ANNUAL REPORT 1983

Chisholm Institute of Technology

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In accordance with Clause 8 (11) of the Order in Council of 3 March 1982, I present the Annual Report by the Council of the Chisholm Institute of Technology of the operations of the Institute during the year ended 31 December 1983, together with a financial statement in respect of that year.

For and on behalf of the Council

P.D. Leary,
Director.

September 1984.
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1. YEAR OF CONSOLIDATION

This second year of operation of Chisholm Institute of Technology was very much one of consolidation and planning following the major changes of 1982 - the amalgamation of Caulfield Institute of Technology and the State College of Victoria at Frankston, and the hiving off of the TAFE sector to form the Holmesglen College of TAFE.

Further fine tuning of the new Institute's structures was undertaken, a number of initiatives developed, reviews of several important areas of activity instituted and the foundations laid for development, upgrading and expansion in the future.

1.1 Management Structure. In January 1983, a number of changes were made in the Institute's senior management structure. These changes involved the creation of a three-man Directorate consisting of the Director, the Deputy Director and the Associate Director, and the allocation of a number of Institute responsibilities previously held by the then Secretary to the Deputy Director and Associate Director.

In broad terms the new division of responsibilities amongst the Directorate was as follows:
- The Deputy Director: deputise for the Director as necessary; particular responsibility for academic policy, financial and resource policy, staffing policy, and research, consultancy and continuing education.
- The Associate Director: responsibility for academic services, Institute administration, the Registry, information and public relations, and corporate planning.

These new arrangements became effective on 1 February 1983 and were scheduled for review during 1984.

1.2 Declared Status. In October 1983, Council declared its intention to move towards achieving 'declared status'. Under the terms of the Post-Secondary Education Act 1978, Section 32, the Accreditation Board may, with the approval of the Victorian Post-Secondary Education Commission, declare a post-secondary education institution qualified to recommend to the Board that any course of study which it offers or proposes to introduce should be registered as accredited.

During the later part of 1983, procedures were developed in order to prepare the Institute for this additional responsibility. Continuation of this work was expected to occupy most of 1984, with the aim of achieving declared status in 1985.

1.3 Master's by Coursework. 1983 saw Chisholm preparing to move into the exciting field of Master's by coursework, thus augmenting the Institute's impressive record in the field of Master's by thesis. Formal approval was granted for the introduction of a Master of Applied Science (Computing and Information Systems) and a Master of Business (Marketing).

An accreditation submission for the latter was approved for transmission to the Accreditation Board in late 1983, with the Computing document to follow in 1984.

1.4 Academic Computer Consultant. In November, in parallel with the increasing emphasis on computer-related developments in all faculties and with the increasing number of computing systems within the Institute, the new position of Academic Computing Consultant was created. This position
is attached to the office of the Deputy Director and is designed to assist in the establishment, development and integration with teaching needs of new computing systems. It is also envisaged that the consultant's services would extend to Centres of Applied Research and to external users of Chisholm's computing resources.

Mr John Dann, Computer Centre Manager of the Institute since 1971, was seconded to this position for three years. His first assignment was to the Chisholm Graphics Centre.

1.5 Caulfield Plaza Purchase: In late 1982 the Institute learned that the Caulfield Plaza property of 0.82 ha on the western boundary of the Caulfield campus might be available for purchase.

As the property, comprising a supermarket, 14 shops and parking for some 200 cars, was of strategic importance to the long term development of the campus and offered immediately usable accommodation for Student Union and other purposes, Council negotiated during the year with the owners, Myer Properties Ltd., to buy the property with vacant possession. Following advice that Coles wished to retain occupancy of its supermarket site in the complex, Council decided at its December meeting to continue negotiations on that basis, with final agreement expected in 1984.

1.6 New Budget Strategy: A new budget strategy was planned for 1984 emphasising the principles of cost centre budgeting, devolving as much as possible of the grant allocation to individual cost centres. Separate criteria for funding were struck for academic and non-academic functions, with academic purposes being given priority. The 'user pays' principle was extended with the introduction of the concept of space budgeting and further development in the computing and motor vehicle cost areas to ensure goods and services spending was based on actual needs.

2. NOW AND FOR THE FUTURE


Among other things, Council resolved to recommend to the Minister of Education a revised list of objects for the Institute and expressed a strong desire to remove any reference in an amended Order-in-Council to the amalgamation of two former colleges of advanced education.

2.2 The Institute Planning Working Party. This was established by the Director following a Council decision to set up a Corporate Planning Sub-committee, to assist in preparing a charter for Chisholm's future development. Members of the Working Party were drawn from a wide cross-section of the Chisholm community.

The Working Party initially followed a model of planning that examined the future environment of higher education in which the Institute would operate. It proposed philosophies, objectives, targets and major strategies directed toward facing that future, given the resources available. Submissions were received from the majority of areas within the Institute and these assisted in developing a future scenario and in setting objectives.

A decision was taken to confine recommendations to proposed strategies in areas considered to be in need of immediate attention: the achievement of declared status; the management and development of the Frankston campus within a corporate Chisholm; the establishment of a Faculty of Technology;
the initiation of planning processes at the Institute, School and Cost Centre levels; and the assignment of accountability and responsibility.

An Interim Planning Report 1 was released in September 1983 for comment and feedback.

Interim Planning Report 2 was produced in December following wide ranging discussions, formal feedback and redrafting.

At the end of the year, it was anticipated that the Working Party's final report would be completed by mid-1984.

2.3 Working Party on Prospective and New Students. The Academic Board requested the Associate Director to advise it on Open Day and its future. The terms of reference of the Working Party, to recommend to the Associate Director, took a broader view, placing Open Day in the context of many important activities designed for students.

The terms of reference extended the study to include desirable activities to be organised by the Institute for prospective students, orientation for new students, preparation of prospective graduands for employment and related documentation for communication to the community at large.

The drawing up of an integrated and co-ordinated Institute program was viewed as an important outcome of the deliberations of the Working Party. The final report of the Working Party was expected to be presented in the first half of 1984.

2.4 Business Technology Working Party. The Working Party was set up by the Computer Policy Committee to examine the impact of business technology on industry, commerce and government, the educational needs arising from that, the role Chisholm might play in meeting those needs and the means of entering the field.

After consulting widely, the Working Party presented two reports, 'Recommendations for the Department of Business Technology' in March and 'Proposal for Implementation of a Business Technology Education Centre' in June.

Key elements included:

- The co-operative development of business technology at Chisholm by the School of Computing and Information Systems (SCIS) and the David Syme Business School (DSBS).
- The installation of a pilot system serving the Directorate, DSBS and SCIS.
- The establishment of a Business Technology Centre with educational and research functions and support from industry and other sources.
- The development of a post-graduate course in business technology.

With Committee and Directorate approval, the Working Party then began the first phases of implementation of the recommendations.

By the end of the year, the proposal for the Graduate Diploma in Business Technology had been developed, approved by the Institute's academic committees and forwarded for accreditation. The course was scheduled for introduction in the second semester, 1984.

In addition, hardware and software packages for the pilot system had been examined and quotations received. An order was placed for the 'all-in-one' office automation system based on a VAX 11/750 computer supplied by Digital Equipment, to be delivered and installed in 1984.
2.5 Review of Counselling Services. The budget document for 1983 proposed a review of Counselling Services because of the implications of the presence of these services across two campuses and the range and scope of services provided for the Caulfield campus. The terms of reference were approved by the Director.

A Working Party was constituted recognising the groups and individuals who had a particular interest in the provision of services to students. Meetings were held in the latter half of the year and an interim report was published by the Working Party in December. Its purpose was to describe and analyse each of the services to students from the viewpoint of its purpose, organisation and management, funding arrangements, scope and personnel involved. The interim report also served to raise issues to be taken up by the Working Party early in 1984. The final report was planned to be presented to the Director no later than May, 1984.

2.6 Review of Master Plan of Caulfield Campus. The Buildings and Property Committee presented to Council in October a draft master plan for the Caulfield campus. The assumptions underlying the plan derived from the original 1971 master plan prepared for the former Caulfield Institute of Technology but which had become seriously prejudiced by Federal government policies for capital development planning for advanced education in the State, and the two-campus arrangements in effect since March 1982. In addition, changes in academic directions, such as a proposal for a Faculty of Technology and the introduction of new courses of study, further prompted a review. The proposed purchase of the Caulfield Plaza added its own dimension to the need for a revised plan.

Council made no public comment nor gave any advice on the draft master plan on its completion because negotiations for the purchase of the Plaza had not been completed in October. Council agreed that the master plan have wider circulation for comment and advice early in 1984 after completion of the Plaza purchase.

In general terms, the master plan accepted two focal points for the campus: the western area of development (built on the Plaza and a proposed new teaching building) and the eastern area where the technologies were to be located. The library was proposed as the heart of the campus, with extensive landscaping a feature of the central area bounded by Dandenong Road and Railway Avenue.

2.7 Information Office Review. The Academic Registrar, undertook a review of the Information Office in the second half on the year, examining the functions, output and role of the Information Office, its perceived usefulness, the aims of the Institute in the PR/promotions field and the office's place in the organisational structure.

Information was obtained about public relations functions and problems in two other institutes.

During the course of the review, the office's difficulties in terms of line responsibility were resolved by relocating it within the Academic Registrar's portfolio.

It was recommended that in broad, the office's functions and composition should remain as before except that there should be increased emphasis on the public relations role in line with the Institute's need to project itself.

To this end, the office was renamed the Public Relations Office, a PR professional was appointed towards the end of the year to fill the vacant
senior position and a journalist was appointed to the vacant Publications Officer (formerly Information Assistant) position.

3. STUDENT BODY

Chisholm was the third largest of the Victorian Colleges of Advanced Education in 1983, with 10.2 percent of all CAE enrolments. Actual student numbers were 6061 at 30 April, of whom 5223 were studying at the Caulfield campus and 838 at Frankston. These figures represented a decrease of 1.6 percent in the Caulfield enrolment and an increase of 30.3 percent at Frankston, in line with the Institute's policy of encouraging growth at Frankston and increasing the number of courses offered there.

The Schools of Art and Design, Computing and Information Systems, David Syme Business School and Social and Behavioural Studies all offered courses at Frankston, as well as the School of Education, which operated exclusively on the Frankston campus. The Schools of Applied Science and Engineering operated exclusively at Caulfield.

Sadly, new student enrolments were reduced despite a 3.46 percent quota increase and a wealth of applicants for all courses. New full-time enrolments were forced down by 4.4 percent and part-time by 9.6 percent by a sharp rise of 16.1 percent over 1982 in returning full-time re-enrolments and 2.6 percent in part-time re-enrolments, reversing the trend of the previous five years.

By the end of the year, there were indications that this trend would continue into 1984, again resulting in no increase and possibly a reduction in new enrolments.

The high full-time re-enrolment rate reduced the proportion of students studying part-time by three points to 48 percent of the total student body.

Over the past decade, the ratio of male/female students has changed from 3.9/1 to 1.67/1, partly reflecting the positive attitude of both Chisholm Institute and the community to tertiary education for women and partly the growth in courses which traditionally have attracted women.

The main increases in female students have been in the Schools of Computing and Information Systems, David Syme Business School and Social and Behavioural Studies. Women were already strongly represented in both the School of Art and Design and the School of Education.

The 1983 student body included 120 overseas resident students, 66 students who qualified for special entry, and 34 disabled students who required special teaching arrangements.

Tertiary awards totalled 1078 in 1983, down by 12.4 percent after remaining steady at around 12.30 per year between 1980 and 1982. Students completing bachelor degrees or transferring to those courses from phased-out diploma courses had not compensated for the sharp fall in the number of students completing diplomas.

4. ACADEMIC PROGRAMS

The year saw the accreditation of four new Chisholm courses. These were the PG1 Graduate Diploma in Communication and Information Studies, the PG1 Graduate Diploma in Robotics, the UG1 Bachelor of Applied Science (Digital Technology) and the UG3 Associate Diploma in Tribology. Significantly, all
four courses highlight Chisholm's commitment to meeting and anticipating community demand in new areas of learning.

A formidable number of existing courses passed through the re-accreditation process. Five courses were re-accredited in 1983, and 13 re-accreditation submissions were transmitted to the Victorian Accreditation Board for its consideration.

Formal approval was granted by the Victorian Post-Secondary Education Commission (VPSEC) for the introduction of three new courses. Two represented Chisholm's venture into the field of course work Master's Degrees, the PG2 Master of Applied Science (Computing and Information Systems) and the PG2 Master of Business (Marketing). An accreditation submission for the latter was approved for transmission to the Accreditation Board in late 1983, while the Computing documentation was to be presented in 1984. A proposed PG1 Graduate Diploma in Business Technology was also approved by VPSEC, and an accreditation document forwarded to the Accreditation Board.

The most important development in the course approval and accreditation system, within Chisholm in 1983 was the creation of a special Academic Board committee, the Academic Programs Committee. Apart from scrutinising submissions for approval, accreditation and re-accreditation, this committee also set itself the task of establishing the various policies and procedures in this vital area. These would assume crucial significance as the Institute moved towards seeking 'declaration' under the Post-Secondary Education Act 1978 as an institute able to accredit and re-accredit its own courses. In late 1983, Council and Academic Board expressed support for the appropriateness of Chisholm seeking such 'declaration'.

5. SCHOOLS

5.1 School of Applied Science. New educational directions in the Department of Applied Physics included the accreditation of an undergraduate course in tribology, the accreditation of the Associate Diploma in Tribology, a four year part-time course for upper level shop floor personnel, both to be run in 1984, and the completion of an accreditation submission for a post-graduate course in instrumentation, a logical extension of an undergraduate strand.

A new elective, Computer Imaging, immediately attracted 37 students and proved a stimulating and valuable option. It is anticipated an additional elective will be developed in this area in line with the Institute's policy of preparing students for an industrial world dominated by computers.

A SORD micro-processor for use in computer imaging was purchased, and developmental micro-processor work continued to build on the Department's long standing expertise in this area.

The year saw the phasing out of the part-time Diploma in Applied Science, with the few remaining students to complete their studies alongside degree students.

In the Chemistry Department, the latest intake in the Graduate Diploma in Water Science completed their studies in June, with the next intake scheduled for 1984. Two candidates completed their theses and were passed by examiners for the degree of Master of Applied Science.

The Mathematics Department continued to play an expanding role in both undergraduate and post-graduate teaching during the year. As well as offering major and minor studies in the School's Bachelor of Applied Science (Multi-discipline) and teaching the Graduate Diploma in Numerical
Analysis, staff provided a wide range of service teaching in other Schools. These included teaching a statistics major in the Bachelor of Arts and Bachelor of Applied Science (Computing), and teaching undergraduate and post-graduate service subjects in the Schools of Engineering, Education, Computing and Information Systems, Social and Behavioural Studies and David Syme Business School.

In the BAppSc(M/d) program, a restructured course, new texts, pre-testing and streaming of students and extra tutoring for those weak in mathematics provided both staff and students with the reward of better student performance and pass rates. Student performance in mathematics taught in the Engineering School was monitored and new approaches to improve performance there were being developed.

Teaching at Frankston was increased with both first and second year statistics subjects being offered in the Bachelor of Arts degree, and the introduction of the BAppSc(Computing) degree there.

5.2 Art and Design. Two new areas of study were introduced in the Department of Graphic Design, Computer Graphics and Printmaking - Silkscreen, with computer and printmaking rooms being fitted up at Caulfield.

Frankston saw a major development for the Department with the enrolment of 18 first year students, and the setting up of a design studio, life drawing room and photographic studio and darkroom.

Links were maintained with industry, commerce and the local community through professional associations and design project work and successful major exhibitions were held in London and Sydney.

The Department of Fine Art phased out its diploma course in favour of the three year Bachelor of Arts (Fine Art), with diploma students being offered the opportunity to complete extra subjects for their degree.

The Department of Ceramic Design began developing the computer element in its courses with Senior Lecturer, Mr Max Murray, investigating the use of computers in ceramic design in the USA and Japan and evaluating graphics industry computer use.

5.3 School of Computing and Information Systems. During 1983, the EDP Department continued to develop and diversify its activities, in recognition of the need to offer education taking into account the continuing and rapid technological advances in the computing industry.

A major step forward, in conjunction with the David Syme Business School, was the gaining of funding approval and preparation of accreditation documents for the Graduate Diploma in Business Technology to be offered in 1984, and the completion of planning for the Business Technology Centre and associated automated office and networking facilities to become operational in 1984.

A Ramtek 9460 Graphics System was installed early in the year providing a computer-aided design and drafting system and a three dimensional colour modelling package for use by students and staff from the Computing, Engineering and Art and Design Schools.

A comprehensive review of the Bachelor of Applied Science (Computing) was undertaken, updating course content and structure, and the course was introduced at the Frankston campus, following the extension of the computing network to accommodate this and other needs.
Planning for the Master of Applied Science (Computing) by course work continued throughout 1983.

The Graduate Diploma in Communication and Information Studies to be run in conjunction with the School of Social and Behavioural Studies was accredited, with the first intake scheduled for 1984.

A microcomputer laboratory equipped with 16 IBM PCs for students was commissioned late in the year in conjunction with the Pearcey Centre for Computing.

The Department of Robotics and Digital Technology underwent significant growth and expansion of courses offered in 1983. The number of academic staff increased from two to five and technical staff from one to three.

The Graduate Diploma in Digital Communications, first offered in second semester, 1982, was fully implemented with intakes in both semesters during 1983. Its importance and relevance were demonstrated by the Engineering Division of Telecom Australia identifying it as the most suitable retraining program available for its engineers.

The Graduate Diploma in Robotics was offered for the first time and immediately attracted twice as many high quality students as could be enrolled.

Accreditation was achieved for the new degree, Bachelor of Applied Science (Digital Technology) to be offered in 1984.

5.4 David Syme Business School. Highlights of the year included the introduction of the School's International Studies program in South East Asia, the gaining of funding approval and preparation of accreditation documents for the Master of Business (Marketing) for introduction in 1985, and the preparations, with the School of Computing and Information Systems, for the introduction of the Graduate Diploma in Business Technology and the establishment of the Business Technology Centre in 1984.

The Business Technology Centre, the Graduate Diploma and a number of other initiatives during the year further enhanced the School's already strong computer technology base.

The Marketing Department continued its highly successful short courses and consultation activities with support from industry, including full industry funding of a Fellowship in Retail Management.

Dr John Onto, Head of the Department of Management, together with Mr Garry Harris (Marketing) and Mr Mark Tucker (Banking), organised and led the highly successful inaugural International Studies Program which saw students undertake academic studies at Caulfield then travel to South East Asia for a firsthand look at a range of business there as one of the six subjects Management contributed to the Summer semester.

A number of well supported short courses were run, including 'Women in Management' and the 'Workshop in Entrepreneurship'.

The Department of Accounting continued to expand the School's presence at the Frankston campus, with 120 of its degree students studying there. The Head of the Department, Mr Noel Huggan, completed a research project on academic standards of undergraduate courses offered by the School. As well as playing a key role in the development of the Graduate Diploma in Business Technology, the Department introduced three new undergraduate electives, including the computer-related Auditing Electronic Data
5.5 School of Education. The Bachelor of Education Course Review Committee, set up in 1982, re-assessed the four year Bachelor of Education program and presented a re-accreditation document to Council. All graduate diploma courses were reviewed and a move made toward rationalisation to better meet the needs of the professions which these courses service.

School of Education courses were in high demand with many well qualified applicants having to be turned away from the pre-service Diploma of Teaching courses, and from the Bachelor of Education Fourth Year course. The Graduate Diploma courses in Outdoor Studies, Children's Literature and Art Education all attracted applicants and were run successfully.

Highlights of the Studies in Teaching program included a number of students taking up teaching placements in Canada, and 'Chisholm Endeavour', a 20 week recreational/educational program benefitting 16 young head-injured men and women, conducted in association with the Yooralla Society.

Innovative Writers' Workshops for a total of 47 primary school children as holiday activities resulted in the publication of two anthologies, 'The Tip of the Iceberg' and 'The Final Piece', both widely circulated in the Peninsula area.

5.6 School of Engineering. The Industrial Scholarship scheme established by the Electrical and Electronic Engineering Department provided industrial vacation experience places for 22 undergraduate electrical students in local industries during the year.

Course developments included completion of the submission for re-accreditation of the Bachelor of Engineering (Electrical) course, the completion of the second two year Graduate Diploma in Process Computer Systems course, and the Control Engineering course run for officers of the Royal Australian Navy during the mid-year semester break.

Industrial Engineering, new to Chisholm in 1980, continued through 1983 gaining in both strength and recognition. Accreditation visits by the Institution of Engineers, Australia, proved most successful with the course receiving encouragement, support and preliminary recognition by this body. Contacts with industry were further strengthened with employment prospects for Industrial Engineering graduates being exceptionally promising.

New computing facilities were installed and plans drawn up for the refurbishing of Industrial Engineering laboratories in Methods, Computing and Systems Design, to be implemented in 1984. The purchase of a fully automatic CNC vertical milling centre was funded - again to be installed in 1984.

Chisholm entries produced by the Department of Mechanical Engineering again dominated the College and University section of the 1983 Shell Mileage Marathon coming first and second. They also took second and third in the overall placings behind a car entered by Ford engineers. Fuel consumption of 2469 and 2390 miles per gallon made them the most efficient vehicles in the world powered by conventional motor cycle engines.

Following the early success in the Mileage Marathon, third and fourth year students designed and developed a one person 'commuter car'. The vehicle received extensive media publicity, was shown at the Melbourne Motor Show and was filmed by a British ITV crew for a program on futuristic vehicles.

The Civil Engineering Department sold software for structural engineering and computer-aided learning both nationally and internationally and signed
an agreement with a US software house 'Cadtec' to sell in USA and Canada.

5.7 Social and Behavioural Studies. The School continued to develop its trans-disciplinary commitments, with Applied Psychology teaching seven service subjects at the Caulfield and Frankston campuses, Applied Sociology being involved in the Graduate Diploma in Community Education offered at Frankston campus for the first time, and the Humanities Department going forward, in conjunction with the School of Computing and Information Systems, with development of a Graduate Diploma in Communication and Information Studies to be offered for the first time in 1984. In addition, the School continued to participate in the double degree program with the David Syme Business School.

New subjects introduced included Sociology and the Ageing, and a third year psychology option, Introduction to Counselling. Both were well received by students.

Documentation on the Graduate Diploma in Applied Psychology was presented to the Australian Psychological Society's Course Development and Accreditation Committee in support of re-accreditation of that course in relation to Society membership.

Senior Lecturer in Applied Psychology, Dr Dennis Kiellerup, took psychology to the people as a guest broadcaster on 3UZ.

6. RESEARCH, CONSULTANCY AND CONTINUING EDUCATION

The importance of these activities to Chisholm and to the communities it serves were underlined by Council's adoption of a 'Policy on Centres of Research, Consultancy and Continuing Education', the establishment of the Development Office, and the appointment of Dr W.R.S. Briggs as the Institute's first Development Director with responsibility for facilitating research and consultancy projects conducted within the Institute, fundraising activities and the promotion of the Institute generally.

Eight Centres of research, consultancy and continuing education were registered by the end of the year and a Centres' Board established to formulate and recommend policies and practises for the area.

The research and consultancy services offered by Chisholm's academic staff continued to cover a wide and diverse range which embraced a major role in CSIRO's 'Project Aquarius' on the aerial suppression of forest fires, environmental studies on air and water pollution, the development of new timber roofing systems and the design and construction of a mural for the Footscray Institute of Technology.

Income from research and consultancy grew from $444,000 in 1982 to $530,000, further demonstrating the importance attached to these activities by the industrial, scientific and business communities.

Continuing education through short courses and seminars has, for some time, been an important part of Chisholm's response to the community's need to keep abreast of developments in science, technology, business and the humanities or to add new knowledge and diversity to a first degree.

This demand was reflected in the growth of income from such educational activity from $293,000 in 1982 to $500,000 in 1983.

The income referred to above is important in allowing Chisholm to expand the services it is able to offer to the community. Research, consultancy and continuing education also offer another real benefit by providing
academic staff with an avenue through which they can keep up to date with the development of knowledge in their fields and in touch with community needs.

6.1 The Pearcey Centre for Computing. The Centre continued to provide its educational, consultancy and advisory services to business, government and the general public.

In addition to the popular evening short courses in computing, many specialist courses covering a broad range of computing topics were held for government and commercial bodies. Attendance totalled approximately 1000 for the year.

In the consultancy field, client organisations gained expert assistance ranging from the answering of ad hoc queries to the development and implementation of full computer systems.

In November, a seminar on Information Centres was held for senior management personnel.

The preparation of the 'Chisholm Directory of Manager Orientated Software' was close to completion at the end of the year and was scheduled for publication by the Centre during 1984.

The Centre moved to new accommodation within F block at the Caulfield campus and acquired microcomputer facilities during the year, enabling further upgrading of its services.

6.2 Centre for Robotics. The Centre for Robotics continued to be very much in demand for consultancy and training programs for industry. However, due to the heavy demand on staff time to develop academic programs, only selected assignments could be accepted.

Among the short courses and training programs undertaken by the Centre were two special one-week retraining programs commissioned by Telecom for its engineers, one in computer systems and the other in digital electronics and micro-processors. The training programs attracted 68 participants and were officially opened by the Chief Services Engineer of Telecom Australia.

The Centre's income was also boosted by sales of its publication 'Robots and Australian Industry' and Dr Y.L. Oh's 'Report on Robot Technology' to the Victorian Ministry for Economic Development. Both publications have been in great demand in both industry and academia in Australia and internationally.

In October, Mr Duncan Law, formerly head of Robots Section, Production Engineering Research Association in the UK, joined the Centre as its first full-time staff member with the primary task of setting up a robot applications service to assist firms introducing robot technology into their factories.

6.3 Polymer Research Centre. Research Funding from the Potter Foundation, George Adams Trust and the CSIRO provided $13,000 which was used to support two Master of Applied Science students (G. Della Penna and F. Sandbach) working on the mechanism of initiation of free radical polymerisation. A third student (N. Boughdady) started work on the degradation of poly (vinyl chloride) model compounds.

Mr K. Chynoweth visited a number of university and industrial polymer research laboratories in the UK, USA and Germany. He has been very active in polymer education, offering courses at Monash University and for the Plastics Industry Association.
The Polymer Centre contributed by invitation to the inaugural Polymer Discussion meeting in Canberra in November.

Dr D. Hewitt and Dr J.K. Yandell (Monash University) were jointly successful in obtaining Australian Research Grant Scheme support for a project involving the synthesis of oligomeric peptides.

6.4 Water Studies Centre. The Centre continued to operate successfully with the major projects funded for 1983 and 1984 being:

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<th>Project</th>
<th>Funding Authority</th>
<th>Amount ($) 1983</th>
<th>Amount ($) 1984</th>
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<tr>
<td>Trace Metals in Magela Creek NT</td>
<td>OSS (Office of the Supervising Scientist)</td>
<td>40,000</td>
<td>101,000</td>
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<tr>
<td>Metal Toxicity</td>
<td>NWRC (National Water Research Council)</td>
<td>23,500</td>
<td>12,000</td>
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<tr>
<td>Characterisation of suspended material</td>
<td>ARCS (Australian Research Grants Scheme)</td>
<td>12,235</td>
<td>18,250</td>
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A significant new development was the collaboration between the WSC and Dr J. Calvin Giddings as a result of a visit by the WSC Director, Dr B. Hart, to the University of Utah in April 1983. Special funds obtained through the OSS will enable the Centre to obtain a Sedimentation Field Flow Fractionation apparatus from Dr Giddings who invented the technique. This is a most interesting technique and its potential for use in studying natural aquatic colloids is to be developed by the WSC.

A two day Water Quality Symposium was organised on the Role of Particulates on the Transport and Fate of Pollutants in November with Dr Rod Allen from the Canada Centre for Inland Waters, Burlington, Ontario, as keynote speaker. Drs Hart, Beckett and Campbell from the WSC contributed papers at the Symposium, the proceedings of which will be published as a book during 1984.

A concrete proposal was developed for a South East Asia water managers' short course to be run jointly by Chisholm Institute and Chiang Mai University, Thailand, and at the end of the year, funding being sought through the Thailand National Environment Board.

6.5 Chisholm Institute of Technology Engineering Research and Advisory Centre. The Centre continued to develop during the year although income remained static. Two major projects were continued, research into domestic roof frame systems and thumb print monitoring of circuit breakers. In addition, proposals were developed for a much larger range of projects in a wider diversity of engineering disciplines. Smaller scale activities included the sale of computer software and educational games.

Three successful computing in engineering short courses were run on Basic Programming as an aid in Technical Computing, Understanding Microcomputers in Engineering and Architecture, and Structural Engineering Analysis and Design using Microcomputers. Two of these courses were also conducted in Tasmania.

6.6 Centre of Industrial Tribology. The Centre of Industrial Tribology incorporating staff from the Mechanical Engineering Department and the School of Applied Science was involved in a range of research, consultancy and in-house seminars. Some of the more significant activities were a three day conference on Rolling Element Bearings, Lubrication and Condition Monitoring, and two one-day seminars on Pitting and Maintenance of Rolling
Element Bearings designed for maintenance and technical staff.

The Centre also carried out work on the wear of chain links, new bearing design, gwenmax bearings, vane pumps used by Shell LPG Tankers and a thermal release glass link.

6.7 School of Applied Science: In the Applied Physics Department, Dr John Davis shared with Dr J.T. Hicks of Monash University a $28,725 Australian Research Grants Scheme award for investigations into energy storage in metallic media. Dr C. Osborne received a grant of $4,800 from the NSW Locomotive Enginemen Health Study to investigate the effect of low frequency vibration on railway crews, and Dr C.G. Don received an ARCS grant of $4,800 for his investigations into acoustic wave propagation.

6.8 School of Art and Design: School staff and students received many commissions during the year. They included:

- Victorian Arts Centre commissioned Mr Cole Sopov to produce two large bronze figure groups to be installed in the theatre complex.
- Victorian National Gallery: Mr Geoffrey Bartlett completed and installed his sculpture outside the gallery near the main entrance.
- Footscray Institute of Technology commissioned a student, Mr Mark Grimley, to design and produce a relief sculpture for their physical education centre.
- Albury Regional Art Centre commissioned graduate student and part-time tutor, Ms Bronwyn Hughes, to design and install a water wall in the sculpture courtyard.
- Major flat glass commissions were completed for a church and a number of domestic buildings.
- Graphic design projects for Noah's Ark Toy Library, Frankston Hospital's Annual Report, Chisholm Calendar and Christmas card, Prahran Citizens' Advice Bureau, VFL club promotion and Qantas' 'Connections' magazine.

6.9 David Syme Business School: Staff again were in high demand as consultants to industry, commerce and government. In the field of continuing education, a wide range of short courses and seminars were well received.

In the Accounting area, Mr Darrell Mahoney offered a series of seminars in Hong Kong, Kuala Lumpur, Penang and Singapore on behalf of the Australian Society of Accountants. The Banking and Finance Department's activities included studies of the feasibility of setting up offshore banking facilities in Victoria, bank capital adequacy – policy implications for commercial banks in Australia, and the underground economy and its impact on financial system efficiency.

6.10 School of Education: The School and its staff were in great demand throughout the year for in-service activities covering all aspects of the teaching profession. Computing was important in this area, with 183 primary and secondary teachers participating in a total of 41 days of courses conducted in the School's computing laboratory with funding from the Frankston Education Service Centre and the Westernport Region In-service Education Committee.

The South Eastern Community Education Development Project was involved in a total of 15 separate in-service activities including workshops in Brisbane and Toowoomba in Queensland, and Croydon and Lorne in Victoria, as well as a number of regional and school-based activities in the Westernport region.

About 300 people attended community courses, seminars and workshops ranging from adult certificate courses through small business seminars to computing and health fitness courses offered by the Division of Continuing
Education.

6.11 School of Social and Behavioural Studies. The Departments of Applied Sociology and Applied Psychology were active in the fields of industry and community related research and consultancy, with a number of projects in migrant, occupational health and safety, community education and disabled fields.

Applied Sociology's Community Research Unit undertook an evaluation of a Latin American community development project at Springvale; a needs survey for the municipality of Springvale; a consultation for the Catholic Family Welfare Bureau, Western Region; and a research consultation for the Victorian Government sponsored study on food co-operatives. Dr Neville Knight conducted a study on some aspects of religious practice and other variables through the Scripture Union, with more than 3000 respondents in Australia, New Zealand and South East Asia.

Research and consultancy carried out by the Applied Psychology Department included an attitude survey for the Ordnance Factory, Department of Defence Support; development of a selection test battery for the David Syme Business School's Marketing Department; and adaption of a career maturity measure to enable administration to the blind (a post-graduate student project). Dr Colin Cameron served as an expert witness before the Conciliation and Arbitration Commission in the NSW Locomotive Enginemen's case on manning levels of XPT trains.

Staff in Departments were in demand for outside teaching work, running short courses, in-service training etc.

6.12 Educational Development Unit. The following research projects were conducted:

- "The Relationship between English Skills and Tertiary Performance" to ascertain the importance of basic English skills in predicting academic performance.

- "A Study into the Use and Effectiveness of the EDU Computer-based Evaluation Package" to obtain information on the use and effectiveness of the EDU evaluation questionnaires.

- "Alternative Entrance Procedures" surveyed Australian universities and Colleges of Advanced Education to discover the various approaches to special entry.

- Dr Charles Noble was guest editor for the November issue of HERDSA News, the journal of the Higher Education Research and Development Society of Australasia.

7. EXHIBITIONS, CONFERENCES AND VISITORS

7.1 Exhibitions: The Ceramic Design Department's 'Directions' exhibition, first shown in London in late 1982, went on tour in Victoria and New South Wales during the year, being mounted at Georges in Melbourne, the Caulfield City Art Centre, the McClelland Gallery, Langwarrin, the Albury Regional Art Centre and the Sydney Opera House. Different mixes of glass, clay and concrete works were used at each location along with different supporting features, including audio-visuals and glass blowing demonstrations.

Members of the Fine Art staff exhibited in one person and group shows in Australia, Europe and America. Mr Craig Cough's work was shown in Melbourne and Western Australia, and he was joint winner of the John McCaughey Art Prize, Mr Geoff La Gerche won the Michelton Print Prize, had
work selected by the Foreign Affairs Department for a calendar, and exhibited in Melbourne and Sydney, Mr Geoffrey Bartlett completed and installed his sculpture outside the Victorian National Gallery and received the Harkness Fellowship enabling him to work for 18 months in the USA, and Mr Cole Sopov received a commission for two cast bronze sculptures for the theatre complex of the Victoria Arts Centre.

The Graphic Design Department mounted two major exhibitions, at the Qantas Gallery in London and the Design Centre in Sydney. Both were well received and resulted in good publicity for the School and the Institute.

7.2 Conferences: Th Institute and its staff, both academic and non-academic, were involved in the organisation of, or presented papers at, a large number of professional conferences and symposia during the year both in Australia and overseas, reflecting the high professional regard in which the Institute and its staff are held.

The Institute again hosted the annual Industrial Tribology Conference and staff members played a leading role, presenting a number of papers. In Computing, lecturer, Mrs Pearl Levin, was an organiser of the 10th Australian Computer Conference in Melbourne, where a number of staff presented papers.

The Head of Robotics, Dr Yow-Lam Oh, chaired a session at the 13th International Symposium on Industrial Robots in Chicago, USA. Staff who presented papers or had papers presented included: Dr I. Svalbe, Physics, at the International Conference on Proton Induced X-ray Emission, Max Planck Institut fur Kernphysik, Heidelberg, West Germany; Dr Ian Campbell, Chemistry, at the IVth International Conference on Ephemeroptera, Czechoslovakia, and the 19th Congress of the International Society for Theoretical and Applied Limnology, France; Dr B. Hart, at the International Conference on Complexing Capacity of Natural Waters, Texel, The Netherlands; and Dr Tony Keulemans, Humanities, at the Annual Conference of the Pacific Telecommunications Council, Honolulu, USA, and at the Annual Conference of the International Institute of Communications at Aruba.

7.3 Visitors: Visiting Fellows during the year were:

- Dr Dale Beckman, Professor and Head of the Department of Marketing, University of Manitoba, Canada, Visiting Fellow in Marketing, February-July. Dr Beckman lectured in graduate and undergraduate courses, addressed the Chisholm Marketing Alumni group, lectured at the Australian Administrative Staff College and conducted research into Canadian investment in Australia.

- Dr Carlos Brebbia, Reader in Computational Engineering, Department of Civil Engineering, University of Southampton, UK, Visiting Fellow in the Departments of Mathematics and Civil Engineering, together with the Centres for Applied Mathematical Modelling and Engineering Research and Advisory Centre, August-September. Dr Brebbia, an expert in finite element and boundary element methods, presented a short course and two seminars for practising engineers and scientists at Chisholm, seminars at Monash University and the South Australian Institute of Technology, and delivered the keynote address at the CTAC 83 Conference in Sydney.

- Dr D.G. Fox, Chief Meteorologist and Project Leader, Forest Meteorology and Air Quality Project, US Forest Service, Visiting Fellow, Centre for Applied Mathematical Modelling, July-August. Dr Fox conducted a highly successful workshop, 'Air Quality Modelling - Science and Regulation', which attracted participants from throughout Australia, and worked with CAMM staff on consultations and liaison with potential users of CAMM services.
• Dr J. Kyle, Lecturer in Inorganic Chemistry, Chemistry Department, University of Papua New Guinea, PNG, Visiting Fellow, Water Studies Centre, January–June. Dr Kyle undertook in heavy metals research, delivered papers at Monash University and in New Zealand, and visited other Australian tertiary institutions.

• Mr David Maxwell, Project Officer, Welfare Rehabilitation and Subsidies Branch, Department of Social Security, Visiting Fellow Department of Applied Sociology, December 1982–February. Dr Maxwell enhanced academic courses with his insights into professional practice and assisted in establishing part of the Bachelor of Arts course at Frankston.

• Professor T. Yamashita, Professor of the Department of Control Engineering, Kyushu Institute of Technology, Japan, Visiting Fellow, Department of Robotics and Digital Technology, July–December. Professor Yamashita's program included public lectures on research in his Department in Japan for Chisholm students and staff, and staff from other CAEs and universities. He also gave seminars at Monash and Melbourne Universities and the University of New South Wales.

• Dr R. Allan, Chief of the Environmental Contaminants Division, Department of Environment, Canada, Visiting Fellow, Water Studies Centre, November. Dr Allan was keynote speaker at a very successful water quality symposium at Chisholm, spoke at the Australian Water Resources Council symposium in Canberra and had talks with the Federal Government's Interim Council investigating the establishment of an Australian Institute of Freshwater Studies.

• Dr Pimol Rienwatanan, Chemistry Department, Chiang Mai University, Thailand, Visiting Fellow, Water Studies Centre, November. Dr Rienwatanan discussed with staff a proposal for a jointly run regional training program in water quality management in tropical regions.

8. STUDENT SERVICES

8.1 Academic Registrar's Department

8.1.1 Student Administration: Development of computing and other systems continued during 1983 after the significant review of policies and procedures caused by the amalgamation in 1982. The computer was used extensively in the preparation of documents for conferring ceremonies. The computer was also used more in the selection process for new students. A significant development during the year was the access Schools were given through their own terminals to the student records system, providing up-to-date information at a reduced cost.

As foreshadowed in last year's report following the review of Student Loan procedures in 1982, a publicity program was carried out late in first semester 1983, this period having been identified as one when students are particularly vulnerable to financial pressure. As a result approximately $60,000 was loaned to students from the Student Loan Fund in the second half of 1983. This represents a huge increase over previous years.

The Institute's policy on academic qualifications was implemented during the year with a review of the qualifications claimed by all current staff. Procedures were also developed to review the qualifications claimed by staff newly appointed to the Institute.

8.1.2 Academic Secretariat: The Secretariat was involved extensively in accreditation and course related matters which are taken up elsewhere in this report. Because of the increasing amount of legislation which
directly impinges upon tertiary institutions, steps were taken during the year to enable the creation of a position of Legal Officer to be filled in 1984.

Procedures were developed to enable the Institute to respond to the new Freedom of Information Act. Chisholm was particularly well prepared to respond to this new initiative because of its long established commitments in many areas to open government.

Despite this openness, the Academic Registrar's Division still received and handled nearly 100 FOI inquiries in 1983.

8.1.3 Records Administration: Central Registry continued the task of transferring non-archive material of the former State College of Victoria, Frankston, to the Caulfield campus. The documentation transferred included course material, minutes of meetings, and administrative and staff matters of continuing significance.

The arrival of the MV4000 Computer enabled further development of the Registry's computerised index as an information and archival aid.

With the co-operation of the Public Records Office, over 15,000 student and staff records were transferred to the Public Records Registry at Laverton. Certain Central Registry correspondence files of non-archival value were destroyed under an approved Destruction Authority of the Public Records Office.

8.1.4 Information Office: As mentioned elsewhere (2.7 above) the Academic Registrar undertook a review of the Information Office and recommended a number of significant changes. During the year the Information Office produced the Annual Report, the Handbook, two brochures, five issues of 'Chisholm Focus', 11 'Chisholm Briefing', general publicity material, provided an advertising service to all Schools, Centres and Departments and provided proofreading and sub-editing services to the Printing Services Department.

8.1.5 Printing Services Department: The Department produced a variety of materials including class material, notes, examination papers, minutes and forms, special printing for the Conferring Ceremonies, the Annual Report, and School, Departmental and short course posters and brochures.

Production totalled 15 million printed sides - an increase of two million over the previous year.

A Heidelberg GTO Printing Press was purchased to increase productive potential.

The department pursued a vigorous training program to maintain the development of career paths, with four staff members participating during the year.

8.2 The Library. Consolidation proceeded of the two major initiatives started in 1982; the re-structuring of staffing and operations to suit the two campus situation, and the change from a manual system of services to a fully automated service. Planning and working towards these ends occupied the whole year, with the desired changes being scheduled for achievement in 1984.

The Technical Services Division planned further centralisation at the Caulfield campus, leaving only a serials component to operate at the Frankston campus from 1984.
The Data Phase Automated Library System (ALIS) purchased late in 1982 was installed. The public access module of ALIS was implemented in the latter part of the year on terminals placed in both campus libraries supplementing the existing card and microfiche catalogues, and was immediately popular with users. In addition, work began on adding the Australian Bibliographic Network's database to the ALIS database, with full implementation of that link scheduled for 1984.

Increased use of the library reflected the increase in the number of students on the two campuses. The number of persons passing through the doors of the library increased to 582,000, loans went up to just on 190,000, and at the Caulfield campus, 47,000 inquiries were dealt with at the 'ASK ME' and Inquiries desks.

Part-time users of the library expressed dissatisfaction with the library's hours of opening: a matter taken into consideration by the Budget Planning Committee in its funding decisions for 1984.

The 1983 acquisitions budget was $20,000 less than the 1982 figure which, taking into consideration the inroads of inflation, represented a very serious cut in the library's ability to provide adequate new resources for its users. Only 5000 monograph volumes were added to the two campus libraries during the year.

8.3 Educational Development Unit: The Educational Development Unit continued to provide service to teaching staff through a variety of activities. Advisory and evaluation services included computer programming advice and consultancy services to various Chisholm staff members, the conduct of education-related research and the organisation of 11 in-house workshops and seminars during non-teaching weeks covering areas of computing, media equipment and lecturing and tutoring. A seminar for recently appointed staff was conducted in conjunction with the Staff Branch.

A total of 12 video and three slide/tape productions were completed by the Media Services Section during the year. One video program entitled 'Grower Video No. 1 - 1983 Domestic Production' was produced for the Apple and Pear Corporation. An instructional slide/tape program for the Department of Ceramic Design was the Unit's first attempt at a multi-vision production, involving eight 35mm slide projectors and four dissolve units. It details the construction of the Water Wall commissioned by the Albury Art Centre. There was an increased demand for photographic and graphic design services.

The EDU also introduced a computer-based teaching and subject evaluation package which has been utilised by staff in all Schools.

Planning for the establishment of a Language Development Section commenced, following an Academic Board recommendation and approval of funds by the Budget Planning Committee. The Section will diagnose the academic literacy needs of Chisholm students, assist in the improvement of academic reading and writing, and provide specific courses in English as a second or foreign language.

8.4 Computer Centre: The extension of services to Frankston worked satisfactorily in 1983, given the resources available. Terminal rooms at Frankston gave access to PRIME systems at Caulfield, via the PRIME system at Frankston, and also through the message switching system, used to enable a larger spread of terminal stations throughout the multiple campus. The MCOM 600 switching system gave the full spread of users (Academic, Administration, Research and Staff) the ability to have computer links.
without lying up computer lines that would otherwise be little used.

During 1983, the PRIME system's memory capacity was upgraded with the installation of the 'big graphics' RAMTEK system. Other innovations introduced included:

- detailed usage reports
- COMPNEWS - a regular newsletter
- 24-hour-seven-day terminals access
- part-time students' priority terminals room

Major problems were experienced on all systems with resource capacity. At peak times serious system degradation was felt by all classes of users, together with space availability and access problems.

8.5 Careers, Counselling, Health and Welfare Services: Achievements for the year included the extension of hours of the Children's Services Co-ordinator, funded jointly by the Student Union Board and the Commonwealth Office of Child Care through the Caulfield City Council, to a total of 20 hours per week on the Caulfield campus and six hours on the Frankston campus. On the Caulfield campus Dental, Health and Counselling Services have been expanded to evening sessions to provide for part-time student needs. On the Frankston campus, a medical practitioner was appointed to run two half sessions per week. A half time support worker was also engaged and the Dental Service began to offer consultations on one half-day per week.

Joint arrangements with community agencies were strengthened in the development of services like Group Care for children, Family Day Care for children, Chaplaincy and a legal service.

Community Services consolidated and extended links with the academic community, by appointing a representative to each of the seven School Boards, was instrumental in establishing the Institute policy for disabled persons and acted as convenor of a Working Party on Equal Opportunity to develop and recommend on a policy for Chisholm.

A successful Orientation Program was run on the Caulfield campus for parents of first year students studying at Caulfield and living at home, and a program for Mature Age students and their partners was run on both campuses.

Community Services staff continued research in their individual areas of expertise, from which publications in the areas of child care, childhood depression, school refusal and adolescent health were completed.

9. PLANNING AND INFORMATION SERVICES

The performance of the Institute is significantly influenced by the relevance, accuracy and timeliness of available information. Continuing reductions in real funding coupled with a need to be responsive to changing community needs have necessitated increasing emphasis on careful planning and evaluation of resource use and resource requirements.

Arising from an increasing recognition of limitations of our information system and its affect on institute potential, an initial amount of $30,000 was set aside in the 1983 recurrent budget to address information needs. From 1 July 1983, Mr John Harris, Chairman, Department of Banking and Finance, was seconded to the Deputy Director's Office to assist in the preparation of information requirements for 1984 budget planning and to co-ordinate efforts to address information deficiencies.
During 1983, a number of significant steps were taken towards the more effective provision of information requirements of schools, service areas and central administration. In particular, the development of a number of computer programs to assist in budget planning and budget management was begun and, on 5 September 1983, the Schools Information Advisory Committee was established with responsibility to develop proposals for more effectively meeting Schools' information requirements. These activities will be continued and extended in 1984 with particular attention being given to the development of an adequate staffing data base.

10. STAFFING

In January, the newly appointed Foundation Director, Mr Patrick Leary, arrived from the UK to take up his appointment. Mr Leary was formerly Assistant Chief Officer at the Council for National Academic Awards in London. Also in January, Mr Maurie Blank, Institute Secretary and a long-serving staff member, retired. Other retirements in 1983 included Mr Ken Raverty, Buildings Officer, and Mrs Margaret Blank, Head of Printing Services. Mrs Blank was the third longest-serving member of the Institute, having been on staff with Caulfield Institute and then Chisholm since 1965. A new appointment of note in 1983 was Dr Bill Briggs to the newly established post of Development Director.

Chisholm's full-time and part-time staff as at 30 April numbered 834, for an equivalent full-time total of 694.5. FET academic staff was 345.69 and general staff 349.26. Further details are given in Appendix D.

In February 1983, Council approved the Trust Deed for the Chisholm Institute of Technology Staff Superannuation Scheme and new tenured staff have since been offered the choice of joining this scheme which is essentially an FSSU-type endowment assurance plan, or membership of the State Superannuation Fund. Membership of the Institute's scheme was extended to fixed-term staff, the first time superannuation cover has been available to contract staff. Amongst other staffing policy developments, Council approved a policy on the utilisation of head of school and principal lecturer classifications, defining the circumstances in which each of the HOS and PL classifications could be used. A major policy statement on occupational health and safety was promulgated, accompanied by the establishment of an occupational health and safety committee and the appointment of a Safety Officer.

The following members of academic staff were granted leave to undertake professional experience programs within Australia or overseas.

School of Applied Science. Mr K.R. Oynoweth, Lecturer in Chemistry, spent six months conducting research into aspects of polymer processing. Dr P. Wells, Senior Lecturer in Physics, presented a paper at a conference in Amsterdam and visited the National Centre of Tribology, Risley, UK and Fulmer Institute. He also attended a conference at NASA Centre of Tribology, Ohio, USA. During the latter half of the year, he spent time at the Australian National University working in a number of departments in the field of condition monitoring and tribology. Mr L. Evans, Lecturer in Mathematics, was seconded to Applied Chemicals Pty Ltd to investigate industrial tribology problems. Mr W. Wright, Senior Lecturer in Mathematics, spent six months with ICI Australia in Melbourne, undertaking planning and operations research.

School of Art and Design. Mr J. Wingate, Senior Lecturer in Fine Art, visited Schools of Art and Design in the UK to conduct a survey and analysis of courses offered. Mr C. Pyett, Lecturer in Fine Art, spent four months in developing teaching skills in the area of landscape painting. Mr
G. Gough, Lecturer in Fine Art, spent four months in development of teaching skills in the area of figurative drawing. Mr M. Murray, Senior Lecturer in Ceramic Design, visited Japan, Canada and USA to survey teaching techniques in computer-aided design and production technology.

School of Computing and Information Systems. Mr J. Boutland, Lecturer in EDP, worked part of the time with the Administration Data Processing Unit at the Institute and also investigated outside computing systems and advances occurring in the use of fourth generation language and related data bases.

David Syme Business School. Ms K. Ralston, Lecturer in Department of Management, undertook to look at the role and duties of the Australian office administrator and to investigate the educational programs offered for office administrators in universities in the USA and London. Ms J. McPhee, Senior Lecturer in Banking and Finance, travelled interstate to investigate and observe the operation of the State system of industrial relations in Australia and conducted discussions with officers of the Australian Conciliation and Arbitration Commission, with a view to adding to her knowledge and experience of the problems faced in the Australian industrial relations system. She also visited Japan to attend the Sixth World Congress of the International Industrial Relations Association and to visit institutions to examine industrial relations and problems faced in the introduction of robots in industry. Mr D. Pettes, Lecturer in Accounting, travelled to California, USA, to investigate alternative teaching approaches to, and course content of, accountancy units specifically designed for non-accountants. He spent several months as a visiting lecturer at California State University. Mr D. Taylor, Senior Lecturer in Accounting, obtained a teaching appointment as Visiting Professor at the Oregon State University, USA, during his three months PPP. He also visited a large number of chartered accounting firms in Western USA and Canada to investigate research developments in social accounting and to observe cost accounting services.

School of Engineering. Mr M. Muspratt, Lecturer in Civil Engineering, visited the USA for six months to survey project management trends, monitor academic courses being presented, engage in research in project management and gain first hand knowledge of the Project Manager's Institute. Mr W. Wiles, Senior Lecturer in Mechanical Engineering, worked at Virginia Polytechnic Institute and State University under the Dean, Paul Torgersen, with special reference to industrial engineering. He also visited universities and British Aerospace in the UK. Mr K. Solomon, Senior Lecturer in Civil Engineering, visited Egypt and Israel to examine and report on road building and maintenance techniques, and to give a series of lectures on modern techniques of road building in Australia. Mr J. Burt, Senior Lecturer in Mechanical Engineering, worked at the SHE on finite element techniques to solve problems associated with the operation of boiler turbo-alternator plant. Mr B. Harding, Lecturer in Electrical Engineering, worked with Siemens Ltd in Melbourne as a Senior Project Engineer assisting an engineering project team in the fields of supervision, remote control, building automation, instrumentation and related fields. This was followed by six weeks work at Siemens in West Germany.

School of Social and Behavioural Studies. Mr C. Cameron, Head of Department of Applied Psychology, spent five months overseas preparing a monograph on Research in Human Performance. Dr B. Costar, Senior Lecturer in Humanities, undertook the preparation of a monograph on the National Party of Victoria. Dr R. Langley, Lecturer in Applied Psychology, utilised six months PPP to investigate and develop computer-aided instruction programs. Mr B. McFarlane, Principal Lecturer in Literature, spent time at the University of East Anglia to conduct research in related areas of film and literature and to explore new theories and ideas.
A major innovation in 1983 was the General Staff Training Program, administered by a sub-committee of the Staffing Committee. Funds were set aside to finance this important staff development project. Significant programs undertaken included:

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<tr>
<th>Name</th>
<th>Department</th>
<th>Projects</th>
</tr>
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<tbody>
<tr>
<td>S. Hill</td>
<td>Robotics and Digital Technology</td>
<td>Robotics Research University of Rhode Island.</td>
</tr>
<tr>
<td>S. Tamhane</td>
<td>Staff Branch</td>
<td>Advanced Personnel Management Course, offered by the Institute of Personnel Management, Australia.</td>
</tr>
<tr>
<td>P. Rodan</td>
<td>Academic Registrar’s Department</td>
<td>Visit to South Australian and Western Australian educational institutions to study course accreditation practices.</td>
</tr>
<tr>
<td>M. Ayres</td>
<td>School of Social and Behavioural Studies</td>
<td>Visit to Queensland educational institutions to investigate aspects of student administration.</td>
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11. FINANCIAL PLANNING - BUDGET STRATEGY FOR 1984

Careful budgeting in 1983 restricted a projected deficit of $750,000 to one of $87,257. This left the Institute with an accumulated deficit of $409,490 for the first two years of the triennium. The major factors behind this accumulated deficit being the reduction in real terms of $795,000 in the 1983 Chisholm grant and the loss of anticipated grant savings of more than $500,000 from the SCV Frankston.

Faced with further reductions in real terms in the 1984 recurrent grant due to under-supplementation of the effects of actual salary increases, and aware of the need to reduce both the projected and accumulated triennium deficits, the Budget Planning Committee (BPC) looked towards 1984 as a significant challenge.

It decided that no reduction in academic effort could be tolerated regardless of the declining support in real terms from Federal government funds and the ever increasing burden from new and existing taxes imposed by the Victorian government on those funds.

Planning once again emphasised the principles of cost centre budgeting, devolving as much as possible of the grant allocation to individual cost centres.

Separate criteria were struck for academic and non-academic cost centres so as to properly reflect the difference between their teaching and administrative roles within the Institute. Where competing needs for funds were identified, preference was given to academic purposes.

Academic cost centre fund allocations were based on four identifiable and distinct criteria:

- Academic salaries based on a student load formula
- Technical salaries based on historical patterns
- Administrative and clerical salaries based on a formula related to number of academics and general administrative needs, and
- Goods and services based on actual needs.
Non-academic cost centres were funded as follows:

- Salaries based on a combination of historical patterns and present needs, and
- Goods and services based on the 1983 allocation unless a specific changed purpose could be proved.

Goods and services allocations introduced, after extensive analysis, the concept of space budgeting as a new feature, together with further development of the 'User Pays' principle in the areas of computing and motor vehicle costs.

With a view to providing better quality management information than that inherent in government accounting systems, the BPC also set aside funds to further develop an Integrated Management Information System (IMIS) based on the latest computerised data-based technology. The first stage on the IMIS is the creation of an integrated data base able to analyse current information and trends and aid in the prediction of future trends and their funding implications.

This is expected to be completed by the end of 1984.

The second stage (being developed in parallel) is the design and implementation of a new accounting data base enabling on-line financial reporting and analysis.

It is hoped that this system will be fully operational by the start of 1985.

The IMFS will provide information at a level hitherto only achievable in commercial enterprise and should enable Chisholm to remain a leader in the field of financial management for advanced education.

12. ORGANISATIONS

Administrative Staff Association. The Chisholm Branch of the Victorian Colleges Staff Association is the major Staff Association representing the interests of all general staff in this Institute.

The highpoint of 1983, was the formal acknowledgement by the Institute Council that VCVA had a legitimate and clearly recognised role to play in the areas of decision-making which affected general staff in this Institute. This recognition was subsequently translated into practical terms by requests for VCVA nominations to such bodies as the Institute Planning Committee, General Staff Training Program, and sub-committees of the Staffing Committee.

Formal co-operation between the Academic Staff Association of Chisholm and VCVA began during the year in areas of initial concern.

Regular informal meetings between members of the VCVA Executive, the Deputy Director and Staff Officer were held enabling speedy and amicable resolution of many issues.

In response to pressure from VCVA, development began of formal appeal procedures for general staff on re-classification decisions.

In summary, VCVA saw 1983 as the year in which it became a pro-active organisation rather than a re-active one.
APPENDIX A

1. Chisholm Council

PRESIDENT

Kenneth D. Green, CB, OBE, ED, BCE(Melb), FICE, FIEAust, FASCE, FAIUS, FTS, PRIPA.

VICE-PRESIDENT

Clive K. Coogan, MSc(Syd), PhD(Bristol), FAIP, FRSA.

MEMBERS

Anthony C. Bailey, MA, LLB(Cambridge), GradDipAccounting and Finance(CIT), FAIM, ASIA, Barrister and Solicitor of the Supreme Court of Victoria.

Rosemary A. Balmford, LLB, MBA(Melb), Barrister and Solicitor of the Supreme Court of Victoria.

Andrew J. E. Campbell, MBE, DipAppChem(Ballarat), ARACI, AFAIM, MIPMA.

Arthur E. Crook, BA(Hons)(Qld), MA(Melb), MAPsS.

Helen M. Davies, BA(Hons), MA(Melb), AAIM, MIPMA, MATTD.

Timothy R. Haslett, MA(Auckland), MEdAdmin(UNE), DipTch(NZ).

Simon D. Hill.

Patrick D. Leary, BSc(Hons), MA(London).

William L. Morton, BCom(Melb), MAPsS.

Donald H. Peebles.

Paul Ramler, DipBus(CIT), AAIM, ACIT.

James Raymond.

Ronald G. Ritchie, BMechEng(Melb), DipEd(Melb), MAdmin(Monash), DipMechEng(CIT), FIEAust, MIMechE, MACE.

John Ryan, LLB(Melb).

Richard J. Snedden, BA(Hons), LLB(Melb), BEd(Monash), MACE.

Fedora R. Trinker, MBBS, BSc, PhD(Melb), FRACMA, AHA.

Tony D. Walker, DipT(Primary).

William G. Walker, AM, MA(Syd), PhD(Illinois), TC(NSW), FACE, FOCEA, HonFIEA(WA), HonFACEA, FAIM.

Lionel E. Ward, BAgSc, BA(WA), MSc, PhD(Univ. of California - Davis).
2. Committees of Chisholm Council

Buildings and Property Legislation
Dr L. Ward (Chairman) Mrs R.A. Balmford (Chairman)
Mr A.P. Bow Mr A.C. Bailey
Mr A.J.E. Campbell Mr R. Edwards
Mr H.W. Farey Mr K.D. Green
Mr K.D. Green Dr E.W. Hemingway
Mr A.W. Hamstead Mr P.D. Leary
Mr P.D. Leary Mr M. Lyons
Mr P. Ramler Mr R.G. Ritchie
Dr G.A. Trevaskis Mr J. Ryan
Dr F. Trinker Dr G.A. Trevaskis

Finance Staffing
Mr A.C. Bailey (Chairman) Professor W.G. Walker (Chairman)
Mr A.J.E. Campbell Dr C.K. Coogan
Mr K.D. Green Mr A. Crook
Mr A.W. Hamstead Ms H.M. Davies
Mr J.R. Harris Mr K.D. Green
Mr T.R. Haslett Mr S.D. Hill
Dr T. Kennedy Dr T. Kennedy
Mr P.D. Leary Mr R.G. Ritchie
Mr W.L. Morton Mr P.K. Rodan
Dr K.A. Tucker Mr R.J. Snedden
Miss H.J. Williamson
3. Academic Board

Ex-officio
Director: Mr P.D. Leary
Deputy Director: Dr T. Kennedy
Associate Director: Dr G.A. Trevaskis

Deans of
Applied Science
  Dr E.W. Hemingway
Art and Design
  Mr H. Farey
Computing and Information Systems
  Dr T. Pearcey
David Syme Business School
  Dr K. Tucker
Education
  Miss H.J. Williamson
Engineering
  Mr T. Brownlee
Social and Behavioural Studies
  Mr R.J. Snedden (Jan-April) (Aug-Dec)
  Mr C. Cameron (May - July)

Academic Registrar: Dr D. Muffet

One person elected from each school:

Applied Science
  Mr R. Pugh
Art and Design
  Mr J. Wingate (Jan - August)
  Mr R. Giles (Sept - Dec)
Computing and Information Systems
  Mr G. Maynard
David Syme Business School
  Mr D. Mahoney
Education
  Mrs E. Mellor
Engineering
  Mr J. Walker
Social and Behavioural Studies
  Mr C. Cameron (Jan - April)
  Mr T. O'Grady (May - Dec)

Student appointed for calendar year by Student Union Board:
  Mr A. Quirke

Council member appointed by Council:
  Mr W.L. Morton

Secretary: Mr P.K. Rodan
APPENDIX B

Chisholm student enrolments in Advanced Education as at 30 April 1983.

Table 1: EFTS by Schools of Study.

Equivalent Full-Time Students (EFTS) enrolled in accredited courses. One EFTS equals one full-time student or two part-time students.

<table>
<thead>
<tr>
<th>School</th>
<th>1983 EFTS</th>
<th>% of Total</th>
<th>1982 EFTS</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>1555.25</td>
<td>34.30</td>
<td>1434.25</td>
<td>32.86</td>
</tr>
<tr>
<td>Social and Behavioural Studies</td>
<td>650.25</td>
<td>14.34</td>
<td>700</td>
<td>16.04</td>
</tr>
<tr>
<td>Computing and Information Systems</td>
<td>637</td>
<td>14.05</td>
<td>547.25</td>
<td>12.54</td>
</tr>
<tr>
<td>Engineering</td>
<td>613.50</td>
<td>13.53</td>
<td>616</td>
<td>14.12</td>
</tr>
<tr>
<td>Art and Design</td>
<td>435</td>
<td>9.60</td>
<td>423.50</td>
<td>9.70</td>
</tr>
<tr>
<td>Education</td>
<td>351</td>
<td>7.74</td>
<td>401</td>
<td>9.19</td>
</tr>
<tr>
<td>Applied Science</td>
<td>292</td>
<td>6.44</td>
<td>242</td>
<td>5.55</td>
</tr>
<tr>
<td>TOTAL for Chisholm</td>
<td>4534</td>
<td>100.00</td>
<td>4364</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Table 2: Students by campus.

Total number of students enrolled including non-quota and non-credit enrolments.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>2597</td>
<td>2626</td>
<td>5223</td>
<td>5311</td>
</tr>
<tr>
<td>Frankston</td>
<td>541</td>
<td>297</td>
<td>838</td>
<td>615</td>
</tr>
<tr>
<td>Chisholm</td>
<td>3138</td>
<td>2923</td>
<td>6061</td>
<td>5926</td>
</tr>
</tbody>
</table>
Table 3: EFTSU by Branches of Learning

Equivalent Full-Time Student Units (EFTSU). One EFTSU equals one student whose subject enrolment in the year is equal to the number of subjects specified as constituting the normal year by year enrolment pattern for a student completing the course on a full-time basis. A full-time student undertaking an overload constitutes more than one EFTSU.

<table>
<thead>
<tr>
<th>Branch of Learning</th>
<th>1983 EFTSU</th>
<th>% of Total</th>
<th>1982 EFTSU</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>104.7</td>
<td>2.29</td>
<td>91</td>
<td>2.10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>547.7</td>
<td>11.99</td>
<td>614</td>
<td>14.20</td>
</tr>
<tr>
<td>Education</td>
<td>264.8</td>
<td>5.80</td>
<td>302</td>
<td>6.98</td>
</tr>
<tr>
<td>Science</td>
<td>267.5</td>
<td>5.86</td>
<td>244</td>
<td>5.64</td>
</tr>
<tr>
<td>Mathematics and Computing</td>
<td>1034.5</td>
<td>22.65</td>
<td>917</td>
<td>21.20</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>461.9</td>
<td>10.11</td>
<td>434</td>
<td>10.03</td>
</tr>
<tr>
<td>Engineering</td>
<td>452.6</td>
<td>9.91</td>
<td>427</td>
<td>9.87</td>
</tr>
<tr>
<td>Business and Law</td>
<td>1433.6</td>
<td>31.39</td>
<td>1297</td>
<td>29.98</td>
</tr>
<tr>
<td>TOTAL for Chisholm</td>
<td>4567.3</td>
<td>100.00</td>
<td>4326</td>
<td>100.00</td>
</tr>
</tbody>
</table>
APPENDIX C

The following courses were offered in 1983.

- PG2 Master's Degree
- PG1 Graduate Diploma
- UG1 Bachelor's Degree
- UG2 Diploma
- UG3 Associate Diploma

ART AND DESIGN

- PG1 Ceramic Design
  Fine Art
- UG1 Ceramic Design
  Fine Art (including Craft)
  Graphic Communication
- UC2 Graphic Design
  Fine Art (no intake)
- UC3 Ceramic Design

APPLIED SCIENCE

- PG2 Applied Science
- PG1 Applied Numerical Analysis
  Applied Polymer Science
  Water Science
  Tribology
- UG1 Multidisciplinary

BUSINESS

- PG2 Business
  Accounting and Finance
  Marketing
  Physical Distribution Management
  Secretarial Studies
- PG1 Accounting
  Administration
  Finance and Banking
  Marketing
  Office Administration
- UC3 Marketing
  Private Secretarial Practice (Legal, Medical)
  Retail Management
- UG1 Combined Degree (Business/Arts)
  Combined Degree (Accounting/Computing)

COMPUTING AND INFORMATION SYSTEMS

- PG2 Applied Science
  Computing and Information Systems
  Data Processing
  Robotics
  Digital Communication
- PG1 Computing
  Combined Degree (Computing/Accounting)
EDUCATION
PG1 Art Education
Children's Literature
Music for Therapy
Outdoor Studies
UG1 Education
UG2 Early Childhood
Primary

ENGINEERING
PG2 Engineering
PG1 Process Computer Systems
UG1 Civil
   Electrical
   Electrical (7 years P/T)
   Industrial
   Mechanical
UG2 Mechanical (6 years P/T)

SOCIAL AND BEHAVIOURAL STUDIES
PG2 Arts
PG1 Applied Psychology
   Community Education
   Welfare Administration
UG1 Arts
   Combined (Arts/Business)
UG3 Police Studies
Welfare Studies
### APPENDIX D

Chisholm Staffing as at 30 April, 1983

**Table 1: Academic (Teaching) Staff Full-Time Equivalent (FTE).**

<table>
<thead>
<tr>
<th>School</th>
<th>1983 Teaching Staff FTE</th>
<th>% of Total</th>
<th>1982 Teaching Staff FTE</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Syme Business School</td>
<td>84.65</td>
<td>24.5</td>
<td>82.33</td>
<td>25.2</td>
</tr>
<tr>
<td>Applied Science</td>
<td>53.02</td>
<td>15.4</td>
<td>47.87</td>
<td>14.6</td>
</tr>
<tr>
<td>Social and Behavioural Studies</td>
<td>48.83</td>
<td>14.1</td>
<td>42.10</td>
<td>12.9</td>
</tr>
<tr>
<td>Art and Design</td>
<td>47.44</td>
<td>13.7</td>
<td>43.06</td>
<td>13.2</td>
</tr>
<tr>
<td>Engineering</td>
<td>44.34</td>
<td>12.8</td>
<td>41.53</td>
<td>12.7</td>
</tr>
<tr>
<td>Computing and Information Systems</td>
<td>37.83</td>
<td>10.9</td>
<td>28.84</td>
<td>8.8</td>
</tr>
<tr>
<td>Education</td>
<td>29.58</td>
<td>8.6</td>
<td>41.32</td>
<td>12.6</td>
</tr>
<tr>
<td><strong>TOTAL Academic Staff</strong></td>
<td><strong>345.69</strong></td>
<td><strong>100.00</strong></td>
<td><strong>327.05</strong></td>
<td><strong>100.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL Academic Staff Head Count</strong></td>
<td><strong>444</strong></td>
<td></td>
<td><strong>419</strong></td>
<td></td>
</tr>
</tbody>
</table>
Table 2: Non-Teaching Staff Full-Time Equivalent (FTE).

<table>
<thead>
<tr>
<th>Non-Teaching Area</th>
<th>1983</th>
<th></th>
<th>1982</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTE</td>
<td>% of</td>
<td>FTE</td>
<td>% of</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Central Administration (includes Deans)</td>
<td>92.61</td>
<td>26.5</td>
<td>83.21</td>
<td>25.7</td>
</tr>
<tr>
<td>Academic Departments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative and Clerical Support</td>
<td>47.79</td>
<td>13.7</td>
<td>48.75</td>
<td>15.1</td>
</tr>
<tr>
<td>Technical Support</td>
<td>58.37</td>
<td>16.7</td>
<td>50.44</td>
<td>15.6</td>
</tr>
<tr>
<td>Library</td>
<td>47.44</td>
<td>13.6</td>
<td>43.80</td>
<td>13.5</td>
</tr>
<tr>
<td>Buildings &amp; Grounds</td>
<td>27.5</td>
<td>7.9</td>
<td>29.50</td>
<td>9.1</td>
</tr>
<tr>
<td>Computer Centre</td>
<td>27.0</td>
<td>7.7</td>
<td>25.00</td>
<td>7.7</td>
</tr>
<tr>
<td>Business Undertakings</td>
<td>24.65</td>
<td>7.1</td>
<td>20.87</td>
<td>6.5</td>
</tr>
<tr>
<td>Educational Development Unit</td>
<td>11.9</td>
<td>3.4</td>
<td>13.00</td>
<td>4.0</td>
</tr>
<tr>
<td>Student Services</td>
<td>12.0</td>
<td>3.4</td>
<td>9.20</td>
<td>2.8</td>
</tr>
<tr>
<td>TOTAL Non-Teaching Staff</td>
<td>349.26</td>
<td>100.00</td>
<td>323.77</td>
<td>100.00</td>
</tr>
<tr>
<td>Head Count</td>
<td>390</td>
<td></td>
<td>343</td>
<td></td>
</tr>
</tbody>
</table>

Notes: Buildings and Grounds - stores, maintenance, cleaning, etc.

Computer Centre - staff who manage and operate the computing system and provide programming support.

Business Undertakings - activities such as cafeterias, staff clubs, housing schemes, research companies, student residences controlled by Chisholm.

Student services includes counselling, employment, health and housing services.
APPENDIX E

Extract from Financial Statements for year ended 31 December 1983.

Table 1: Consolidated statement of Income and Expenditure.

<table>
<thead>
<tr>
<th></th>
<th>1982 $</th>
<th>1983 $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INCOME</td>
<td>LESS EXPENDITURE</td>
</tr>
<tr>
<td>22,479,090</td>
<td>Commonwealth Grants</td>
<td>23,387,100</td>
</tr>
<tr>
<td>5,578,742</td>
<td>Other Income</td>
<td>3,568,140</td>
</tr>
<tr>
<td>28,057,832</td>
<td>Surplus for Current Year</td>
<td>26,955,240</td>
</tr>
<tr>
<td>27,541,778</td>
<td>accumulated surplus from Prior Year</td>
<td>25,350,345</td>
</tr>
<tr>
<td>510,054</td>
<td>transfers to provisions</td>
<td>1,604,895</td>
</tr>
<tr>
<td>3,605,464</td>
<td>prior year adjustments</td>
<td>3,544,893</td>
</tr>
<tr>
<td>(576,625)</td>
<td>accumulated surplus carried forward</td>
<td>(2,148,405)</td>
</tr>
<tr>
<td>3,544,893</td>
<td></td>
<td>3,034,045</td>
</tr>
</tbody>
</table>

Table 2: Consolidated Statement of Assets and Liabilities.

<table>
<thead>
<tr>
<th></th>
<th>1982 $</th>
<th>1983 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,544,893</td>
<td>accumulated surplus as at 31 December</td>
<td>3,034,048</td>
</tr>
<tr>
<td></td>
<td>represented by</td>
<td></td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>210,995</td>
<td>sundry debtors</td>
<td>390,064</td>
</tr>
<tr>
<td>361,481</td>
<td>accrued interest</td>
<td>44,162</td>
</tr>
<tr>
<td>35,687</td>
<td>recoup from other chisholm funds</td>
<td></td>
</tr>
<tr>
<td>608,163</td>
<td>total debtors</td>
<td>434,226</td>
</tr>
<tr>
<td>2,719,709</td>
<td>cash at bank and on hand</td>
<td>341,183</td>
</tr>
<tr>
<td>11,236,976</td>
<td>investments</td>
<td>11,078,171</td>
</tr>
<tr>
<td>87,243</td>
<td>stocks on hand - at cost</td>
<td>204,891</td>
</tr>
<tr>
<td>777,162</td>
<td>prepayments - salaries</td>
<td>407,485</td>
</tr>
<tr>
<td>9,490</td>
<td>- other</td>
<td>543,861</td>
</tr>
<tr>
<td>280,349</td>
<td>property</td>
<td>367,887</td>
</tr>
<tr>
<td>603,696</td>
<td>equipment - at cost</td>
<td>769,045</td>
</tr>
<tr>
<td>19,834</td>
<td>loans</td>
<td>60,917</td>
</tr>
<tr>
<td>16,342,622</td>
<td>less liabilities</td>
<td>14,207,666</td>
</tr>
<tr>
<td>4,721,006</td>
<td>bank overdraft</td>
<td>1,709,387</td>
</tr>
<tr>
<td>5,398,000</td>
<td>prepaid grants</td>
<td>5,330,000</td>
</tr>
<tr>
<td>306,409</td>
<td>creditors</td>
<td>365,225</td>
</tr>
<tr>
<td>411,065</td>
<td>accruals - salaries</td>
<td>8,003</td>
</tr>
<tr>
<td>127,819</td>
<td>- others</td>
<td>14,502</td>
</tr>
<tr>
<td>480,000</td>
<td>loans</td>
<td>320,000</td>
</tr>
<tr>
<td>1,116,548</td>
<td>provisions for employee liabilities</td>
<td>3,164,953</td>
</tr>
<tr>
<td>236,882</td>
<td>requests and refundable deposits</td>
<td>261,548</td>
</tr>
<tr>
<td>12,797,729</td>
<td>net assets</td>
<td>11,173,618</td>
</tr>
<tr>
<td>3,544,893</td>
<td></td>
<td>3,034,048</td>
</tr>
</tbody>
</table>
### Table 3: Statement of Income and Expenditure

Statement of Income and Expenditure for the year ended 31 December 1983.

<table>
<thead>
<tr>
<th>1982</th>
<th>1983</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
<tr>
<td>16,241,000</td>
<td>16,861,000</td>
</tr>
<tr>
<td>4,910,000</td>
<td>5,398,000</td>
</tr>
<tr>
<td>21,151,000</td>
<td>22,259,000</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td><strong>INCOME</strong></td>
</tr>
<tr>
<td>Government Grants received</td>
<td>16,861,000</td>
</tr>
<tr>
<td>Prepaid Recurrent Grant</td>
<td>5,398,000</td>
</tr>
<tr>
<td>Total Recurrent Grant</td>
<td>22,259,000</td>
</tr>
<tr>
<td>Salary Offset</td>
<td>84,291</td>
</tr>
<tr>
<td>AEC Appropriations 1980</td>
<td>22,343,921</td>
</tr>
<tr>
<td>AEC Appropriations 1981</td>
<td>1,361</td>
</tr>
<tr>
<td>Sale of Equipment</td>
<td>816,822</td>
</tr>
<tr>
<td>Interest on Investments</td>
<td>23,162,104</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td><strong>EXPENDITURE</strong></td>
</tr>
<tr>
<td>Salaries Teaching Staff - Full-Time</td>
<td>9,576,380</td>
</tr>
<tr>
<td>Salaries Teaching Staff - Part-Time</td>
<td>718,032</td>
</tr>
<tr>
<td>Salaries Support Staff</td>
<td>1,916,015</td>
</tr>
<tr>
<td>Ancillary Charges</td>
<td>966,049</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>1,118,322</td>
</tr>
<tr>
<td>Practice Teaching Fees</td>
<td>131,596</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td><strong>Library</strong></td>
</tr>
<tr>
<td>Salaries</td>
<td>912,954</td>
</tr>
<tr>
<td>Ancillary Charges</td>
<td>74,959</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>341,573</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>58,604</td>
</tr>
<tr>
<td><strong>Computer Centre</strong></td>
<td><strong>Computer Centre</strong></td>
</tr>
<tr>
<td>Salaries</td>
<td>492,381</td>
</tr>
<tr>
<td>Ancillary Charges</td>
<td>40,579</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>246,807</td>
</tr>
<tr>
<td><strong>Educational Development Unit</strong></td>
<td><strong>Educational Development Unit</strong></td>
</tr>
<tr>
<td>Salaries</td>
<td>269,331</td>
</tr>
<tr>
<td>Ancillary Charges</td>
<td>21,732</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>17,866</td>
</tr>
<tr>
<td><strong>Counselling</strong></td>
<td><strong>Counselling</strong></td>
</tr>
<tr>
<td>Salaries</td>
<td>289,755</td>
</tr>
<tr>
<td>Ancillary Charges</td>
<td>22,509</td>
</tr>
<tr>
<td>Other Expenditure</td>
<td>34,577</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td>Category</td>
<td>Salaries</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>General Administration</td>
<td>1,798,771</td>
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APPENDIX F

PUBLICATIONS: Publications by Institute Staff during 1983 included:

SCHOOL OF APPLIED SCIENCE:
- Applied Physics:
  Davis J.R., Dywinski C., Rose O., and Hicks T.J., Cross-Correlation Techniques used in Neutron Polarisation Analysis Studies of Static and Dynamic Phenomena in Disordered Solids, Journal de Physique Coll. C7, Supplement 1983, 12, 43.

- Chemistry and Biology
  Hart B.T., Trace metals in Natural Waters. II. Environmental Surveys and the Role of the Chemist, Chemistry in Australia, 1983, 50 (33).

- Mathematics

SCHOOL OF ART AND DESIGN:
- Fine Art

Armstrong W., The Presence of Man: Jan van Eyck and the Emergence of Individualism, Journal of Australian Association for Tertiary Art and Design Education, 1983, IV.


Hoffert B., Appreciation and Practice: How can one best confront the work of art?, AATADE Journal, 1983, IV.

Hoffert B., Theory Towards Practice in Art, AATADE Journal, 1983, IV.

DAVID SYME BUSINESS SCHOOL:


Smith N.S., Lease or Buy Decision, (2nd ed), Centre for Professional Development, Melbourne, 1983.


SCHOOL OF EDUCATION:

Anderson R. McD., Planning a Conceptual Approach to Social Studies, Australian Grade Teacher, 1983, 17(1).

Anderson R. McD., Teaching Social Studies Skills, Australian Grade Teacher, 1983, 17(2).


Anderson R. McD., Media and Current Events, Australian Grade Teacher, 1983, 17(3).

Anderson R. McD., Values, Australian Grade Teacher, 1983, 17(6).

Anderson R. McD., Simulation Games, Australian Grade Teacher, 1983, 17(7).


SCHOOL OF SOCIAL AND BEHAVIOURAL STUDIES:

- Applied Sociology


- Humanities


Kerr D., Short Story 'Coming of a Dry Storm' Peninsula Writing, August, 1983.

McFarlane B., Words and Images: Australian Novels into Film, Melbourne, Heineman, 1983.


ACADEMIC REGISTRAR'S DEPARTMENT


