4%	-27.9%
TOTAL AGSPM	0.0	0.0	0.0	0.0	11.0	0.0	207.3	190.6	155.6	0.0	0.0	0.0	207.3	201.6	155.6	-2.7%	-22.8%
FACULTY OF ARTS																	
Postgraduate Research	13.0	14.0	15.8	4.8	2.3	5.6	15.8	16.5	16.9	0.0	0.0	0.0	33.5	32.8	38.3	-2.2%	16.8%
Postgraduate Coursework	4.0	4.0	7.6	1.8	3.0	2.3	107.0	123.8	117.9	0.0	0.8	0.0	112.7	131.5	127.7	16.6%	-2.9%
Other Postgraduate	0.0	0.0	0.0	0.5	6.3	1.6	94.3	162.1	164.9	0.0	0.9	3.3	94.8	169.3	169.8	78.6%	0.3%
Bachelor Degrees	1354.5	1368.3	1377.0	74.7	90.6	65.9	679.6	899.8	1002.0	143.6	157.6	204.4	2252.4	2516.3	2649.3	11.7%	5.3%
Diploma	0.1	0.8	0.8	1.5	85.4	42.8	322.5	265.6	378.8	0.4	1.4	0.4	324.5	353.1	422.6	8.8%	19.7%
Non-Award	0.0	0.0	0.0	2.6	1.9	1.6	71.0	17.9	21.3	0.0	0.3	0.0	73.6	20.0	22.9	-72.8%	14.4%
TOTAL FACULTY OF ARTS	1371.6	1387.0	1401.1	85.8	189.4	119.7	1290.1	1485.7	1701.6	144.0	160.9	208.0	2891.5	3222.9	3430.5	11.5%	6.4%
FACULTY OF COMMERCE																	
Postgraduate Research	0.0	1.0	1.0	1.5	0.3	2.0	6.1	10.1	10.3	1.1	0.0	0.8	8.7	11.4	14.0	30.9%	23.1%
Postgraduate Coursework	32.5	49.3	23.3	0.8	11.8	12.9	279.4	315.6	387.2	0.0	1.1	0.0	312.7	377.7	423.4	20.8%	12.1%
Other Postgraduate	0.0	0.0	0.0	9.0	0.0	0.5	84.8	88.4	82.6	0.0	0.0	0.0	93.8	88.4	83.1	-5.7%	-5.9%
Bachelor Degrees	778.9	696.9	586.3	102.6	129.3	134.8	995.4	1035.9	1127.3	276.0	269.9	243.3	2152.9	2131.9	2091.5	-1.0%	-1.9%
Cross Institution	0.0	0.0	0.0	2.5	0.9	1.9	3.3	4.3	4.1	0.0	0.0	0.0	5.8	5.1	6.0	-10.9%	17.1%
Non-Award	0.1	0.1	0.0	0.4	1.8	0.5	69.6	43.6	29.3	0.5	0.0	0.0	70.6	45.5	29.8	-35.6%	-34.6%
TOTAL FACULTY OF COMMERCE	811.5	747.3	610.5	116.8	143.9	152.5	1438.5	1497.9	1640.7	277.6	271.0	244.0	2644.4	2660.0	2647.7	0.6%	-0.5%
FACULTY OF EDUCATION																	
Postgraduate Research	1.0	3.0	4.0	0.5	0.0	0.5	24.9	28.3	27.6	0.4	0.0	0.8	26.8	31.3	32.9	16.8%	5.2%
Postgraduate Coursework	0.0	0.0	0.0	0.0	0.0	0.0	107.0	82.6	69.3	0.3	0.0	0.0	107.3	82.6	69.3	-23.0%	-16.2%
Other Postgraduate	53.3	49.1	52.1	12.4	4.4	4.0	157.3	193.0	265.9	34.5	35.8	41.4	257.4	282.3	363.4	9.7%	28.7%
Bachelor Degrees	1052.3	1063.0	1040.1	41.7	21.6	25.0	289.4	297.5	269.0	102.6	149.0	175.3	1486.0	1531.1	1509.5	3.0%	-1.4%
Diploma	0.0	n/a	n/a	0.0	n/a	n/a	14.3	n/a	n/a	0.0	n/a	n/a	14.3				
Other Award	n/a	0.9	0.0	n/a	0.0	0.0	n/a	21.9	36.5	n/a	0.0	0.0		22.8	36.5		60.4%
Non-Award	1.0	0.0	0.1	0.9	1.6	3.6	2.1	1.1	2.9	0.0	0.0	0.0	4.0	2.8	6.6	-31.3%	140.9%
TOTAL FACULTY OF EDUCATION	1107.6	1116.0	1096.4	55.4	27.6	33.2	594.9	624.4	671.2	137.7	184.8	217.4	1895.6	1952.7	2018.1	3.0%	3.3%
FACULTY OF HEALTH STUDIES																	
Postgraduate Research	0.0	3.0	2.0	0.5	0.5	0.5	1.8	2.5	3.3	0.0	0.0	0.0	2.3	6.0	5.8	166.7%	-4.2%
Postgraduate Coursework	0.0	0.0	0.0	0.0	0.0	0.0	53.5	104.1	100.9	0.0	0.0	0.0	53.5	104.1	100.9	94.6%	-3.1%
Other Postgraduate	0.0	0.0	0.0	1.1	0.0	0.0	51.5	67.3	60.4	0.0	0.0	0.0	52.6	67.3	60.4	28.0%	-10.1%
Bachelor Degrees	550.7	705.4	810.7	25.9	49.7	46.4	584.5	665.9	688.1	88.1	80.7	91.3	1249.3	1501.9	1636.4	20.2%	9.0%
Advanced Diploma	0.0	n/a	n/a	0.0	n/a	n/a	0.4	n/a	0.4	0.0	n/a	n/a	0.4				
Diploma	0.0	17.3	5.0	0.0	0.5	0.0	189.9	225.6	214.4	0.0	0.0	16.5	189.9	243.4	235.9	28.2%	-3.1%
Non-Award	0.0	0.0	0.0	0.3	0.9	0.3	11.6	4.4	12.4	0.0	0.0	0.0	11.9	5.3	12.6	-55.8%	140.5%
TOTAL HEALTH STUDIES	550.7	725.7	817.7	27.8	51.6	47.1	893.1	1069.8	1079.5	88.1	80.7	107.8	1559.7	1927.9	2052.0	23.6%	6.4%
FACULTY OF SCIENCE & AGRICULTURE																	
Postgraduate Research	31.0	30.0	35.4	8.6	11.3	6.8	13.1	14.9	15.6	0.5	0.0	0.0	53.3	56.1	57.8	5.4%	2.9%
Postgraduate Coursework	0.0	1.5	4.0	2.5	4.3	3.1	146.9	213.5	200.0	1.3	2.4	2.1	150.6	221.6	209.3	47.1%	-5.6%
Other Postgraduate	1.9	5.8	1.8	5.6	4.8	1.9	252.7	155.7	138.4	0.0	1.0	0.9	260.2	167.2	142.9	-35.8%	-14.5%
Bachelor Degrees	823.7	600.2	610.5	74.1	56.8	94.2	1091.3	1087.2	1145.4	265.7	311.2	278.1	2254.8	2055.5	2128.2	-8.8%	3.5%
Diploma	6.8	0.0	0.0	3.2	0.0	0.0	139.9	1.3	0.6	4.3	0.3	0.0	154.2	1.5	0.6	-99.0%	-58.3%
Other Award	0.0	0.0	1.6	0.0	1.3	0.1	0.3	115.2	96.8	0.0	1.4	1.6	0.3	117.8	100.2	47035.6%	-15.0%
Cross Institution	0.0	n/a	n/a	0.0	n/a	n/a	0.3	n/a	0.3	0.0	n/a	n/a	0.3				
Non-Award	0.0	0.0	0.0	1.3	1.3	0.8	19.5	37.0	34.5	0.0	0.0	0.0	20.7	38.3	35.3	84.4%	-7.8%
TOTAL SCIENCE & AGRICULTURE	863.4	637.5	653.2	95.3	79.6	106.8	1663.9	1624.8	1631.3	271.7	316.2	282.7	2894.3	2658.0	2674.1	-8.2%	0.6%
MISCELLANEOUS																	
Enabling Course	0.0	0.0	n/a	0.0	0.0	n/a	4.3	3.3	n/a	0.0	0.0	n/a	4.3	3.3			-23.5%
Non-Award	10.4	2.0	2.5	6.9	8.8	10.5	144.1	193.6	199.4	5.4	2.5	4.1	166.7	206.9	216.5	24.1%	4.6%
TOTAL MISCELLANEOUS	10.4	2.0	2.5	6.9	8.8	10.5	148.4	196.9	199.4	5.4	2.5	4.1	171.0	210.2	216.5	22.9%	3.0%

SUMMARY BY FACULTY	FULL-TIME			PART-TIME			DISTANCE EDUCATION			MIXED MODE			TOTAL			1996/97 % Change	1997/98 % Change
	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998		
AGSPM	0.0	0.0	0.0	0.0	11.0	0.0	207.3	190.6	155.6	0.0	0.0	0.0	207.3	201.6	155.6	-2.7%	-22.8%
ARTS	1371.6	1387.0	1401.1	85.8	189.4	119.7	1290.1	1485.7	1701.6	144.0	160.9	208.0	2891.5	3222.9	3430.5	11.5%	6.4%
COMMERCE	811.5	747.3	610.5	116.8	143.9	152.5	1438.5	1497.9	1640.7	277.6	271.0	244.0	2644.4	2660.0	2647.7	0.6%	-0.5%
EDUCATION	1107.6	1116.0	1096.4	55.4	27.6	33.2	594.9	624.4	671.2	137.7	184.8	217.4	1895.6	1952.7	2018.1	3.0%	3.3%
HEALTH STUDIES	550.7	725.7	817.7	27.8	51.6	47.1	893.1	1069.8	1079.5	88.1	80.7	107.8	1559.7	1927.9	2052.0	23.6%	6.4%
SCIENCE AND AGRICULTURE	863.4	637.5	653.2	95.3	79.6	106.8	1663.9	1624.8	1631.3	271.7	316.2	282.7	2894.3	2658.0	2674.1	-8.2%	0.6%
MISCELLANEOUS	10.4	2.0	2.5	6.9	8.8	10.5	148.4	196.9	199.4	5.4	2.5	4.1	171.0	210.2	216.5	22.9%	3.0%
TOTAL UNIVERSITY	4715.2	4615.5	4581.3	387.9	511.8	469.8	6236.2	6690.0	7079.4	924.5	1016.0	1064.0	12263.8	12833.4	13194.6	4.6%	2.8%

CSU SUMMARY BY LEVEL OF STUDY	FULL-TIME			PART-TIME			DISTANCE EDUCATION			MIXED MODE			TOTAL			1996/97 % Change	1997/98 % Change
	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998	1996	1997	1998		
Postgraduate Research	45.0	51.0	58.1	15.9	14.3	15.4	61.6	72.3	73.6	2.0	0.0	1.5	124.4	137.5	148.6	10.5%	8.1%
Postgraduate Coursework	36.5	54.8	34.9	5.0	19.0	18.3	723.7	873.5	909.9	1.5	4.3	2.1	766.7	951.5	965.1	24.1%	1.4%
Other Postgraduate	55.1	54.9	53.9	28.6	26.4	8.0	817.8	823.2	833.2	34.5	37.6	45.5	936.1	942.1	940.6	0.6%	-0.2%
Bachelor Degrees	4560.1	4433.9	4424.5	319.0	348.0	366.2	3640.2	3986.3	4231.9	876.0	968.4	992.3	9395.3	9736.6	10014.8	3.6%	2.9%
Advanced Diploma	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.0		
Diploma	6.9	18.0	5.8	4.7	85.9	42.8	666.6	492.5	593.8	4.6	1.6	16.9	682.8	598.0	659.1	-12.4%	10.2%
Other Award	0.0	0.9	1.6	0.0	1.3	0.1	0.3	137.1	133.3	0.0	1.4	1.6	0.3	140.6	136.7	56135.6%	-2.8%
Enabling Course	0.0	0.0	0.0	0.0	0.0	0.0	4.3	3.3	0.0	0.0	0.0	0.0	4.3	3.3	0.0	-23.5%	-100.0%
Cross Institution	0.0	0.0	0.0	2.5	0.9	1.9	3.5	4.3	4.1	0.0	0.0	0.0	6.0	5.1	6.0	-14.6%	17.1%
Non-Award	11.5	2.1	2.6	12.2	16.2	17.3	318.0	297.6	299.7	5.9	2.8	4.1	347.6	318.7	323.7	-8.3%	1.6%
TOTAL UNIVERSITY	4715.2	4615.5	4581.3	387.9	511.8	469.8	6236.2	6690.0	7079.4	924.5	1016.0	1064.0	12263.8	12833.4	13194.6	4.6%	2.8%

Note:

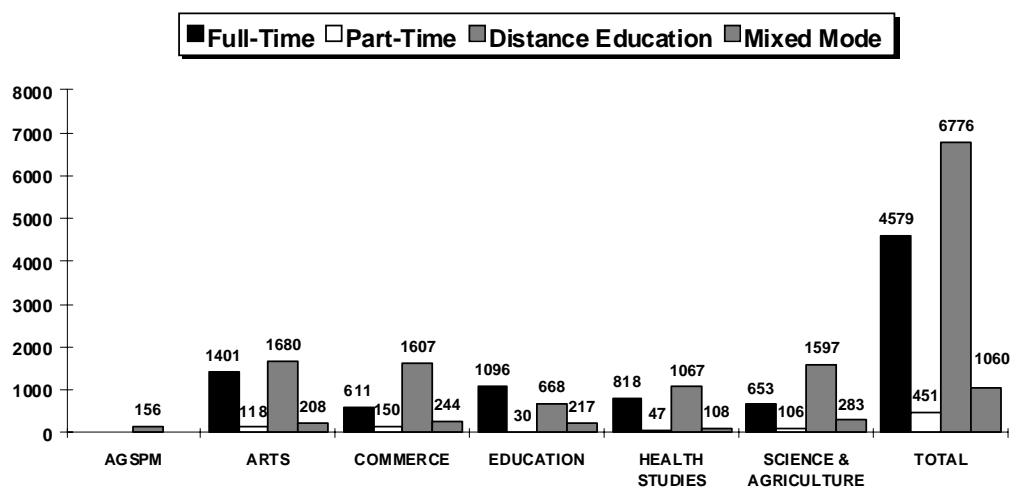
1. All load is attributed to the course of enrolment irrespective of which faculty teaches the subjects.
2. Numbers have been rounded, however sub-totals and percentage rates are based on the unrounded numbers.

Indicator 5

Student load (EFTSU) in award courses by faculty

1998

Total load in award courses in 1998 was 12864.9 EFTSU, of which 52.6% or 6776 EFTSU were in the distance education mode, 35.5% were internal full-time and the remainder in the mixed and part-time modes. The University has a high dependence on distance education enrolments from mature age students, a market sector which is facing increased competition.



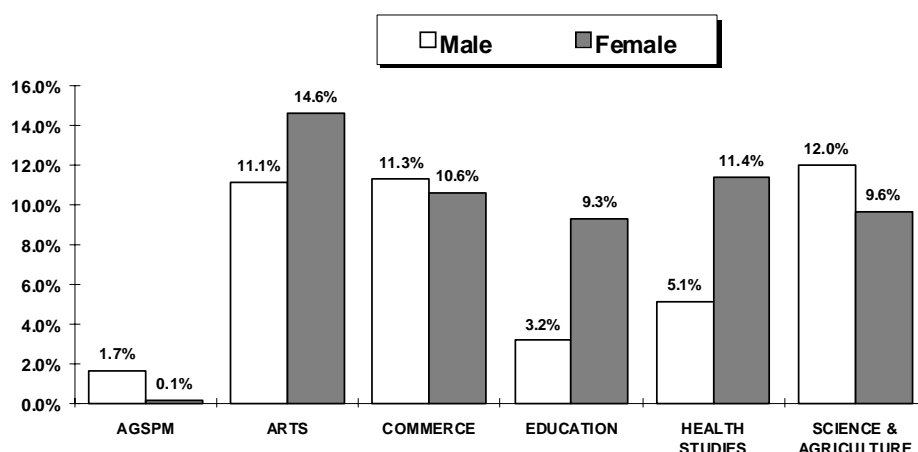
Indicator 6

Student enrolments (headcount) in award courses by faculty/gender

1998

In 1998, 55.8% of commencing enrolments and 55.7% of total enrolments in award courses were female. In terms of total student load, 58.2% were female. Between 1997-1998, commencing female enrolments rose by 9.8% compared with 9.5% between 1996-1997.

The graph below shows the proportion of CSU award course enrolments within each Faculty, by gender. While females are over-represented in Arts, Education and Health Studies, they are under-represented in Commerce, Science and Agriculture and the AGSPM. The gender balance within faculties has remained relatively constant from 1997 to 1998.



Indicator 7

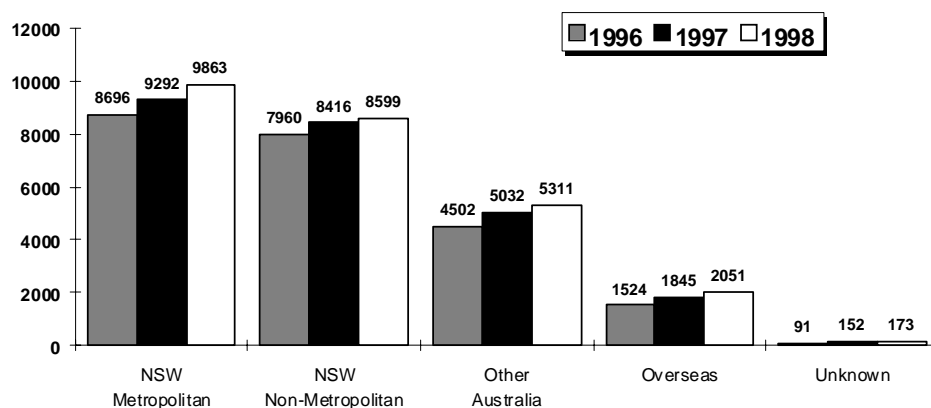
Total student enrolments (headcount) by geographic area

1996 to 1998

It can be seen that there has been strong growth in enrolments from metropolitan NSW - a trend since 1995. The University continues to attract increasing numbers of students from interstate and overseas, with enrolments in the latter rising by 34.6% since 1996.

Note:

1. Students classified by home location postcode.



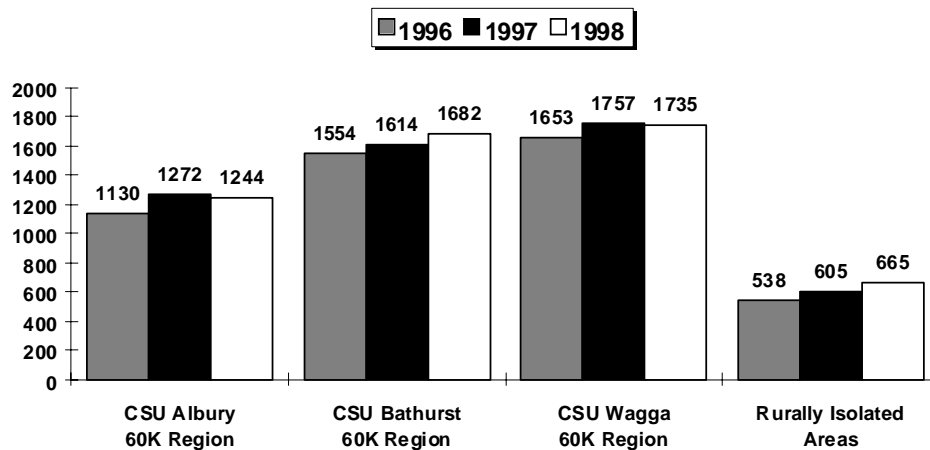
Indicator 8

Total student enrolments by campus regions and rurally isolated areas (headcount)
1996 to 1998

Regional enrolments at the University grew by 1.5% between 1997 and 1998, with an increase of 9.3% for the triennium 1996-1998.

Note:

1. Students classified by home location postcode.
2. Regional areas are defined as students with a home location within 60km radius of campus.



Indicator 9

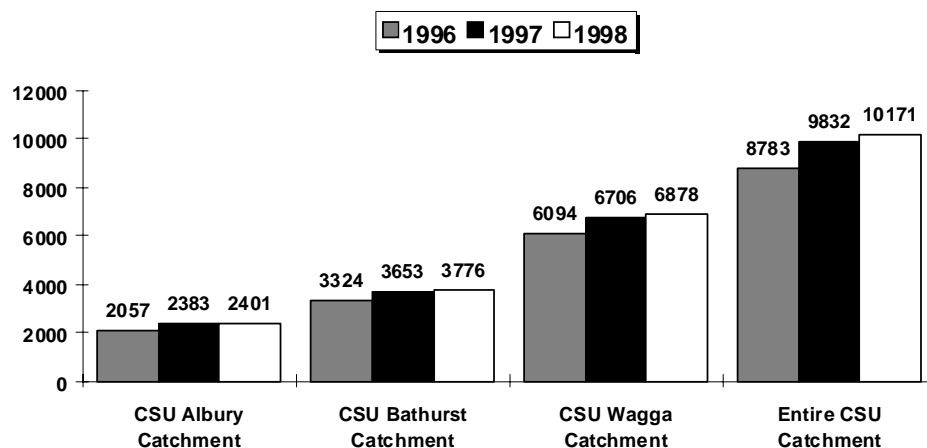
Total student enrolments by campus catchment areas and CSU catchment area (headcount)

1996 to 1998

The University continues to be an attractive choice for students from its regional catchment areas. However, data for the whole of the higher education system show that large numbers of regional students continue to bypass Charles Sturt University to attend other universities in NSW.

Note:

1. Students classified by home location postcode.



Indicator 10

Fee paying onshore total student enrolments (headcount) by course - 1996 to 1998

For the period 1996 to 1998 there was an increase in commencing fee paying onshore enrolments of 88.8%. Total enrolments for the same period rose 65.7%.

Note: * In 1997, these courses were moved from the Faculty of Science & Agriculture to the Faculty of Health Studies

COURSE	1996			1997			1998		
	COMM	CONT	TOTAL	COMM	CONT	TOTAL	COMM	CONT	TOTAL
FACULTY OF ARTS									
PhD (Humanities & SocSc)	1	1	2	0	1	1	0	1	1
MA (Hons)							1	0	1
MA (Comm) - Journ	3	0	3	1	3	4	2	0	2
MA (Vis& Perform Arts)							1	0	1
GradDip SchiCounsell	0	2	2						
BSocSc (Hons)	1	0	1	0	1	1			
BSocSc (Psych)	0	2	2	1	1	2	0	2	2
BSocSc (SocWelf)	0	1	1	0	1	1			
BSocSc (JusticeStud)				1	0	1	0	1	1
BSocSc	0	2	2						
BA (Comm) (Hons)				1	0	1	1	0	1
BA	4	3	7	4	5	9	1	5	6
BA (VisArts)	0	1	1	0	1	1	3	1	4
BA (CultHeritStud)	0	1	1						
BA (Comm)	26	0	26	15	10	25	28	5	33
BA (Comm)	0	3	3						
BA (GraphicDsgn)	3	3	6	1	5	6	3	4	7
BA (TV&SndProdn)	3	1	4	2	3	5	1	5	6
BA (Theatre)	0	1	1	1	1	2	0	2	2
BSocWk							1	0	1
Assoc Student (Arts)				0	1	1	2	0	2
TOTAL FACULTY OF ARTS	41	21	62	27	33	60	44	26	70
FACULTY OF COMMERCE									
PhD (Commerce)							2	0	2
DBA							4	0	4
MBA (InternatBus)	31	1	32	45	10	55	15	16	31
MBA (OpsMgt)							0	1	1
MBA (AppFin)	2	0	2	0	1	1	1	0	1
MBA (GTM)	4	0	4	18	3	21	11	7	18
GradCert GTM							1	0	1
GradCert HRM	4	0	4	0	1	1	0	1	1
GradCert ManufMgt	1	0	1						
GradCert Mgt	6	1	7						
GradCert Mkt				1	0	1	1	0	1
GradCert HRD				1	0	1			
GradCert BusAdmin	17	0	17						
BBus (Hons)	1	0	1				1	0	1
BBus (Acc) (Hons)				1	0	1			
BBus (Acc/Comp/Econ)	0	2	2						
BBus (Admin)	0	3	3						
BBus (Acc)	50	73	123	19	87	106	76	40	116
BBus (BusMgt)	27	25	52	23	21	44	44	21	65
BBus (Econ)	1	3	4	1	1	2	1	0	1
BBus (Fin)	14	3	17	8	15	23	40	9	49
BBus (HRM)	10	11	21	9	14	23	14	7	21
BBus (Bank)	0	1	1				5	0	5
BBus (Mkt)	11	5	16	11	10	21	48	9	57
BBus (TourismMgt)	0	4	4	1	3	4			

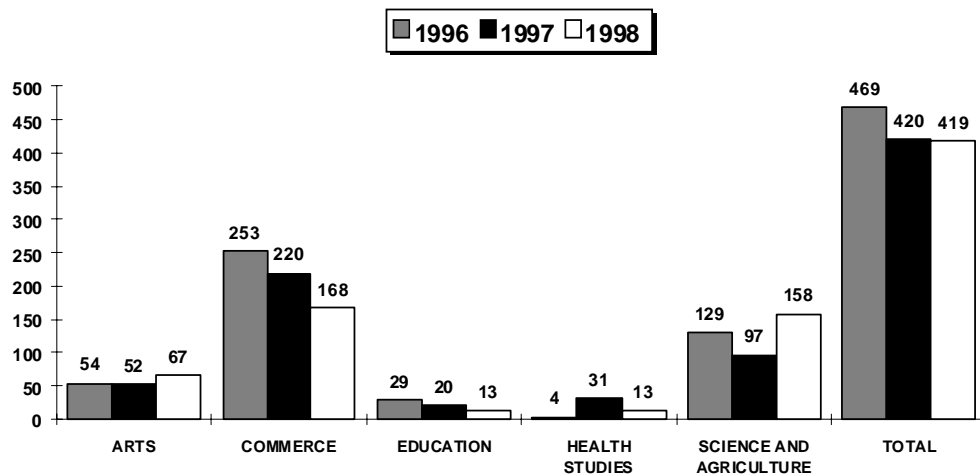
COURSE	1996			1997			1998		
	COMM	CONT	TOTAL	COMM	CONT	TOTAL	COMM	CONT	TOTAL
FACULTY OF COMMERCE CONT									
BBus (VariousStrands)	0	1	1						
CompStud (Bus/Admin)				1	0	1			
Assoc Student (Com)							5	0	5
AustInst CreditUnionMgt							1	0	1
TOTAL FACULTY OF COMMERCE	179	133	312	139	166	305	270	111	381
FACULTY OF EDUCATION									
EdD							6	0	6
MEd (Hons)	1	1	2	0	1	1	0	1	1
GradDip Ed (VariousStrands)	8	0	8	5	1	6	1	1	2
GradDip Ed (Primary)	26	0	26	13	0	13	3	0	3
GradDip Ed (Sec)							1	0	1
BTeach (Prim) Pre-S	0	1	1						
BTeach (EarlyChild) Pre-S	0	1	1	1	1	2	0	1	1
BEEd (EarlyChild/ Prim) 4thYr	1	0	1						
BEEd (EarlyChild) Pre-S				1	0	1	0	1	1
BEEd (Prim) Pre-S							2	0	2
BEEd (Prim) Post				1	0	1			
ADeg VocEdTrain (Aviation)				1	0	1	1	1	2
TOTAL FACULTY OF EDUCATION	36	3	39	22	3	25	14	5	19
FACULTY OF HEALTH STUDIES									
PhD (Hlth)				0	1	1	0	1	1
MHSc (Nurs)	1	0	1	1	0	1			
GradCert HSc	3	0	3						
GradCert HSc (BreastImaging)	1	0	1	0	1	1			
GradCert RespSc				1	0	1			
BAppSc (Biotech) (Hons) *				1	0	1			
BAppSc (MedImaging)	2	0	2	4	0	4	3	2	5
BAppSc (MedLabSc) *				0	2	2	1	1	2
BAppSc (Med&AppBiotech) *				1	2	3	0	2	2
BHSc (Nurs)	1	0	1	1	0	1			
BHSc (OT)							1	0	1
BNurs	1	0	1	2	0	2	0	2	2
BPharmacy							2	0	2
BHSc (Pre-HospCare)				70	37	107	0	2	2
Dip HSc (Pre-HospCare) (Conv)				4	0	4			
Assoc Student (Hlth)							0	3	3
TOTAL FACULTY OF HEALTH STUDIES	9	0	9	85	43	128	7	13	20

COURSE	1996			1997			1998		
	COMM	CONT	TOTAL	COMM	CONT	TOTAL	COMM	CONT	TOTAL
FACULTY OF SCIENCE & AGRICULTURE									
PhD (Science)	0	6	6	5	4	9	2	4	6
MInfoTech	6	0	6	8	1	9	11	0	11
MAppSc (Research)	1	0	1						
MAppSc (Agric)	1	0	1	1	0	1	0	1	1
MAppSc (InfoStud)	0	1	1				0	1	1
MAppSc (Lib&InfoMgt)	2	0	2	1	0	1	1	1	2
GradDip AppSc (AgricStud) (New)	1	0	1						
GradDip InfoTech							2	2	4
GradDip InfoTech (InfoSys)	3	0	3	3	0	3	1	1	2
BAppSc (Biotech) (Hons)	0	1	1						
BAppSc (EnvSc) (Hons)	1	0	1						
BAppSc (InfoTech) (Hons)	2	0	2	0	1	1			
BInfoTech				7	0	7	172	6	178
BInfoTech (AppComp)	1	0	1						
BInfoTech (CompSc)	0	2	2	1	2	3	0	2	2
BInfoTech (CompSys)	4	0	4	3	5	8	0	3	3
BInfoTech (InfoSys) Bus	67	14	81	35	27	62	59	16	75
BInfoTech (InfoSys)	2	5	7	0	1	1			
BBus/ BInfoTech	1	0	1						
BAppSc (Agric)	0	2	2	0	2	2	2	1	3
BAppSc (EquineStud)				1	0	1	0	1	1
BAppSc (AmenityHort)	1	0	1						
BAppSc (EnvSc)	0	1	1						
BAppSc (EnvSc)	3	0	3	1	3	4	1	3	4
BAppSc (IndMath&Comp)	2	1	3						
BAppSc (Med&AppBiotech)	0	4	4						
BAppSc (MedLabSc)	0	3	3						
BAppSc (Viticulture)							1	0	1
BAppSc (WineSc)	1	1	2	1	2	3	0	3	3
ADeg AppSc (InfoStud)	0	1	1	0	1	1			
GradCert AppSc				2	0	2			
Miscellaneous							1	2	3
Assoc Student (Sc)							2	0	2
TOTAL FACULTY OF SCIENCE & AGRICULTURE	99	42	141	69	49	118	255	47	302
MISCELLANEOUS									
Assoc Student				88	83	171	115	38	153
Miscellaneous	4	0	4						
Internat Exchange Program	13	0	13	16	0	16	18	1	19
Study Abroad Program	3	0	3	5	1	6	2	0	2
TOTAL MISCELLANEOUS	20	0	20	109	84	193	135	39	174
TOTAL UNIVERSITY	384	199	583	451	378	829	725	241	966

Indicator 11

Fee paying onshore total student load (EFTSU) in award courses by faculty
1996 to 1998

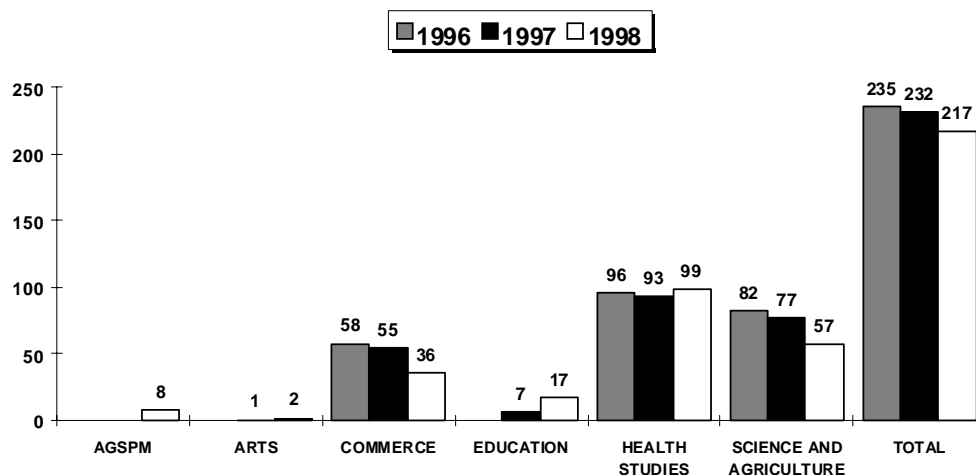
Fee paying overseas students continue to be concentrated in the Faculties of Commerce and Science & Agriculture. Fee paying onshore course load experienced a decline of 10.7% for the 1996-1998 triennium.



Indicator 12

Fee paying offshore total student load (EFTSU) in award courses
1996 to 1998

Total load (EFTSU) in fee paying offshore award courses was 217 in 1998, of which 47.2% or 102 EFTSU were commencing enrolments. There was a decline of 7.6% in total offshore award course enrolments for the 1996-1998 triennium.



Indicator 13

Course completions by level

1996 to 1998

Course completions grew by 5.66% between 1997 and 1998, with a growth of 14.38% for the period 1996 to 1998.

Note:

1. Students completed study in year prior to graduation. For example, graduates in 1998 completed their studies in 1997.



Indicator 14

Course completions by broad field of study

1996 to 1998

The major broad field of study that continues to experience a strong growth in course completions is 'Law, Legal Studies'. This is due to the rapid increase in enrolments in policing courses in CSU.

Note:

1. Students completed study in year prior to graduation. For example, graduates in 1998 completed their studies in 1997.

BROAD FIELD OF STUDY	1996	1997	1998	TOTAL
Agriculture	231	185	135	551
Architecture	11	1	0	12
Arts, Humanities and Social Science	721	864	930	2515
Business, Administration and Economics	912	822	762	2496
Education	796	769	797	2362
Health	722	737	811	2270
Law, Legal Studies	229	540	678	1447
Science	293	320	365	978
TOTAL UNIVERSITY	3915	4238	4478	12631

Indicator 15

Graduates as a proportion of student enrolments (headcount) in award courses

1996 to 1998

The data below are a broad indicator of the University's capacity to retain students until they graduate. The proportion suggest this capacity to be relatively stable, given the time taken for increased commencing enrolments to be reflected in graduate numbers.

ENROLMENTS/GRADUATES	1996	1997	1998
Enrolments (As at 31 March in Previous Year)	19024	21058	22789
Graduates (Last Year of Study Previous Year)	3915	4238	4478
Proportion	20.6%	20.1%	19.6%

Indicator 16

Graduate destinations, total student enrolments (headcount)

1996 to 1998

In 1998, 89.6% of graduates of CSU surveyed were in employment at the time of the survey. This compares with 85.1% in 1997 and 86.0% in 1996.

Note:

1. 1996: Analysis from the GCCA 1996 Survey, which received 2,735 responses from CSU's 3,915 graduates. (69.9% response rate)
2. 1997: Analysis from the GCCA 1997 Survey, which received 2,712 responses from CSU's 4,238 graduates. (64.0% response rate)
3. 1998: Analysis from the GCCA 1998 Survey, which received 2,972 responses from CSU's 4,478 graduates. (66.4% response rate)

EMPLOYMENT CATEGORY	1996	1997	1998	1996 %	1997 %	1998 %
Full-Time Employment:						
Federal Public Service	154	135	163	5.6%	5.0%	5.5%
State Public Service	617	721	792	22.6%	26.6%	26.6%
Local Government	128	132	93	4.7%	4.9%	3.1%
Education, Public	240	166	184	8.8%	6.1%	6.2%
Education, Private	100	77	135	3.7%	2.8%	4.5%
Private Sector	577	550	569	21.1%	20.3%	19.1%
Self Employed	47	50	79	1.7%	1.8%	2.7%
Non-Profit Organisations	47	57	89	1.7%	2.1%	3.0%
Unknown	36	29	45	1.3%	1.1%	1.5%
Total Full-Time Employment	1946	1917	2149	71.2%	70.7%	72.3%
Total Other Employment	407	392	515	14.9%	14.5%	17.3%
TOTAL EMPLOYMENT	2353	2309	2664	86.0%	85.1%	89.6%
TOTAL SEEKING EMPLOYMENT	150	149	131	5.5%	5.5%	4.4%
TOTAL NOT SEEKING EMPLOYMENT	154	187	29	5.6%	6.9%	1.0%
UNKNOWN	78	67	148	2.9%	2.5%	5.0%
GRAND TOTAL	2735	2712	2972	100.0%	100.0%	100.0%

Indicator 17

Total academic and general staff by gender (full-time equivalent)

1996 to 1998

Academic staff declined by approximately 10 (FTE) and general staff by 14 (FTE) from 1997 to 1998.

Note:

1. The following table does not include casual staff. It does include full-time/fractional full-time staff - full-time equivalent.
2. The General Staff Category includes staff from non-operating grant funds such as: National Priority (Reserve) Fund, research grants, consultancy and University enterprises.

CLASSIFICATION	FEMALE			MALE			TOTAL		
	1996	1997	1998	1996	1997	1998	1996	1997	1998
Academic Staff									
Vice Chancellor & Deputies	2.00	2.00	1.00	2.00	4.00	4.00	4.00	6.00	5.00
Level E	3.00	3.00	2.00	19.00	22.50	25.00	22.00	25.50	27.00
Level D	4.00	8.00	11.00	29.00	34.00	31.00	33.00	42.00	42.00
Level C	24.60	23.60	26.60	93.50	98.50	94.27	118.10	122.10	120.87
Level B	92.00	103.60	106.45	193.00	183.17	182.87	285.00	286.77	289.32
Level A	40.85	27.65	31.40	38.00	40.30	25.23	78.85	67.95	56.63
Total Academic Staff	166.45	167.85	178.45	374.50	382.47	362.37	540.95	550.32	540.82
General Staff									
Non HEW Levels	5.00	1.00	0.00	0.00	0.00	0.00	5.00	1.00	0.00
HEW: Levels 1 to 5	425.44	425.31	410.74	218.35	234.75	218.56	643.79	660.06	629.30
HEW: Levels 6 to 9	94.51	99.81	106.11	110.00	107.60	119.90	204.51	207.41	226.01
HEW: Levels 10 and above	5.00	6.00	5.00	18.00	18.00	18.00	23.00	24.00	23.00
Total General Staff	529.95	532.12	521.85	346.35	360.35	356.46	876.30	892.47	878.31
ALL CLASSIFICATIONS	696.40	699.97	700.30	720.85	742.82	718.83	1417.25	1442.79	1419.13

Indicator 18

Staff and student data

1998

Between 1997 and 1998 the total number of academic staff (including casuals) dropped by 2 FTE or 0.31%. The number of general staff also dropped by 2.61%. Between 1997 and 1998 the ratio of students to academic staff rose from 16.9:1 to 17.03:1.

Note:

1. Staff figures for 1998 include estimates for casual general staff and casual academic staff.
2. In 1998, undergraduate over enrolment is funded at a rate of \$2517 per EFTSU. This funding is not included in these calculations.

CATEGORY	1998
Staff (FTE) (Includes Casuals)	
Academic	634
General	995
All Staff	1629
Students (Operating Grant)	
Headcount	18448
EFTSU	10799
Operating Grant	\$96,735,000
Operating Grant/Student (EFTSU)	\$8,958
Student/Staff Ratios	
Student (EFTSU)/Academic Staff (FTE)	17.03:1
Student (EFTSU)/General Staff (FTE)	10.85:1
Student (EFTSU)/All Staff (FTE)	6.63:1

Budgets

CHARLES STURT UNIVERSITY

BUDGETED STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 1999

	Consolidated		University	
	1999	1998	1999	1998
	\$'000	\$'000	\$'000	\$'000
CURRENT ASSETS				
Cash	780	980	780	980
Receivables	4,450	4,770	4,450	4,770
Investments	28,900	34,000	28,900	34,000
Inventories	3,650	3,350	3,650	3,350
Total Current Assets	37,780	43,100	37,780	43,100
NON-CURRENT ASSETS				
Receivables	53,540	57,540	53,540	57,540
Investments	2,000	2,000	2,000	2,000
Property, Plant and Equipment	207,180	201,260	207,180	201,260
Other	11,870	10,570	11,870	10,570
Total Non-Current Assets	274,590	271,370	274,590	271,370
Total Assets	312,370	314,470	312,370	314,470
CURRENT LIABILITIES				
Creditors	14,230	14,380	14,230	14,430
Accrued Liabilities	3,690	3,540	3,690	3,490
Total Current Liabilities	17,920	17,920	17,920	17,920
NON-CURRENT LIABILITIES				
Accrued Liabilities	67,250	69,850	67,250	69,850
Total Non-Current Liabilities	67,250	69,850	67,250	69,850
Total Liabilities	85,170	87,770	85,170	87,770
Net Assets	227,200	226,700	227,200	226,700
EQUITY				
Reserves	40,970	40,975	40,970	40,975
Accumulated Results of Operations	186,230	185,725	186,230	185,725
Total Equity	227,200	226,700	227,200	226,700

Budgets

CHARLES STURT UNIVERSITY

BUDGETED OPERATING STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 1999

	Consolidated		University	
	1999	1998	1999	1998
OPERATING REVENUE	\$'000	\$'000	\$'000	\$'000
Commonwealth government grants	63,795	64,005	63,795	64,005
Higher Education Contribution Scheme	33,897	30,164	33,897	30,164
State government grants	25	41	25	41
Other research grants and contracts	2,500	3,000	2,500	3,000
Scholarships and prizes	450	490	450	490
Donations and bequests	210	155	210	155
Investment income	2,508	2,250	2,508	2,250
Fees and charges	35,709	27,920	35,709	27,920
Other	15,136	12,417	15,136	12,417
Total operating revenues before abnormal items	154,230	140,442	154,230	140,442
OPERATING EXPENSES				
Academic activities	74,934	69,544	74,934	69,544
Libraries	9,827	9,291	9,827	9,291
Other academic support services	24,737	21,526	24,737	21,526
Student services	14,911	13,818	14,912	13,818
Public services	4,743	3,957	4,743	3,957
Buildings and grounds	5,061	4,452	6,747	6,048
Administration and other general institutional services	17,362	15,519	17,362	15,520
Other	1,700	1,610	13	13
Total operating expenses before abnormal items	153,275	139,717	153,275	139,717
Operating result	955	725	955	725
Add accumulated funds at beginning of year	185,275	185,000	185,275	185,000
ACCUMULATED FUNDS AT END OF YEAR	186,230	185,725	186,230	185,725

Budgets

CHARLES STURT UNIVERSITY

BUDGETED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 1999

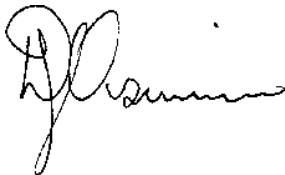
	Consolidated		University	
	1999 \$'000 Inflows (Outflows)	1998 \$'000 Inflows (Outflows)	1999 \$'000 Inflows (Outflows)	1998 \$'000 Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES				
Inflows:				
Higher Education Contribution Scheme				
Student payments	9,100	8,720	9,100	8,720
Higher Education Trust Fund	29,730	26,660	29,730	26,660
Commonwealth government grants	68,440	70,980	68,440	70,980
State government grants	20	40	20	40
Interest received	2,510	2,250	2,510	2,250
Other	41,490	40,470	41,490	40,470
Outflows:				
Salaries and wages	-92,360	-91,380	-92,360	-91,380
Other	-43,180	-40,550	-43,180	-40,550
Net cash provided or (used) by operating activities	15,750	17,190	15,750	17,190
CASH FLOWS FROM INVESTING ACTIVITIES				
Inflows:				
Proceeds from sale of assets	3,110	2,980	3,110	2,980
Outflows:				
Payments for property, plant & equipment	-20,100	-19,980	-20,100	-19,980
Net cash provided or (used) in investing activities	-16,990	-17,000	-16,990	-17,000
Net (decrease)/increase in cash held	-1,240	190	-1,240	190
Cash at beginning of reporting period	39,670	39,480	39,670	39,480
Cash at end of reporting period	38,430	39,670	38,430	39,670

CHARLES STURT UNIVERSITY

STATEMENT BY THE UNIVERSITY'S BOARD OF GOVERNORS

In accordance with a resolution of the University's Board of Governors and pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983, we state that:

- (a) the financial statements and notes exhibit a true and fair view of the financial position and transactions of the University for the year ended 31 December 1998;
- (b) the financial statements have been prepared in accordance with the provisions of the Act, the Public Finance and Audit (General) Regulation 1995 and other mandatory professional reporting requirements; and
- (c) we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



D.J. Asimus AO

Chancellor
BEc Syd., HonDSc UNSW

Date: 26 April 1999



C.D. Blake AM

Vice-Chancellor
BScAgr Syd., PhD Lond., FAIAS

Date: 26 April 1999

CHARLES STURT UNIVERSITY

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 1998

		Consolidated		University	
	Note	1998	1997	1998	1997
CURRENT ASSETS		\$'000	\$'000	\$'000	\$'000
Cash	2	1,082	895	1,082	895
Receivables	3	4,624	5,002	4,624	5,002
Investments	4	32,000	31,000	32,000	31,000
Inventories	5	3,474	2,768	3,474	2,768
Total Current Assets		41,180	39,665	41,180	39,665
NON-CURRENT ASSETS					
Receivables	1.11/6	56,760	63,484	56,760	63,484
Investments	4	2,000	7,000	2,000	7,000
Property, Plant and Equipment	7	202,197	194,254	202,197	194,254
Other	8	10,385	8,263	10,385	8,263
Total Non-Current Assets		271,342	273,001	271,342	273,001
 Total Assets		 312,522	 312,666	 312,522	 312,666
CURRENT LIABILITIES					
Creditors	9	14,092	13,402	14,141	13,445
Accrued Liabilities	10	3,603	3,516	3,554	3,473
Total Current Liabilities		17,695	16,918	17,695	16,918
NON-CURRENT LIABILITIES					
Accrued Liabilities	1.10/11	66,035	70,450	66,035	70,450
Total Non-Current Liabilities		66,035	70,450	66,035	70,450
 Total Liabilities		 83,730	 87,368	 83,730	 87,368
 Net Assets		 228,792	 225,298	 228,792	 225,298
EQUITY					
Reserves	1.19	40,298	40,298	40,298	40,298
Accumulated Results of Operations		188,494	185,000	188,494	185,000
 Total Equity		 228,792	 225,298	 228,792	 225,298

CHARLES STURT UNIVERSITY

OPERATING STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 1998

OPERATING REVENUE	Note	Consolidated		University	
		1998 \$'000	1997 \$'000	1998 \$'000	1997 \$'000
Commonwealth government grants	12	67,385	75,268	67,385	75,268
Higher Education Contribution Scheme	13	36,923	28,783	36,923	28,783
State government grants	14	10	51	10	51
Other research grants and contracts		3,662	2,278	3,662	2,278
Scholarships and prizes		397	530	397	530
Donations and bequests		406	132	406	132
Investment income		2,319	2,324	2,319	2,324
Fees and charges	15	26,123	21,811	26,123	21,811
Deferred income - Government contributions for superannuation	16	(4,581)	(2,182)	(4,581)	(2,182)
Other	17	12,895	12,204	12,895	12,204
Total operating revenues before abnormal items		145,539	141,199	145,539	141,199
 OPERATING EXPENSES					
Academic activities	18	71,568	67,052	71,568	67,052
Libraries	18	8,801	9,703	8,801	9,703
Other academic support services	18	23,134	18,783	23,134	18,783
Student services	18	15,735	14,645	15,735	14,645
Public services	18	4,975	3,095	4,975	3,095
Buildings and grounds	18	4,326	4,300	6,044	5,782
Administration and other general institutional services	18	16,356	14,935	16,356	14,935
Deferred employee benefits for superannuation	16,18	(4,581)	(2,182)	(4,581)	(2,182)
Other	18	1,731	1,495	13	13
Total operating expenses before abnormal items		142,045	131,826	142,045	131,826
Operating result before abnormal items		3,494	9,373	3,494	9,373
 Abnormal Items					
Change in deferred government contributions for superannuation	24	-	11,526	-	11,526
Change in liability on deferred employee benefits for superannuation		-	(11,526)	-	(11,526)
Operating result		3,494	9,373	3,494	9,373
Add accumulated funds at beginning of year		185,000	175,627	185,000	175,627
ACCUMULATED FUNDS AT END OF YEAR		188,494	185,000	188,494	185,000

CHARLES STURT UNIVERSITY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 1998

	Note	Consolidated		University	
		1998	1997	1998	1997
		\$'000	\$'000	\$'000	\$'000
		Inflows	Inflows	Inflows	Inflows
		(Outflows)	(Outflows)	(Outflows)	(Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES					
Inflows:					
Higher Education Contribution Scheme					
Student payments		8,895	7,769	8,895	7,769
Higher Education Trust Fund		29,188	21,346	29,188	21,346
Commonwealth government grants		66,930	74,532	66,930	74,532
State government grants		10	51	10	51
Interest received		2,167	2,211	2,167	2,211
Fees and Charges		26,123	21,811	26,123	21,811
Other		14,247	12,865	14,247	12,865
Outflows:					
Salaries and wages		(91,548)	(83,616)	(91,548)	(83,616)
Services Rendered		(9,916)	(8,667)	(9,916)	(8,667)
Minor Equipment		(5,121)	(3,100)	(5,121)	(3,100)
Trading Stock		(4,074)	(3,359)	(4,074)	(3,359)
Printing and Binding		(3,707)	(3,334)	(3,707)	(3,334)
Other		(18,339)	(18,114)	(18,339)	(18,114)
Net cash provided or (used) by operating activities	23.2	14,855	20,395	14,855	20,395
CASH FLOWS FROM INVESTING ACTIVITIES					
Inflows:					
Proceeds from sale of assets		3,040	2,761	3,040	2,761
Outflows:					
Payments for property, plant & equipment		(21,708)	(17,485)	(21,708)	(17,485)
Net cash provided or (used) in investing activities		(18,668)	(14,724)	(18,668)	(14,724)
Net (decrease)/increase in cash held		(3,813)	5,671	(3,813)	5,671
Cash at beginning of reporting period		38,895	33,224	38,895	33,224
Cash at end of reporting period	23.1	35,082	38,895	35,082	38,895

CHARLES STURT UNIVERSITY

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1998

1 Statement of significant accounting policies

The following summary outlines the major accounting policies adopted by the University in the preparation of the General Purpose Financial Report. These accounting policies are consistent with the previous year except where otherwise stated.

1.1 Basis of Accounting

The financial statements have been prepared in accordance with the requirements of:

- (i) the Public Finance and Audit Act 1983,
- (ii) the Public Finance and Audit (General) Regulation 1995,
- (iii) Australian Accounting Standards, and
- (iv) Instructions for the Preparation of Annual Financial Reports for the 1998 Reporting Period by Australian Higher Education Institutions - as required by the Department of Education, Training and Youth Affairs.

- 1.2** The financial statements have been prepared on an accrual basis using historical costs except in the case of land and buildings (refer note 1.4). They have also been prepared on a "going concern basis" and the policies have been applied consistently throughout the period.

1.3 Principles of Consolidation

The financial statements have been consolidated in accordance with Australian Accounting Standard AAS24. All controlled entities operations of the University are included in the consolidation.

All internal transactions and end of year balances between members of the University and controlled entities are eliminated on consolidation (refer Note 1.16).

- 1.4** Land and Buildings were revalued as at 31 Dec 1995 by the NSW Valuer-General's Department on existing use basis for land and written down replacement cost for buildings. Land and Buildings purchased/acquired/constructed since then are shown in the accounts at cost. (refer note 7).

- 1.5** The cost of construction of buildings by the University includes the cost of all materials used in construction and the direct labour worked on the projects, but excludes variable overhead costs.

- 1.6** Maintenance, repair costs and the purchase of minor equipment with a value less than \$5,000 are expensed during the year.

- 1.7** Depreciation is calculated on a straight line basis so as to write off the cost of each fixed asset during its expected useful life. Depreciation on buildings commences from the 1st of January in the year after completion. Works of Art are not depreciated because the University is of the view that works of art appreciate over time. A revaluation of art works will be undertaken in 1999 to verify that assumption. Other fixed assets are depreciated from the month after the date of acquisition.

Depreciation rate categories used for Plant, Equipment & Software:

- 0% - Pool vehicles and other assets expected to be disposed of in under 2 years
- 10% - Telephone installations, fixtures and fittings, catering equipment and appliances, farm equipment and large buses
- 25% - Computing software and equipment, commercial vehicles and small buses
- 20% - All assets not included in the above categories.

Depreciation rate categories used for the Library Collection are as follows. In calculating the depreciation charge, half of the rate is used in the first year of acquisition.

- 10% - Periodicals (serials)
- 20% - Monographs and audio-visual materials

- 1.8** Works of art are valued at market value for acquisitions before January 1994 and at cost for acquisitions since January 1994.
- 1.9** All inventories are valued at average cost except for the Winery which uses valuations based on industry practice, and the Mixed Farm which uses market valuation.
- 1.10** Employee benefits for annual leave and long service leave are accrued annually at current pay rates, in accordance with AAS30 using the nominal method. The accrual for recreation leave is treated as a current liability while the long service leave is shown as a non-current liability.

In accordance with AAS30 a provision is made for employee entitlement oncosts on annual leave and long service leave. These oncosts of 12 % include payroll tax, basic benefit superannuation and workers compensation.

- 1.11** The University provides for superannuation based on information and a formula provided by the Superannuation Administration Authority of NSW in respect of contributors to the State Superannuation Scheme and the State Authorities Superannuation Scheme.

The difference between the Provision in Note 11.3 and the Receivables was previously funded by the NSW Government under an arrangement relating to nurse education.

- 1.12** The activities of the University are exempt from income tax.
- 1.13** The University's policy on doubtful debts is to initially establish a provision for doubtful debts at 5% of debtors and is reviewed annually for reasonableness. For the year 1998 the provision was increased to 14% of debtors.
- 1.14** The University holds insurances for industrial special risks (including fidelity/crime), motor vehicle, public liability, professional indemnity, workers compensation, personal accident, Directors and Officers liability, and business travel. The policies for these insurances are current up to 31st December 1999.
- 1.15** Investments at call and term deposits, are included in the financial statements at cost which is considered to equate with market value. The University's investment powers are as defined in Part 3 of Schedule 4 of the Public Authorities (Financial Arrangements) Act, 1987, and Schedule 2 of the Charles Sturt University Act, 1989.

- 1.16** The University provides its subsidiaries Rivservices Ltd, Mitchell Services Ltd and Olive Street Services Ltd with a number of services free of charge. The main services involved are:
- provision of office accommodation facilities;
 - provision of accounting and administrative services;
 - provision of electricity and other utility services.

These subsidiary companies are consolidated with the University's accounts on the basis that the University exercises control over their activities.

The companies do not own any fixed assets. Their operating expenses are fully funded by the University. Consequently the companies always have a nil operating result for the year. The total expenditure of the three companies in 1998 was \$1,718,318 (\$1,482,584 in 1997).

Charles Sturt Services Limited was established on 4 January 1999 to provide labour services to trading and business ventures operated by the University. The audited accounts of the company will be included in the 1999 consolidated financial statements of the University.

- 1.17** In accordance with the reporting requirements set by DETYA, employee related costs, expenses for depreciation, maintenance, security, energy, cleaning, insurance, water and garbage rates are apportioned across university functions based on actual usage of floor space.
- 1.18** The University receives some resources free of charge (such as voluntary workers), however, they are not material.
- 1.19** Reserves in the Statement of Financial Position represents the Asset Revaluation Reserve. It reflects the increase in asset values from the revaluation of property conducted in 1995.
- 1.20** Assets leased for use by the University are operating leases only. All payments have been charged as an expense in the period.

1.21 Financial Instruments

Financial Instruments give rise to positions that are a financial asset of either the University or its counterparty and a financial liability (or equity instrument) of the other party. For the University these include cash at bank, debtors, investments, and creditors.

In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 25, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- cash
- debtors
- investments at call and term deposits
- creditors

Classes of instruments recorded at market value comprise investments in shares.

Classes of instruments recorded at other than cost or market valuation comprise:

Nil

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accrual basis.

1.22 Infrastructure Levy

The Commonwealth/NSW Government's Higher Education Taskforce co-ordinated a policy position for the implementation of competitive neutrality in higher education institutions upon the implementation of the Commonwealth Government's Competition Principles Agreement.

In response to this policy, Charles Sturt University enacted a maximum 10% levy on all external generated revenue for its trading enterprises commencing in 1997. This levy is designed to recoup the University for the administrative support the University provides to trading enterprises.

1.23 Year 2000 compliance

The Charles Sturt University is investigating if and to what extent the date change from 1999 to 2000 may affect its activities. The University has established a program to help ensure the impact of the transition to the year 2000 on the University and its customers is minimised.

The University's activities may also be affected by the ability of third parties dealing with The University to manage the date change. Therefore, there can be no assurance that the effect of the date change will not materially affect the University's operations and financial results.

All costs associated with Year 2000 compliance is expensed in the year it is incurred.

2	Cash	Consolidated		University	
		1998	1997	1998	1997
		\$ '000	\$ '000	\$ '000	\$ '000
	Cash at 31 December is comprised of:				
	Cash on hand	7	13	7	13
	Cash at bank	1,075	882	1,075	882
	Total Cash	<u>1,082</u>	<u>895</u>	<u>1,082</u>	<u>895</u>
3	Receivables				
3.1	DEBTORS				
	Fees/Trade Debtors	3,777	3,454	3,765	3,454
	Less Provision for Doubtful debts	<u>(570)</u>	<u>(172)</u>	<u>(570)</u>	<u>(172)</u>
		3,207	3,282	3,195	3,282
	Other Debtors	0	561	12	561
	Total Debtors	<u>3,207</u>	<u>3,843</u>	<u>3,207</u>	<u>3,843</u>
3.2	ACCRUED INCOME				
	Interest	793	641	793	641
	Other	188	179	188	179
	Total Accrued Income	<u>981</u>	<u>820</u>	<u>981</u>	<u>820</u>
3.3	PREPAYMENTS				
	Prepaid Salaries	195	120	195	120
	Other prepayments	241	219	241	219
	Total Prepayments	<u>436</u>	<u>339</u>	<u>436</u>	<u>339</u>
	Total Receivables	<u>4,624</u>	<u>5,002</u>	<u>4,624</u>	<u>5,002</u>
4	Investments				
	The following investments were held at 31 December in the name of the University.				
	Current				
	On Call	2,500	2,500	2,500	2,500
	Term Deposits	<u>29,500</u>	<u>28,500</u>	<u>29,500</u>	<u>28,500</u>
	Total Current Investments	<u>32,000</u>	<u>31,000</u>	<u>32,000</u>	<u>31,000</u>

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
Non-Current				
Term Deposits consisting of the following;				
With a term of 1 - 2 years	0	5,000	0	5,000
With a term of 2 - 5 years	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Non-current Investments	2,000	7,000	2,000	7,000
Total Investments	<u>34,000</u>	<u>38,000</u>	<u>34,000</u>	<u>38,000</u>

Shares in Access Australia CMC Pty Ltd and IDP Education Australia Ltd at a cost of \$150,000 and \$10,000 respectively have been revalued to nil. Investments also includes a \$1 share in UniSuper Ltd and a \$1 share in Uniprojects Pty Ltd.

5 Inventories

All inventories are valued at average cost except for the Winery which uses valuations based on industry practice, and the Mixed Farm which uses market valuation.

Valuation at 31 December are as follows:

Central Stores	496	445	496	445
Laboratory Stores	102	105	102	105
Printeries	314	276	314	276
Residential Catering	101	95	101	95
Arts Stores	105	129	105	129
Alumni shop	56	62	56	62
Computer Shop *	12	0	12	0
Winery	1,717	1,177	1,717	1,177
Cheese Factory #	9	0	9	0
Mixed Farm	<u>562</u>	<u>479</u>	<u>562</u>	<u>479</u>
Total Inventories	<u>3,474</u>	<u>2,768</u>	<u>3,474</u>	<u>2,768</u>

* The Computer Shop reduced stock levels in 1997 resulting in nil stock at 31 December 1997.

A new Cheese Factory commenced operations in 1998. Consequently there was no stock recorded in 1997.

6 Receivables from Commonwealth/State Governments

Receivables from Commonwealth/State Governments includes the Commonwealth/State debt relating to deferred superannuation of \$53,227,587 (refer Note 1.11) and the Commonwealth's future capital contribution of \$3,532,000 from the Capital Roll-In for the establishment of the new campus at Thurgoona, Albury.

<u>56,760</u>	<u>63,484</u>	<u>56,760</u>	<u>63,484</u>
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Since 1987, the University has recognised the amount owing from the Commonwealth and State Governments for the deferred superannuation on the basis of a number of past events. These events include correspondence that provides for the Commonwealth Government, together with the State Government, to meet the unfunded liability for the University's State Superannuation Schemes on an emerging basis. The events include the State Grants (General revenue) Amendment Act 1987, Higher Education Funding Act 1988 and subsequent amending legislation which authorise annual expenditure, and estimates for this expenditure in the Commonwealth's three-year forwards program. However, there is no long-term agreement

regarding this amount between the State Government, the Commonwealth Government and the University. At this time, the University has no evidence that the Commonwealth and State Governments will not continue to progressively meet this amount in accordance with current practice. However, there is still uncertainty concerning the amount because the three year life of the forward budget estimates is less than the time period which the State and Commonwealth Governments would require to meet their obligations. Until future funding agreements are put in place, any financial effect is unclear.

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000

7 Property, plant and equipment

7.1 Land and Buildings

The University had all its land and buildings revalued by the NSW Valuer-General's Department at 31 December 1995.

The main campus sites at Bathurst and Wagga Wagga are on Crown land.

Land was brought into the accounts at the current market value based on existing use.

CSU-Bathurst campus	4,093	4,093	4,093	4,093
CSU-Albury campus	7,190	7,190	7,190	7,190
CSU-Wagga Wagga campus	4,000	4,000	4,000	4,000
CSU-Dubbo campus	469	469	469	469
Total Land Valuations	<u>15,752</u>	<u>15,752</u>	<u>15,752</u>	<u>15,752</u>

Buildings were brought into the accounts at the written down replacement cost at 31 December 1995 as advised by the Valuer General's Department. Since 1995 buildings are depreciated on a straight line basis at rates based on the remaining useful life for each building as advised by the Valuer General's Department.

CSU-Bathurst (additions of \$2,136,788 were made in 1998)	77,886	75,841	77,886	75,841
CSU-Albury (additions of \$4,320,301 were made in 1998)	24,956	20,636	24,956	20,636
CSU-Wagga Wagga (additions of \$5,242,432 were made in 1998)	88,653	83,414	88,653	83,414
	<u>191,495</u>	<u>179,891</u>	<u>191,495</u>	<u>179,891</u>
Less Accumulated Depreciation	<u>(17,751)</u>	<u>(11,904)</u>	<u>(17,751)</u>	<u>(11,904)</u>
Total Buildings	<u>173,744</u>	<u>167,987</u>	<u>173,744</u>	<u>167,987</u>
Total Land and Buildings	<u>189,496</u>	<u>183,739</u>	<u>189,496</u>	<u>183,739</u>

7.2 Motor Vehicles, Plant, Equipment and Software

Motor Vehicles

At cost	4,721	4,361	4,721	4,361
Additions	3,207	3,160	3,207	3,160
Disposals	(2,979)	(2,800)	(2,979)	(2,800)
Less Accumulated Depreciation	<u>(1,503)</u>	<u>(1,469)</u>	<u>(1,503)</u>	<u>(1,469)</u>
Written Down Book Value	<u>3,446</u>	<u>3,252</u>	<u>3,446</u>	<u>3,252</u>

Plant, Equipment & Software

At cost	20,750	18,624	20,750	18,624
Additions	4,600	2,483	4,600	2,483
Disposals	(654)	(358)	(654)	(358)
Less Accumulated Depreciation	<u>(15,441)</u>	<u>(13,486)</u>	<u>(15,441)</u>	<u>(13,486)</u>
Written Down Book Value	<u>9,255</u>	<u>7,263</u>	<u>9,255</u>	<u>7,263</u>

Total Property, plant and equipment

	<u>202,197</u>	<u>194,254</u>	<u>202,197</u>	<u>194,254</u>
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	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
8 Other Non-Current Assets				
8.1 Library Collection				
At cost	18,181	16,089	18,181	16,089
Additions	2,127	2,092	2,127	2,092
Less Accumulated Depreciation	<u>(13,171)</u>	<u>(11,249)</u>	<u>(13,171)</u>	<u>(11,249)</u>
Written Down Book Value	<u>7,137</u>	<u>6,932</u>	<u>7,137</u>	<u>6,932</u>
8.2 Works of Art				
Total works of art valued at market value for acquisitions before January 1994 and at cost for acquisitions since January 1994.	<u>698</u>	<u>625</u>	<u>698</u>	<u>625</u>
8.3 Dairy Farm Milk Quota				
Original quota of 6,303 litres/week was purchased in 1990. Since then quota has been bought and sold and the current quota enables milk to be sold at higher rates.				
It is not appropriate to depreciate this asset, as the sale price varies according to current market prices. At 31 December 1998 the market value for the University's quota was \$135,994.				
Total Cost of Quota	<u>167</u>	<u>167</u>	<u>167</u>	<u>167</u>
8.4 Pre-paid Superannuation Contributions	<u>2,383</u>	<u>539</u>	<u>2,383</u>	<u>539</u>
Refer Note 11.3.				
Total Other Non-Current Assets	<u>10,385</u>	<u>8,263</u>	<u>10,385</u>	<u>8,263</u>
9 Creditors				
Grants and HECS fees received in advance	7,429	7,152	7,429	7,152
Student fees received in advance	1,006	924	1,006	924
Deposits held for other bodies & other income received in advance	1,381	908	1,381	908
Trade creditors and accruals	<u>4,276</u>	<u>4,418</u>	<u>4,325</u>	<u>4,461</u>
Total Creditors	<u>14,092</u>	<u>13,402</u>	<u>14,141</u>	<u>13,445</u>
10 Accrued Liabilities - Current				
Provision for accrued recreation leave				
This provision establishes the full liability of the University for all employees' accrued recreation leave entitlements at 31 December.				
The increase in the provision for 1998 is \$80,479 (\$573,638 in 1997).	<u>3,603</u>	<u>3,516</u>	<u>3,554</u>	<u>3,473</u>
11 Accrued Liabilities - Non Current				
11.1 Provision for long service leave				
Provision 1 January	8,141	7,936	8,141	7,936
Add LSL expense for year	2,017	1,823	2,017	1,823
Less LSL paid during year	<u>(1,877)</u>	<u>(1,618)</u>	<u>(1,877)</u>	<u>(1,618)</u>
Provision at 31 December	<u>8,281</u>	<u>8,141</u>	<u>8,281</u>	<u>8,141</u>

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
11.2 Provision for employee entitlement oncosts				
Provision 1 January	1,394	1,300	1,394	1,300
Increase in provision	26	94	26	94
Provision at 31 December	<u>1,420</u>	<u>1,394</u>	<u>1,420</u>	<u>1,394</u>

11.3 Provision for deferred superannuation

The estimate for the decrease in deferred superannuation expense for 1998 is \$4,580,624, calculated on the basis of information provided by the Superannuation Administration Authority of NSW.

The provision for deferred superannuation of \$56,334,489 is the unfunded liability for superannuation entitlements, ie. the gross liability (actuarially calculated amount of \$119,349,602) less the funded liability and the balances held in the Reserve Account at the State Authorities Non Contributory Superannuation scheme, the State Superannuation Scheme and the State Authorities Superannuation Scheme of \$63,015,113 (refer also note 1.11 and 16).

	56,334	60,915	56,334	60,915
Total Accrued Liabilities - Non Current	<u>66,035</u>	<u>70,450</u>	<u>66,035</u>	<u>70,450</u>

The University contributes to the following superannuation schemes:

- State Superannuation Scheme
- State Authorities Superannuation Scheme
- State Authorities Non-Contributory Superannuation Scheme
- Superannuation Scheme for Australian Universities
- Tertiary Education Superannuation Scheme

The University incurs an obligation for deferred contributions which become payable on and after retirement of staff in respect of the following schemes:

- State Superannuation Scheme
- State Authorities Superannuation Scheme

State Superannuation Scheme and State Authorities Superannuation Scheme

Deferred liability at 31 December 1998 was determined by the Superannuation Administration Authority of NSW for the State schemes.

Assumptions adopted by the Superannuation Administration Authority of NSW and the actuaries were as follows:

	State Schemes	
	1998	1997
	<u>% pa</u>	<u>% pa</u>
Interest rate	7.0	7.0
Consumer price index increase	1.1	2.1
Rate of salary increase	3.7	3.7

Details of the 1997 and 1998 deferred liability (where applicable) and increase/(decrease) in unfunded liability are set out below for each superannuation scheme.

1998	State Authorities			Total All Schemes
	State Superannuation Scheme	State Authorities Superannuation Scheme	Non Contributory Superannuation Scheme	
	\$'000	\$'000	\$'000	\$'000
Gross liability 31 December 1998	102,046	11,609	5,695	119,350
Less Equity in Scheme 31 December 1998	(45,804)	(13,991)	(5,603)	(65,398)
Net Deferred liability 31 December 1998	<u>56,242</u>	<u>(2,382)</u>	<u>92</u>	<u>53,952</u>
	*	#	*	

* Represents total unfunded superannuation liability of \$56,334,489 which is included in Non-Current Liabilities.

Represents prepaid superannuation contributions which are included in Non-Current Assets.

The Total All Schemes is represented by deferred income due from State/Commonwealth Governments of \$53,228,000 and \$724,000 set aside from State Nursing Grants.

1997	State Authorities			Total All Schemes
	State Superannuation Scheme	State Authorities Superannuation Scheme	Non Contributory Superannuation Scheme	
	\$'000	\$'000	\$'000	\$'000
Gross liability 31 December 1997	98,940	11,080	5,522	115,542
Less Equity in Scheme 31 December 1997	(38,267)	(11,619)	(5,280)	(55,166)
Net Deferred liability 31 December 1997	<u>60,673</u>	<u>(539)</u>	<u>242</u>	<u>60,376</u>

Superannuation Scheme for Australian Universities

The Superannuation Scheme currently available to staff members is the Superannuation Scheme for Australian Universities (SSAU). This is a defined benefit superannuation scheme which is fully funded from contributions paid by the University and its employees.

Details of the scheme as per actuarial investigation as at 31 December are as follows:

	1998	1997
	\$ '000	\$ '000
Accrued Benefits	22,001	18,845
Net Surplus	<u>6,596</u>	<u>3,632</u>
Net Market Value of Assets	28,597	22,477
Vested Benefits	22,001	18,845

		University	
		1998	1997
		\$ '000	\$ '000
12	Commonwealth Government Grants		
12.1	Commonwealth Government Grants excluding HECS		
	Pursuant to the Higher Education Funding Act 1988:		
	Operating purposes excluding HECS	66,282	73,938
	Special research assistance:		
	Large research grants	0	334
	Small research grants	96	87
	Special research initiatives	13	0
	SPIRT Scheme (Collaborative research grants - ongoing)	60	100
	Research infrastructure grants	240	374
	Australian postgraduate awards	247	211
	SPIRT Scheme - Other (Including APA (Industry))	85	31
	Research Fellowships	58	0
	Overseas Postgraduate Research Scholarships	51	52
		<hr/>	<hr/>
	Sub-total Higher Education Funding Act 1988	67,132	75,127
	Other Commonwealth Government Grants:		
	CUTSD Grant	4	0
	NPDP Project	0	6
	ATAS Scheme	232	135
	Job Skills training	17	0
		<hr/>	<hr/>
	Sub-Total Other Commonwealth Government Grants:	253	141
	Total Commonwealth Government Grants excluding HECS	<u>67,385</u>	<u>75,268</u>
12.2	Commonwealth Government Grant Reconciliation		
	Amounts received pursuant to the Higher Education Funding Act 1988, excluding HECS, and amounts expended:		
	Operating Purposes excluding HECS		
	Amount received in previous period:		
	Advance payment received in previous period	4,795	5,557
	Carry-over from previous period	0	0
	Sub-total amount received in previous period	4,795	5,557
	Amount received in the reporting period	<u>65,852</u>	<u>73,176</u>
		70,647	78,733
	Amount attributable to future period:		
	Advance payment received in respect of next period	4,365	4,795
	Underexpenditure in the reporting period	221	0
	Sub-total amount attributable to future period	<u>4,586</u>	<u>4,795</u>
	Amount expended in the reporting period	<u>66,061</u>	<u>73,938</u>

	University	
	1998	1997
	\$ '000	\$ '000
Large research grants		
Amount received in previous period:		
Advance payment received in previous period	0	4
Carry-over from previous period	<u>266</u>	<u>50</u>
Sub-total amount received in previous period	266	54
Amount received in the reporting period	<u>4</u>	<u>330</u>
	270	384
Amount attributable to future period:		
Advance payment received in respect of next period	4	0
Underexpenditure in the reporting period	<u>78</u>	<u>266</u>
Sub-total amount attributable to future period	82	266
Amount expended in the reporting period	<u>188</u>	<u>118</u>
Small research grants		
Amount received in previous period:		
Advance payment received in previous period	0	0
Carry-over from previous period	<u>0</u>	<u>0</u>
Sub-total amount received in previous period	0	0
Amount received in the reporting period	<u>96</u>	<u>87</u>
	96	87
Amount attributable to future period:		
Advance payment received in respect of next period	0	0
Underexpenditure in the reporting period	<u>0</u>	<u>0</u>
Sub-total amount attributable to future period	0	0
Amount expended in the reporting period	<u>96</u>	<u>87</u>
Special research initiatives		
Amount received in previous period:		
Advance payment received in previous period	0	0
Carry-over from previous period	<u>0</u>	<u>0</u>
Sub-total amount received in previous period	0	0
Amount received in the reporting period	<u>13</u>	<u>0</u>
	13	0
Amount attributable to future period:		
Advance payment received in respect of next period	0	0
Underexpenditure in the reporting period	<u>12</u>	<u>0</u>
Sub-total amount attributable to future period	12	0
Amount expended in the reporting period	<u>1</u>	<u>0</u>
SPIRT Scheme (Collaborative research grants - ongoing)		
Amount received in previous period:		
Advance payment received in previous period	60	0
Carry-over from previous period	<u>43</u>	<u>0</u>
Sub-total amount received in previous period	103	0
Amount received in the reporting period	<u>0</u>	<u>160</u>
	103	160
Amount attributable to future period:		
Advance payment received in respect of next period	0	60
Underexpenditure in the reporting period	<u>27</u>	<u>43</u>
Sub-total amount attributable to future period	27	103
Amount expended in the reporting period	<u>76</u>	<u>57</u>

	University	
	1998	1997
	\$ '000	\$ '000
Research infrastructure grants		
Amount received in previous period:		
Advance payment received in previous period	0	12
Carry-over from previous period	<u>0</u>	<u>258</u>
Sub-total amount received in previous period	0	270
Amount received in the reporting period	<u>261</u>	<u>362</u>
	261	632
Amount attributable to future period:		
Advance payment received in respect of next period	21	0
Underexpenditure in the reporting period	<u>0</u>	<u>0</u>
Sub-total amount attributable to future period	21	0
Amount expended in the reporting period	<u>240</u>	<u>632</u>
Australian postgraduate awards		
Amount received in previous period:		
Advance payment received in previous period	0	16
Carry-over from previous period	<u>0</u>	<u>0</u>
Sub-total amount received in previous period	0	16
Amount received in the reporting period	<u>246</u>	<u>195</u>
	246	211
Amount attributable to future period:		
Advance payment received in respect of next period	0	0
Underexpenditure in the reporting period	<u>0</u>	<u>0</u>
Sub-total amount attributable to future period	0	0
Amount expended in the reporting period	<u>246</u>	<u>211</u>
SPIRT Scheme - Other (Including APA (Industry))		
Amount received in previous period:		
Advance payment received in previous period	3	2
Carry-over from previous period	<u>1</u>	<u>0</u>
Sub-total amount received in previous period	4	2
Amount received in the reporting period	<u>94</u>	<u>32</u>
	98	34
Amount attributable to future period:		
Advance payment received in respect of next period	12	3
Underexpenditure in the reporting period	<u>0</u>	<u>1</u>
Sub-total amount attributable to future period	12	4
Amount expended in the reporting period	<u>86</u>	<u>30</u>
Research Fellowships		
Amount received in previous period:		
Advance payment received in previous period	0	0
Carry-over from previous period	<u>0</u>	<u>0</u>
Sub-total amount received in previous period	0	0
Amount received in the reporting period	<u>60</u>	<u>0</u>
	60	0
Amount attributable to future period:		
Advance payment received in respect of next period	2	0
Underexpenditure in the reporting period	<u>52</u>	<u>0</u>
Sub-total amount attributable to future period	54	0
Amount expended in the reporting period	<u>6</u>	<u>0</u>

	University	
	1998	1997
	\$ '000	\$ '000
Overseas Postgraduate Research Scholarships		
Amount received in previous period:		
Advance payment received in previous period	0	4
Carry-over from previous period	3	4
Sub-total amount received in previous period	3	8
Amount received in the reporting period	51	48
	54	56
Amount attributable to future period:		
Advance payment received in respect of next period	0	0
Underexpenditure in the reporting period	0	3
Sub-total amount attributable to future period	0	3
Amount expended in the reporting period	54	53

12.3 Acquittal of Commonwealth Government Grants pursuant to the Higher Education Funding Act, 1988.

The following Commonwealth Government Grants to the University were under-expended in the 1998 reporting period:

	University		
	1998	1998	
	Grant	Amount	1998 Under-
	available	expended *	expenditure#
	\$ '000	\$ '000	\$ '000
Operating Purposes excluding HECS:			
Higher Education Innovation Program	242	21	221
Sub-total all grant categories for operating purposes	242	21	221
Large research grants	266	188	78
Special research initiatives	13	1	12
SPIRT Scheme (Collaborative research grants - ongoing)	103	76	27
Research Fellowships	58	6	52

* The amount expended on these grants agrees with the amount shown in Note 12.2 in respect of each category.

The under-expended grants are to be carried forward into 1999.

13 Amounts received pursuant to the Higher Education Funding Act 1988 from HECS Trust Fund and amounts expended:

	University	
	1998	1997
	\$ '000	\$ '000
Amount received in previous period		
Advance payment received in previous period	2,294	1,657
Carry-over from previous period	0	0
Sub-total amount received in previous period	2,294	1,657
Amount received in the reporting period	29,187	21,346
	31,481	23,003
Amount attributable to future period		
Advance payment received in respect of next period	2,764	2,293
Underexpenditure in the reporting period	0	0
Sub-total amount attributable to future period	2,764	2,293

	University	
	1998	1997
	\$ '000	\$ '000
Amount expended in the reporting period	<u>28,717</u>	<u>20,710</u>
HECS contributions actually received from students	8,468	7,769
HECS up-front receipts adjustment	<u>262</u>	<u>(304)</u>
HECS contributions per DETYA's estimate for the University	8,206	8,073
Total HECS revenue for the reporting period	<u>36,923</u>	<u>28,783</u>

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
14 State government grants				
NSW government grants for the following purposes were received by the University in 1998.				
Department of School Education (Enhanced teacher learning)	10	0	10	0
Other research Grants	0	51	0	51
Total State government grants	<u>10</u>	<u>51</u>	<u>10</u>	<u>51</u>

15 Fees and charges

Fees and charges were collected from the following sources during the reporting period:

Continuing education	1,636	1,420	1,636	1,420
Fee paying overseas students	6,940	7,154	6,940	7,154
Fee-paying non-overseas postgraduate students	4,569	2,575	4,569	2,575
Fee-paying non-overseas undergraduate students	49	0	49	0
Non-overseas students undertaking non-award courses	1,144	799	1,144	799
Other Fees and Charges				
Residential Fees	6,804	6,653	6,804	6,653
Conference/Function Charges	1,026	1,255	1,026	1,255
Fees for Services Rendered	1,215	1,085	1,215	1,085
Other Student Fees	2,446	565	2,446	565
Other Fees	<u>294</u>	<u>305</u>	<u>294</u>	<u>305</u>
Sub Total Other Fees and Charges	11,785	9,863	11,785	9,863
Total Fees and Charges	<u>26,123</u>	<u>21,811</u>	<u>26,123</u>	<u>21,811</u>

16 Deferred income - Govt contributions for superannuation

The Operating Statement in 1998 included \$4,580,624 for deferred income from the Government unfunded superannuation liabilities (refer Note 11.3). This was offset by the same amount in the Operating Expenditure. This decrease was advised by the Superannuation Administration Authority of NSW in their actuarial assessment of the University's liability as at 31 December 1998. The decrease in this liability in 1997 was \$13,707,703; of this amount \$11,525,857 represented tax credits which were accounted for as abnormal items (refer Note 24).

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
17 Other Income				
Other Income was collected from the following sources during the reporting period:				
Sale of assets	3,050	2,797	3,050	2,797
Sales of trading stock	2,279	1,860	2,279	1,860
Contracts and consultancies	1,378	1,984	1,378	1,984
Other sales	1,167	857	1,167	857
Other income	5,021	4,706	5,021	4,706
Total Other Income	12,895	12,204	12,895	12,204

18 Expenses attributed to functions

(Other expenses includes non-salary items, for example fees for services and purchases, and other items referred to in Note 1.18, except for depreciation)

18.1 Academic activities

Academic staff salaries	33,842	32,595	33,842	32,595
Academic staff salary related expenses	8,180	8,887	8,180	8,887
Non-academic staff salaries	7,797	6,658	7,797	6,658
Non-academic staff salary related expenses	2,036	1,768	2,036	1,768
Depreciation expense;				
Buildings	1,625	1,716	1,625	1,716
Plant, vehicles and Equipment	851	858	851	858
Sub-total depreciation expense	2,476	2,574	2,476	2,574
Other expenses *	17,237	14,570	17,237	14,570
	71,568	67,052	71,568	67,052

* Includes services rendered \$2,733,649 (\$4,922,765 in 1997), printing \$2,564,899 (\$2,164,274), scholarships \$1,861,916 (\$539,121) and general travel \$1,415,109 (\$1,305,160).

18.2 Libraries

Academic staff salaries	0	0	0	0
Academic staff salary related expenses	0	0	0	0
Non-academic staff salaries	2,923	3,796	2,923	3,796
Non-academic staff salary related expenses	778	785	778	785
Depreciation expense;				
Library Collection	1,922	1,904	1,922	1,904
Buildings	676	724	676	724
Plant, vehicles and Equipment	295	286	295	286
Sub-total depreciation expense	2,893	2,914	2,893	2,914
Other expenses *	2,207	2,208	2,207	2,208
	8,801	9,703	8,801	9,703

* Includes asset disposal costs \$345,111 (\$418,835 in 1997) and electronic resources \$310,989 (\$231,292).

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
18.3 Other academic support services				
Academic staff salaries	399	315	399	315
Academic staff salary related expenses	72	70	72	70
Non-academic staff salaries	10,200	7,217	10,200	7,217
Non-academic staff salary related expenses	2,020	1,383	2,020	1,383
Depreciation expense;				
Buildings	1,198	1,251	1,198	1,251
Plant, vehicles and Equipment	523	495	523	495
Sub-total depreciation expense	1,721	1,746	1,721	1,746
Other expenses *	8,722	8,052	8,722	8,052
	<u>23,134</u>	<u>18,783</u>	<u>23,134</u>	<u>18,783</u>

* Includes services rendered \$1,352,116 (\$1,392,168 in 1997), telephone/fax charges \$802,313 (\$117,278), trading stock \$639,159 (\$970,929) and minor equipment \$586,055 (\$192,776).

18.4 Student services				
Academic staff salaries	0	9	0	9
Academic staff salary related expenses	0	3	0	3
Non-academic staff salaries	4,800	5,353	4,800	5,353
Non-academic staff salary related expenses	965	1,678	965	1,678
Depreciation expense;				
Buildings	1,655	1,772	1,655	1,772
Plant, vehicles and Equipment	722	701	722	701
Sub-total depreciation expense	2,377	2,473	2,377	2,473
Other expenses *	7,593	5,129	7,593	5,129
	<u>15,735</u>	<u>14,645</u>	<u>15,735</u>	<u>14,645</u>

* Includes services rendered \$2,470,019 (\$752,851 in 1997), trading stock 1,480,939 (\$1,446,805) and infrastructure levy \$867,160 (\$684,319).

18.5 Public services				
Academic staff salaries	47	35	47	35
Academic staff salary related expenses	1	2	1	2
Non-academic staff salaries	1,318	1,225	1,318	1,225
Non-academic staff salary related expenses	358	243	358	243
Depreciation expense;				
Buildings	163	174	163	174
Plant, vehicles and Equipment	71	69	71	69
Sub-total depreciation expense	234	243	234	243
Other expenses *	3,017	1,347	3,017	1,347
	<u>4,975</u>	<u>3,095</u>	<u>4,975</u>	<u>3,095</u>

* Includes services rendered \$2,723,248 (\$588,773 in 1997), corporate advertising \$351,002 (\$152,957) and infrastructure levy \$336,303 (\$282,976).

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
18.6 Buildings and grounds				
Academic staff salaries	0	0	0	0
Academic staff salary related expenses	0	0	0	0
Non-academic staff salaries	3,244	2,818	3,244	2,818
Non-academic staff salary related expenses	813	624	813	624
Depreciation expense;				
Buildings	143	153	143	153
Plant, vehicles and Equipment	62	60	62	60
Sub-total depreciation expense	205	213	205	213
Other expenses *	64	645	1,782	2,127
	<u>4,326</u>	<u>4,300</u>	<u>6,044</u>	<u>5,782</u>

* Includes building works \$520,697 (\$996,166 in 1997) and cleaning \$440,658 (\$1,510,113).

18.7 Administration and other general institutional services				
Academic staff salaries	248	342	248	342
Academic staff salary related expenses	17	35	17	35
Non-academic staff salaries	8,483	7,414	8,483	7,414
Non-academic staff salary related expenses	3,047	2,539	3,047	2,539
Depreciation expense;				
Buildings	394	422	394	422
Plant, vehicles and Equipment	219	321	219	321
Sub-total depreciation expense	613	743	613	743
Other expenses *	3,948	3,862	3,948	3,862
	<u>16,356</u>	<u>14,935</u>	<u>16,356</u>	<u>14,935</u>

* Includes asset disposal costs \$1,050,154 (\$244,151), and services rendered \$591,338 (\$720,002).

18.8 Deferred employee benefits for superannuation				
Academic staff salary related expenses	(3,069)	(1,462)	(3,069)	(1,462)
Non-academic staff salary related expenses	(1,512)	(720)	(1,512)	(720)
	<u>(4,581)</u>	<u>(2,182)</u>	<u>(4,581)</u>	<u>(2,182)</u>

18.9 Other				
Academic staff salaries	0	0	0	0
Academic staff salary related expenses	0	0	0	0
Non-academic staff salaries	1	0	1	0
Non-academic staff salary related expenses	0	0	0	0
Depreciation expense;				
Buildings	0	0	0	0
Plant, vehicles and Equipment	0	0	0	0
Sub-total depreciation expense	0	0	0	0
Other expenses *	1,730	1,495	12	13
	<u>1,731</u>	<u>1,495</u>	<u>13</u>	<u>13</u>

* Consolidated Other Expenses includes the provision of cleaning services by the University's three cleaning companies.

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
18.10 Total				
Academic staff salaries	34,536	33,296	34,536	33,296
Academic staff salary related expenses	5,201	7,535	5,201	7,535
Non-academic staff salaries	38,766	34,481	38,766	34,481
Non-academic staff salary related expenses	8,505	8,300	8,505	8,300
Depreciation expense;				
Library Collection	1,922	1,904	1,922	1,904
Buildings	5,854	6,212	5,854	6,212
Plant, vehicles and Equipment	2,743	2,790	2,743	2,790
Sub-total depreciation expense	10,519	10,906	10,519	10,906
Other expenses	44,518	37,308	44,518	37,308
	<u>142,045</u>	<u>131,826</u>	<u>142,045</u>	<u>131,826</u>

19 Salary related expenses

The following salary related expenses were incurred during the reporting period:

Contributions to funded superannuation & pension schemes	9,742	9,019	9,742	9,019
Deferred employee benefits for superannuation	(4,581)	(2,182)	(4,581)	(2,182)
Payroll Tax	5,625	5,463	5,625	5,463
Worker's Compensation	963	1,138	963	1,138
Long service leave expense	1,877	1,823	1,877	1,823
Annual leave	80	574	80	574
	<u>13,706</u>	<u>15,835</u>	<u>13,706</u>	<u>15,835</u>

19 Fees for services rendered

19.1 Audit fees

External audit fees paid (the Auditor General received no other benefits).

	<u>124</u>	<u>121</u>	<u>116</u>	<u>113</u>
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19.2 Consultants

Payments made to consultants during the year totalled \$439,374 (\$437,817 in 1997).

The major payments were to the following; \$ '000

Evenway Pty Ltd	113
Gibson Quai & Associates Pty Ltd	98
TASA Executive Search Ltd	25
University of Canberra	20

20 Contingent liabilities

There are no known material contingent liabilities at the University as at year end.

21 Commitments

The University has a lease commitment for a property at 93 York Street Sydney over three years from 1 December 1996 until 20 November 1999.

The premises is used as an English Language Centre that currently has students enrolled and has an annual turnover of \$255,572.

	Consol. University	
	1998	1998
	\$ '000	\$ '000
Lease commitment		
1) Not later than 1 year -	80	80
2) Later than 1 year but less than 2 years -	0	0
3) Later than 2 years but less than 5 years -	0	0
	<u>80</u>	<u>80</u>
Capital, Goods and Services commitments - not later than one year.	8,883	8,883

22 Trading activities

The trading results for the University's trading enterprises for the period ended 31 December 1998 are as follows with 1997 Net Profit (loss) shown for comparison;

	Sales	Less Cost of Goods Sold	Gross Profit	Other Income	Operating Expenses	1998 Net Profit (loss)	1997 Net Profit (loss)
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Printeries	3,866	975	2,891	26	2,693	224	(46)
Catering *	3,998	1,479	2,519	63	2,200	382	36
Art Stores	144	119	25	0	59	(34)	(12)
Alumni Shop	109	95	14	152	258	(92)	(59)
Computer Shop	322	306	16	4	52	(32)	(82)
Winery	1,985	414	1,571	174	1,642	103	57
Cheese Factory	0	(7)	7	82	84	5	0
Mixed Farm	659	(36)	695	70	751	14	47
	<u>11,083</u>	<u>3,345</u>	<u>7,738</u>	<u>571</u>	<u>7,739</u>	<u>570</u>	<u>(59)</u>

The above do not include enterprises that do not carry stock. Hence Catering does not include residential fee income.

The sales figures comprise internal sales of \$6,018,147 and external sales of \$5,965,009. External sales and other income are brought to account in the Operating Statement under "Other" Operating Revenue while purchases and operating expenses are brought to account under "Non-Academic Staff Salaries" and "Other Expenses".

23 Statement of Cash Flows

23.1 Reconciliation of Cash

For the purposes of the statement of cash flows, the University considers cash to include cash on hand and in bank and investments in money market instruments. Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	Consolidated		University	
	1998	1997	1998	1997
	\$ '000	\$ '000	\$ '000	\$ '000
Cash on hand	7	13	7	13
Cash at bank	1,075	882	1,075	882
Deposits at call	2,500	2,500	2,500	2,500
Other Investments	31,500	35,500	31,500	35,500
	<u>35,082</u>	<u>38,895</u>	<u>35,082</u>	<u>38,895</u>

Consolidated		University	
1998	1997	1998	1997
\$ '000	\$ '000	\$ '000	\$ '000

23.2 Reconciliation of Net Cash used in Operating Activities with the Operating Result

Operating result	3,494	9,373	3,494	9,373
Increase in Accrued Interest	(152)	(113)	(152)	(113)
(Decrease)/Increase in debtors and provision for doubtful and bad debts	209	585	209	585
Increase/(Decrease) in Student Fees received in Advance	82	(351)	82	(351)
Increase/(Decrease) in Other Income received in Advance	35	(14)	35	(14)
Profit on sale of assets	(141)	(261)	(141)	(261)
Increase in HECS Trust Fund in advance	470	637	470	637
Increase (decrease) in HECS up front receipts in advance	689	(305)	689	(305)
Decrease in Govt grant in advance	(455)	(735)	(455)	(735)
(Increase)/Decrease in Accrued Income	(8)	298	(8)	298
(Decrease)/Increase in accrued salaries	(129)	1,187	(129)	1,187
(Increase)/Decrease in prepaid salaries	(76)	121	(76)	121
Increase in Provision for Leave and Employee Entitlements	246	871	246	871
Increase/(Decrease) in accrued expenses	441	(1,089)	441	(1,089)
Decrease/(Increase) in Govt Contribution - Thurgoona	300	(295)	300	(295)
Depreciation	10,576	10,904	10,576	10,904
(Increase)/Decrease in Other Prepayments	(21)	79	(21)	79
Increase in inventory	(705)	(497)	(705)	(497)
Net cash used in operating activities	14,855	20,395	14,855	20,395

24 Abnormal Items

In 1996 there was an uncertainty in respect of the individual employer reserve balances in the State Authorities Superannuation Trustee Corporation pooled Fund. This uncertainty was resolved in 1997 and resulted in a net tax adjustment credit of \$11,525,857 in the University's reserve balances. This adjustment is reported in the Operating Statement as an Abnormal Item in both Operating Revenue and Operating Expenses.

25 Financial Instruments

(a) Interest rate risk

Interest rate risk, is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The University's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance sheet date are as follows (all figures are identical for the University and Consolidated):

Financial Instruments	1998			Non-interest bearing	Total carrying amount as per financial statements	Weighted average effective interest rate *
	Floating Interest rate	Fixed interest rate maturing in: 1 year or less	Over 1 to 5 years			
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	
<i>Financial Assets</i>						
Cash	1,075			7	1,082	2.3
Debtors				4,570	4,570	
Investments	2,500	29,500	2,000		34,000	6.9
Total Financial Assets	3,575	29,500	2,000	4,577	39,652	

Financial Instruments	Floating Interest rate	Fixed interest rate maturing in: 1 year or less	Over 1 to 5 years	Non-interest bearing	Total carrying amount as per financial statements	Weighted average effective interest rate *
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	
<i>Financial Liabilities</i>						
Creditors				4,325	4,325	N/A
Total Financial Liabilities	0	0	0	4,325	4,325	

1997						
Financial Instruments	Floating Interest rate	Fixed interest rate maturing in: 1 year or less	Over 1 to 5 years	Non-interest bearing	Total carrying amount as per financial statements	Weighted average effective interest rate *
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	
<i>Financial Assets</i>						
Cash	882			13	895	2.2
Debtors				67,580	67,580	
Investments	2,500	28,500	7,000		38,000	6.7
Total Financial Assets	3,382	28,500	7,000	67,593	106,475	
<i>Financial Liabilities</i>						
Creditors				4,461	4,461	N/A
Total Financial Liabilities	0	0	0	4,461	4,461	

* Weighted average effective interest rate was computed on an annual basis.

(b) Credit risk

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The University's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the financial statements.

Credit risk by classification of counterparty.

1998				
	Banks	Students	Other	Total
	\$ '000	\$ '000	\$ '000	\$ '000
<i>Financial Assets</i>				
Cash	1,075		7	1,082
Debtors	793	1,743	2,034	4,570
Investments	34,000			34,000
Total Financial Assets	35,868	1,743	2,041	39,652
1997				
	Banks	Students	Other	Total
	\$ '000	\$ '000	\$ '000	\$ '000
<i>Financial Assets</i>				
Cash	882		13	895
Debtors	641	1,594	1,861	4,096
Investments	38,000			38,000
Total Financial Assets	39,523	1,594	1,874	42,991

END OF AUDITED FINANCIAL STATEMENTS

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

ACN No. 063 446 864

Annual Financial Statements

For Year Ended 31 December 1998

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

Statement by Members of the Board for the Year Ended
31 December 1998

Pursuant to Section 41C(1B) and (1C) of the Public Finance and Audit Act, 1983, and in accordance with a resolution of the members of the Board of Directors of Mitchell Services Limited, we declare on behalf of the Board of Directors that in our opinion:

1. The accompanying financial statements exhibit a true and fair view of the financial position of Mitchell Services Limited as at 31 December, 1998 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or materially inaccurate.

Dated at Bathurst this 26th day of March 1999.

for and on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

Directors' Declaration for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that in the opinion of the Directors:

1. the accompanying profit and loss statement gives a true and fair view of the Company's result for the financial year ended 31 December, 1998;
2. the accompanying balance sheet gives a true and fair view of the Company's state of affairs as at 31 December, 1998;
3. the financial statements and notes comply with Australian Accounting Standards;
4. the financial statements and notes are in accordance with the law;
5. at the date of this statement there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

Dated at Bathurst this 26th day of March 1999.

for and on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

Directors' Report for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

1. The Directors in Office at the date of this report are:

Mr A J Callander, Director, BBus (Acc), (23 May 1995 - Present)

Mr J G Molenkamp, Director, (11 February 1994 - Present)

Mr J F Hackett, Director, FCIS, FCIM, MNIA, (8 February 1995 - Present)

Mr C S Clarke, Director, BLabSt *Adel*, (1 September 1995 - Present)

Prof C D Blake, AM, Director, BScAgr *Syd.*, PhD *Lond.*, FAIAS,

(11 February 1994 - Present)

Mr A T Ellis, Director, (18 November 1997 - Present)

Mr H King, Director, (19 August 1998 - Present)

2. The principal activities of Mitchell Services Limited in the course of the financial period were cleaning services to Charles Sturt University, Bathurst Campus and to one external client.

3. The operating result for the year was \$0.

4. Mitchell Services Limited does not pay dividends as it is a company limited by guarantee.

5. No significant change in the state of affairs of the Company has occurred during the financial year.

6. There have not been any significant matters affecting the Company which have arisen subsequent to the end of the financial year and to the date of this report.

7. There are no significant developments in the Company's operations which have been proposed for the immediate future.

8. During and since the end of the financial year, no Director of Mitchell Services Limited has received or has become entitled to receive, a benefit because of a contract made by Mitchell Services Limited, or a related company, with the Director, or with a firm of which the Director is a member, or an entity in which the Director has a substantial financial interest. The Directors are covered by the following insurance policy:

Directors and Officers Liability Cover

CGU Insurance Ltd

Policy No: 03DO214755

Expiry Date: 31 December 1999

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

Directors' Report for the Year Ended
31 December 1998

9. During the year ended 31 December 1998 five Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended</u>
Prof C D Blake	5	0
Dr C J A McDonogh (ceased 12/5/98)	2	2
Mr J G Molenkamp	5	3
Mr J F Hackett	5	5
Mr A J Callander	5	5
Mr C S Clarke	5	3
Mr A T Ellis	5	5
Mr H King (appointed 19/8/98)	2	1

There were no special or other meetings held during 1998.

Dated at Bathurst this 26th day of March 1999.

for and on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

MITCHELL SERVICES LIMITED
(a company limited by guarantee)

BALANCE SHEET
As at 31 December 1998

	Note	1998	1997
		\$	\$
CURRENT ASSETS			
Receivables		18,505	27,350
Other		<u>0</u>	<u>4,444</u>
TOTAL CURRENT ASSETS		<u>18,505</u>	<u>31,794</u>
TOTAL ASSETS		<u>18,505</u>	<u>31,794</u>
CURRENT LIABILITIES			
Creditors and Accruals		11,152	26,295
Provisions	4	<u>7,353</u>	<u>5,499</u>
TOTAL CURRENT LIABILITIES		<u>18,505</u>	<u>31,794</u>
TOTAL LIABILITIES		<u>18,505</u>	<u>31,794</u>
NET ASSETS		<u>0</u>	<u>0</u>
RETAINED EARNINGS			
Accumulated Funds		<u>0</u>	<u>0</u>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

MITCHELL SERVICES LIMITED
(a company limited by guarantee)

PROFIT AND LOSS STATEMENT
for the Year Ended 31 December 1998

	Note	1998	1997
		\$	\$
INCOME			
Fees for Services Rendered	2	<u>581,980</u>	<u>505,963</u>
TOTAL INCOME		<u>581,980</u>	<u>505,963</u>
EXPENDITURE			
Salaries		506,264	436,235
Provision for Annual Leave	1 (b)	3,074	3,400
Workers Compensation Insurance		13,443	18,599
Superannuation		33,185	26,208
Motor Vehicle Expenses		838	1,603
Audit Fees	3	2,575	2,500
Stores and Provisions		20,683	15,236
Insurance		515	1,038
Communications		1,138	910
Other		<u>265</u>	<u>234</u>
TOTAL EXPENDITURE		<u>581,980</u>	<u>505,963</u>
OPERATING RESULT		<u>0</u>	<u>0</u>
OPENING RETAINED EARNINGS		<u>0</u>	<u>0</u>
CLOSING RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

MITCHELL SERVICES LIMITED
(a company limited by guarantee)

STATEMENT OF CASH FLOWS
For the Year Ended 31 December 1998

	1998	1997
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash Flows from Operating Activities		
Fees for Services Rendered	583,834	485,156
Salaries and Oncosts	-557,820	-466,135
Other Operating Costs	<u>-26,014</u>	<u>-19,021</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Period	<u>0</u>	<u>0</u>
Cash at the End of the Period	<u>0</u>	<u>0</u>
Note to the Statement of Cash Flows		
Reconciliation of Net Cash Provided by Operating Activities to Operating Result		
Operating Result	0	0
(Increase)/Decrease in Receivables	8,845	-18,739
(Increase)/Decrease in Other Current Assets	4,444	-4,444
Increase/(Decrease) in Creditors & Accruals	-15,143	19,783
Increase/(Decrease) in Provision for Annual Leave	<u>1,854</u>	<u>3,400</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

MITCHELL SERVICES LIMITED

(a company limited by guarantee)

Notes to and Forming Part of the Accounts
For the Financial Year Ended 31 December 1998

Mitchell Services Limited is incorporated as a company limited by guarantee (ACN number 063 446 864). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

Note 1 Summary of Significant Accounting Policies

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements, the Corporations Law, the Public Finance and Audit Act, 1983 as amended and the accompanying regulations.

The financial statements have been prepared on the basis of accrual accounting and in accordance with historical cost convention and have not been adjusted to record changes in the general purchasing power of the dollar.

The accounting policies adopted are consistent with those of the previous year unless otherwise specified.

(a) Property, Plant and Equipment

- (i) Mitchell Services Limited does not own any non-current assets. All non-current assets used by Mitchell Services Limited are owned by Charles Sturt University.
- (ii) Expenditure on maintenance of equipment, etc is expensed by the Company in the period it is incurred.

(b) Employee Entitlements

Provision is made for annual leave estimated to be payable to employees on the basis of statutory and contractual requirements.

(c) Income Tax

The Company is exempt from payment of income tax in accordance with Section 23(e) of the Income Tax Assessment Act.

(d) Going Concern

The ability of the Company to continue its activities is dependent on the continued financial support of Charles Sturt University. The University has undertaken to give that support for at least twelve months from the date that these financial statements were approved by the Directors.

(e) Financial Instruments

Financial instruments give rise to positions that are a financial asset of either the company or its counterparty and a financial liability (or equity instrument) of the other party. For the company these include receivables and creditors.

In accordance with (AASB1033) "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 8, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

Classes of instruments recorded at market value comprise:

- nil

Classes of instruments recorded at other than cost or market valuation comprise:

- nil

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accruals basis.

Note 2 Income

The income of \$581,980 was principally for cleaning services provided to Charles Sturt University, Bathurst Campus and one external client.

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of the Audit Office of NSW for the financial period ended 31 December 1998 was \$2,575. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Provisions

Provision is staff accrued recreation leave.

Note 5 Remuneration of Directors

No Directors of the Company had during the financial period received income from the Company, or related body corporate.

Note 6 Related Parties

(a) Names of Directors

The names of Directors who have held office during the financial period are:

Prof C D Blake
Dr C J A McDonogh
Mr J G Molenkamp
Mr J F Hackett
Mr A J Callander
Mr C S Clarke
Mr A T Ellis
Mr H King

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 5.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Mitchell Services Limited. The Company has commercial transactions with the parent entity but these transactions do not result in a net cash flow between the University and Mitchell Services Limited.

(d) Transactions with Charles Sturt University and its related entities

The University meets the expenses of the Company principally in return for cleaning services provided to the University. These transactions do not result in a net cash flow situation.

(e) Aggregate amounts receivable from, and payable to related parties at balance date are as follows:

	1998	1997
	\$	\$
Current Receivables		
Controlling Entity	<u>18,505</u>	<u>27,350</u>
Other Assets		
Controlling Entity	<u>0</u>	<u>4,444</u>

(f) Charles Sturt University provided Mitchell Services Limited with a range of administrative support services. These services have been provided at no charge to Mitchell Services Limited and comprised the provision of:

- office accommodation facilities
- accounting and administrative services
- electricity and other utility services

These services are valued at approximately \$13,000.

Note 7 Segment Reporting

The Company operates predominantly in one geographical segment being Australia.

Note 8 Financial Instruments*(a) Interest Rate Risk*

Interest rate risk, is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Company's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance sheet date are as follows:

1998

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	18,505	18,505	N/A
<i>Total Financial Assets</i>	-	-	-	-	18,505	18,505	N/A
Financial Liabilities							
Creditors	-	-	-	-	11,152	11,152	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	11,152	11,152	N/A

1997

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	27,350	27,350	N/A
<i>Total Financial Assets</i>	-	-	-	-	27,350	27,350	N/A
Financial Liabilities							
Creditors	-	-	-	-	26,295	26,295	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	26,295	26,295	N/A

(b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The Company's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the balance sheet.

The entire concentration of credit risk arises in respect of receivables due from Charles Sturt University.

END OF AUDITED FINANCIAL STATEMENTS

OLIVE STREET SERVICES LIMITED

(a company limited by guarantee)

ACN No. 057 200 138

Annual Financial Statements

For Year Ended 31 December 1998

OLIVE STREET SERVICES LIMITED

(a company limited by guarantee)

Statement by Members of the Board for the Year Ended
31 December 1998

Pursuant to Section 41C(1B) and (1C) of the Public Finance and Audit Act, 1983, and in accordance with a resolution of the members of the Board of Directors of Olive Street Services Limited, we declare on behalf of the Board of Directors that in our opinion:

1. The accompanying financial statements exhibit a true and fair view of the financial position of Olive Street Services Limited as at 31 December, 1998 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or materially inaccurate.

Dated at Albury this 26th day of March 1998

for and on behalf of the Board in accordance with its resolution.

Signed: _____
S C Smith

Signed: _____
L Lo Bartolo

OLIVE STREET SERVICES LIMITED

(a company limited by guarantee)

Directors' Declaration for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that in the opinion of the Directors:

1. the accompanying profit and loss statement gives a true and fair view of the Company's result for the financial year ended 31 December, 1998;
2. the accompanying balance sheet gives a true and fair view of the Company's state of affairs as at 31 December, 1998
3. the financial statements and notes comply with Australian Accounting Standards;
4. the financial statements and notes are in accordance with the law;
5. at the date of this statement there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

Dated at Albury this 26th day of March 1998

for and on behalf of the Board in accordance with its resolution.

Signed: _____
S C Smith

Signed: _____
L Lo Bartolo

OLIVE STREET SERVICES LIMITED

(a company limited by guarantee)

Directors' Report for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

1. The Directors in Office at the date of this report are:

Mr G R Beavan, Director, BA *Riverina-Murray I.H.E.*, MLitt *N.E.*,
(16 October 1992 - Present)

Prof B Rothwell, Director, BSc *Lond.*, PhD *Bath.*, (16 October 1992 - Present)

Mr L Lo Bartolo, Director, BBus *Phillip I.T.*, (28 June 1996 - Present)

Mr S C Smith, Director, BBus(Accounting) *Charles Sturt University.*, ASA,
(28 June 1996 - Present)

2. The principal activities of Olive Street Services Limited in the course of the financial period were cleaning services and the inter-office movement of furniture for Charles Sturt University, Albury-Wodonga Campus.
3. The operating result for the year was \$0.
4. Olive Street Services Limited does not pay dividends as it is a company limited by guarantee.
5. No significant change in the state of affairs of the Company has occurred during the financial year.
6. There have not been any significant matters affecting the Company which have arisen subsequent to the end of the financial year and to the date of this report.
7. There are no significant developments in the Company's operations which have been proposed for the immediate future.
8. During and since the end of the financial year, no Director of Olive Street Services Limited has received or has become entitled to receive, a benefit because of a contract made by Olive Street Services Limited, or a related company, with the Director, or with a firm of which the Director is a member, or an entity in which the Director has a substantial financial interest. The Directors are covered by the following insurance policy:

Directors and Officers Liability Cover

CGU Insurance Ltd

Policy No: 03DO214755

Expiry Date: 31 December 1999

9. During the year ended 31 December 1998 one Director's meeting was held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended</u>
Mr G R Beavan	1	0
Prof B Rothwell	1	1
Mr L Lobartolo	1	1
Mr S C Smith	1	1

There were no special or other meetings held during 1998.

Dated at Albury this 26th of March 1998

for and on behalf of the Board in accordance with its resolution.

Signed: _____
S C Smith

Signed: _____
L Lo Bartolo

OLIVE STREET SERVICES LIMITED
(a company limited by guarantee)

BALANCE SHEET
As at 31 December 1998

	Note	1998	1997
		\$	\$
CURRENT ASSETS			
Receivables		6,229	3,942
Other		<u>0</u>	<u>210</u>
TOTAL CURRENT ASSETS		<u>6,229</u>	<u>4,152</u>
TOTAL ASSETS		<u>6,229</u>	<u>4,152</u>
CURRENT LIABILITIES			
Creditors		2,575	2,710
Provisions	4	<u>3,654</u>	<u>1,442</u>
TOTAL CURRENT LIABILITIES		<u>6,229</u>	<u>4,152</u>
TOTAL LIABILITIES		<u>6,229</u>	<u>4,152</u>
NET ASSETS		<u>0</u>	<u>0</u>
RETAINED EARNINGS			
Accumulated Funds		<u>0</u>	<u>0</u>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

OLIVE STREET SERVICES LIMITED
(a company limited by guarantee)

PROFIT AND LOSS STATEMENT
for the Year Ended 31 December 1998

	Note	1998	1997
		\$	\$
INCOME			
Fees for Services Rendered	2	<u>106,411</u>	<u>99,239</u>
TOTAL INCOME		<u>106,411</u>	<u>99,239</u>
EXPENDITURE			
Salaries		90,349	77,054
Provision for Annual Leave		0	1,442
Superannuation		5,994	4,612
Workers Compensation		1,350	5,009
Audit Fees	3	2,575	2,500
Insurance Premiums		113	373
Consumables		5,935	8,215
Other		<u>95</u>	<u>34</u>
TOTAL EXPENDITURE		<u>106,411</u>	<u>99,239</u>
OPERATING RESULT		<u>0</u>	<u>0</u>
OPENING RETAINED EARNINGS		<u>0</u>	<u>0</u>
CLOSING RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

OLIVE STREET SERVICES LIMITED
(a company limited by guarantee)

STATEMENT OF CASH FLOWS
For the Year Ended 31 December 1997

	1998	1997
	\$	\$
	Inflows	Inflows
	(Outflows)	(Outflows)
Cash Flows from Operating Activities		
Fees for Services Rendered	106,276	95,507
Salaries and Oncosts	(97,558)	(86,885)
Other Operating Costs	<u>(8,718)</u>	<u>(8,622)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>

Note to the Statement of Cash Flows

Reconciliation of Net Cash Provided by Operating Activities to Operating Result

Operating Result	0	0
(Increase)/Decrease in Receivables	(2,287)	(926)
(Increase)/Decrease in Other Current Assets	210	(210)
Increase/(Decrease) in Provision for Annual Leave	2,212	926
Increase/(Decrease) in Creditors	<u>(135)</u>	<u>210</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

OLIVE STREET SERVICES LIMITED

(a company limited by guarantee)

Notes to and Forming Part of the Accounts
For the Financial Year Ended 31 December 1998

Olive Street Services Limited is incorporated as a company limited by guarantee (ACN number 057 200 138). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

Note 1 Summary of Significant Accounting Policies

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional requirements, the Corporations Law, the Public Finance and Audit Act, 1983 as amended and the accompanying regulations.

The financial statements have been prepared on the basis of accrual accounting and in accordance with historical cost convention and have not been adjusted to record changes in the general purchasing power of the dollar.

(a) Property, Plant and Equipment

Olive Street Services Limited does not own any fixed assets. All fixed assets used by Olive Street Service Limited are owned by Charles Sturt University.

(b) Employee Entitlements

Provision is made for annual leave estimated to be payable to employees on the basis of statutory and contractual requirements.

The provision represents the accrued leave as at 31 December 1998.

(c) Income Tax

The Company is exempt from payment of income tax in accordance with Section 23(e) of the Income Tax Assessment Act.

(d) Going Concern

The ability of the Company to continue its activities is dependent on the continued financial support of Charles Sturt University. The University has undertaken to give that support for at least twelve months from the date that these financial statements were approved by the Directors.

(e) Financial Instruments

Financial instruments give rise to positions that are a financial asset of either the company or its counterparty and a financial liability (or equity instrument) of the other party. For the company these include receivables and creditors.

In accordance with (AASB1033) "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 8, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

Classes of instruments recorded at market value comprise:

- nil

Classes of instruments recorded at other than cost or market valuation comprise:

- nil

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accruals basis.

Note 2 Income

The income of \$106,411 from Charles Sturt University was principally for cleaning services provided to Charles Sturt University, Albury-Wodonga Campus.

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of the Audit Office of NSW for the financial year ended 31 December 1998 was \$2,575. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Provisions

Provision is staff accrued recreation leave.

Note 5 Remuneration of Directors

No Directors of the Company had during the financial year received income from the Company, or related body corporate.

Note 6 Related Parties

(a) Names of Directors

The names of Directors who have held office for the year ended 31 December 1998 are:

Mr G R Beavan
Prof B Rothwell
Mr L Lo Bartolo
Mr S C Smith

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 5.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Olive Street Services Limited. The Company has commercial transactions with the parent entity only but these transactions do not result in a net cash flow between the University and Olive Street Services Limited.

(d) Transactions with Charles Sturt University and its related entities

The University meets the expenses of the Company principally in return for cleaning services provided to the University. These transactions do not result in a net cash flow situation.

(e) Aggregate amounts receivable from, and payable to related parties at balance date are as follows:

	1998	1997
	\$	\$
Current Receivables		
Controlling Entity	<u>6,229</u>	<u>3,942</u>
Other Assets		
Controlling Entity	<u>0</u>	<u>210</u>

(f) Charles Sturt University provided Olive Street Services Limited with a range of administrative support services. These services have been provided at no charge to Olive Street Services Limited and comprised the provision of:

- office accommodation facilities
- accounting and administrative services
- electricity and other utility services

These services are valued at approximately \$6,000.

Note 7 Segment Reporting

The Company operates predominantly in one geographical segment being Australia.

Note 8 Financial Instruments

(a) Interest Rate Risk

Interest rate risk, is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Company's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance sheet date are as follows:

1998

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	6,229	6,229	N/A
<i>Total Financial Assets</i>	-	-	-	-	6,229	6,229	N/A
Financial Liabilities							
Creditors	-	-	-	-	2,575	2,575	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	2,575	2,575	N/A

1997

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	3,942	3,942	N/A
<i>Total Financial Assets</i>	-	-	-	-	3,942	3,942	N/A
Financial Liabilities							
Creditors	-	-	-	-	2,710	2,710	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	2,710	2,710	N/A

(b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The Company's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the balance sheet.

The entire concentration of credit risk arises in respect of receivables due from Charles Sturt University.

END OF AUDITED FINANCIAL STATEMENTS

RIVSERVICES LIMITED

(a company limited by guarantee)

ACN 003 492 233

Annual Financial Statements

For Year Ended 31 December 1998

RIVSERVICES LIMITED
(a company limited by guarantee)

Statement by Members of the Board for the Year Ended
31 December 1998

Pursuant to Section 41C(1B) and (1C) of the Public Finance and Audit Act, 1983, and in accordance with a resolution of the members of the Board of Directors of Rivservices Limited, we declare on behalf of the Board of Directors that in our opinion:

1. The accompanying financial statements exhibit a true and fair view of the financial position of Rivservices Limited as at 31 December, 1998 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or materially inaccurate.

Dated at Wagga Wagga this 26th day of March 1999.

for an on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

RIVSERVICES LIMITED
(a company limited by guarantee)

Directors' Declaration for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that in the opinion of the Directors:

1. the accompanying profit and loss statement gives a true and fair view of the Company's result for the financial year ended 31 December, 1998;
2. the accompanying balance sheet gives a true and fair view of the Company's state of affairs as at 31 December, 1998;
3. the financial statements and notes comply with Australian Accounting Standards;
4. the financial statements and notes are in accordance with the law;
5. at the date of this statement there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

Dated at Wagga Wagga this 26th day of March 1999.

for an on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

RIVSERVICES LIMITED
(a company limited by guarantee)

Directors' Report for the Year Ended
31 December 1998

In accordance with the Corporations Law, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

1. The Directors in Office at the date of this report are:
Prof K H Bowmer, Director, Bsc PhD *Nott.*, (7 February 1996 - Present)
Mr K G Smith, Director, AdipComp, (26 March 1996 - Present)
Mrs A Brassil, Director, BA DipEd *Syd.*, (14 April 1988 - Present)
Mr A J Callander, Managing Director, BBus (Acc), (14 April 1988 - Present)
Mr J F Hackett, Director and Company Secretary, FCIS, FCIM, MNIA,
(14 April 1988 - Present)
2. The principal activities of Rivservices Limited in the course of the financial year were cleaning services, the inter-office movement of furniture and the handling of all bookings for the hire of facilities for Charles Sturt University, Wagga Wagga Campus. There was no change in the nature of these activities during the financial year.
3. The operating result for the year was \$0.
4. Rivservices Limited does not pay dividends as it is a company limited by guarantee.
5. No significant change in the state of affairs of the Company has occurred during the financial year.
6. There have not been any significant matters affecting the Company which have arisen subsequent to the end of the financial year and to the date of this report.
7. There are no significant developments in the Company's operations which have been proposed for the immediate future.
8. During and since the end of the financial year, no Director of Rivservices Limited has received or has become entitled to receive, a benefit because of a contract made by Rivservices Limited, or a related company, with the Director, or with a firm of which the Director is a member, or an entity in which the Director has a substantial financial interest. The Directors are covered by the following insurance policy:

Directors and Officers Liability Cover
CGU Insurance Ltd
Policy No: 03DO214755
Expiry Date: 31 December 1999

RIVSERVICES LIMITED
(a company limited by guarantee)

Directors' Report for the Year Ended
31 December 1998

9. During the year ended 31 December 1998 five Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended\</u>
Prof K H Bowmer	5	2
Mrs A Brassil	5	3
Mr K G Smith	5	4
Mr A J Callander	5	5
Mr J F Hackett	5	5

There was one special meeting held during 1998 which is included in the above.

Dated at Wagga Wagga this 26th day of March 1999.

for an on behalf of the Board in accordance with its resolution.

Signed: _____
J F Hackett

Signed: _____
A J Callander

RIVSERVICES LIMITED
(a company limited by guarantee)

BALANCE SHEET
As at 31 December 1998

	Note	1998 \$	1997 \$
CURRENT ASSETS			
Receivables		55,079	39,082
Other		<u>2,631</u>	<u>2,374</u>
TOTAL CURRENT ASSETS		<u>57,710</u>	<u>41,456</u>
TOTAL ASSETS		<u>57,710</u>	<u>41,456</u>
CURRENT LIABILITIES			
Creditors and Accruals		2,575	4,874
Provisions	4	<u>37,639</u>	<u>36,582</u>
TOTAL CURRENT LIABILITIES		<u>40,214</u>	<u>41,456</u>
NON CURRENT LIABILITIES	4	17,496	0
TOTAL NON CURRENT LIABILITIES		<u>17,496</u>	<u>0</u>
TOTAL LIABILITIES		<u>57,710</u>	<u>41,456</u>
NET ASSETS		<u>0</u>	<u>0</u>
RETAINED EARNINGS			
Accumulated Funds		<u>0</u>	<u>0</u>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

RIVSERVICES LIMITED
(a company limited by guarantee)

PROFIT AND LOSS STATEMENT
for the Year Ended 31 December 1998

	Note	1998	1997
		\$	\$
INCOME			
Fees for Services Rendered	2	<u>1,029,927</u>	<u>877,382</u>
TOTAL INCOME		<u>1,029,927</u>	<u>877,382</u>
EXPENDITURE			
Salaries		824,038	678,998
Provision for Annual Leave	1 (b)	3,062	18,876
Provision for Long Service Leave		17,495	0
Workers Compensation Insurance		13,934	55,874
Superannuation		51,035	40,488
Payroll Tax		17,212	8,583
Maintenance of Equipment		10,070	5,522
Motor Vehicle Expenses		4,565	5,759
Audit Fees	3	2,575	2,500
Stores and Provisions		84,181	58,650
Insurance		497	976
Travel		0	0
Communications		821	852
Other		<u>442</u>	<u>304</u>
TOTAL EXPENDITURE		<u>1,029,927</u>	<u>877,382</u>
OPERATING RESULT		<u>0</u>	<u>0</u>
OPENING RETAINED EARNINGS		<u>0</u>	<u>0</u>
CLOSING RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

RIVSERVICES LIMITED
(a company limited by guarantee)

STATEMENT OF CASH FLOWS
For the Year Ended 31 December 1998

	1998	1997
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash Flows from Operating Activities		
Fees for Services Rendered	1,025,053	856,715
Salaries and Oncosts	-924,477	-786,317
Other Operating Costs	<u>-100,576</u>	<u>-70,398</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>
Note to the Statement of Cash Flows		
Reconciliation of Net Cash Provided by Operating Activities to Operating Result		
Operating Result	0	0
(Increase)/Decrease in Receivables	-15,997	-18,876
(Increase)/Decrease in Other Current Assets	-257	-2,374
(Increase)/Decrease in Provision for Long Service Leave	17,496	0
Increase/(Decrease) in Provision for Annual Leave	1,057	18,876
Increase/(Decrease) in Creditors	<u>-2,299</u>	<u>2,374</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

RIVSERVICES LIMITED
(a company limited by guarantee)

Notes to and Forming Part of the Accounts
For the Financial Year Ended 31 December 1998

Rivservices Limited is incorporated as a company limited by guarantee (ACN number 003 492 233). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

Note 1 Summary of Significant Accounting Policies

The financial statements have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements, the Corporations Law, the Public Finance and Audit Act, 1983 as amended and the accompanying regulations.

The financial statements have been prepared on the basis of accrual accounting and in accordance with historical cost convention and have not been adjusted to record changes in the general purchasing power of the dollar.

The accounting policies adopted are consistent with those of the previous year unless otherwise specified.

(a) Property, Plant and Equipment

- (i) Rivservices Limited does not own any fixed assets. All fixed assets used by Rivservices Limited are owned by Charles Sturt University.
- (ii) Expenditure on maintenance of equipment, etc is expensed by the Company in the year it is incurred.

(b) Employee Entitlements

Provision is made for annual leave and long service leave estimated to be payable to employees on the basis of statutory and contractual requirements.

(c) Income Tax

The Company is exempt from payment of income tax in accordance with Section 23(e) of the Income Tax Assessment Act.

(d) Going Concern

The ability of the Company to continue its activities is dependent on the continued financial support of Charles Sturt University. The University has undertaken to give that support for at least twelve months from the date that these financial statements were approved by the Directors.

(e) Financial Instruments

Financial instruments give rise to positions that are a financial asset of either the Company or its counterparty and a financial liability (or equity instrument) of the other party. For the Company these include receivables, creditors.

In accordance with AASB1033 "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 8 in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

Classes of instruments recorded at market value comprise:

- nil

Classes of instruments recorded at other than cost or market valuation comprise:

- nil

All financial instruments including revenue, expenses or other cash flows arising from instruments are recognised on an accruals basis.

Note 2 Income

The income of \$1,029,927 from Charles Sturt University was principally for cleaning services provided to Charles Sturt University, Wagga Wagga Campus.

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of the Audit Office of NSW for the financial year ended 31 December 1998 was \$2,575. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Current /Non-Current Liabilities

Provision is staff accrued recreation leave and Non-Current Liabilities is staff accrued long service leave.

Note 5 Remuneration of Directors

No Directors of the Company had during the financial year received income from the Company, or related body corporate.

Note 6 Related Parties

(a) Names of Directors

The names of Directors who have held office for the year ended 31 December 1998 are:

Prof K H Bowmer
Mrs A Brassil
Mr K G Smith
Mr A J Callander
Mr J F Hackett

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 5.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Rivservices Limited. The Company has commercial transactions with the parent entity only but these transactions do not result in a net cash flow between the University group and Rivservices Limited.

(d) Transactions with Charles Sturt University and its related entities

The University meets the expenses of the Company principally in return for cleaning services provided to the University. These transactions do not result in a net cash flow situation.

(e) Aggregate amounts receivable from, and payable to related parties at balance date are as follows:

	1998	1997
	\$	\$
Current Receivables		
Controlling Entity	55,079	38,373
	<u>55,079</u>	<u>38,373</u>
Other Assets		
Controlling Entity	<u>2,631</u>	<u>2,374</u>

(f) Charles Sturt University provided Rivservices Limited with a range of administrative support services. These services have been provided at no charge to Rivservices Limited and comprised the provision of:

- office accommodation facilities
- accounting and administrative services
- electricity and other utility services

These services are valued at approximately \$13,000.

Note 7 Segment Reporting

The Company operates predominantly in one geographical segment being Australia.

Note 8 Financial Instruments**(a)** Interest Rate Risk

Interest rate risk, is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The Company's exposure to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance sheet date are as follows:

1998

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	55,079	55,079	N/A
Total Financial Assets	-	-	-	-	55,079	55,079	N/A
Financial Liabilities							
Creditors	-	-	-	-	2,575	2,575	N/A
Total Financial Liabilities	-	-	-	-	2,575	2,575	N/A

1997

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
Financial Assets							
Receivables	-	-	-	-	39,082	39,082	N/A
Total Financial Assets	-	-	-	-	39,082	39,082	N/A
Financial Liabilities							
Creditors	-	-	-	-	4,874	4,874	N/A
Total Financial Liabilities	-	-	-	-	4,874	4,874	N/A

(b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The Company's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the balance sheet.

The entire concentration of credit risk arises in respect of receivables due from Charles Sturt University.

END OF AUDITED FINANCIAL STATEMENTS

Charles Sturt University Annual Report 1998

Published by:
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The Grange
Charles Sturt University
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Bathurst 2795

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University. His artwork symbolises Charles Sturt
University's technological advancement in communication
and online support for staff and students.

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UNIVERSITY



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