Chisholm 1985 Annual Report

Chisholm Institute of Technology
Chisholm Council

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Statement

In accordance with Clause 8(II) of the Order in Council of 3 March 1982, I present the Annual Report by the Council of Chisholm Institute of Technology on the operations of the Institute during the year ended 31 December 1985, together with a financial statement in respect of that year.

For and on behalf of Council

G.B. Maynard,
Acting Director.
November, 1986.

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1. Chisholm '85

The most spectacular single project initiated in 1985 was the Student Union/Technology Tower building at the Caulfield campus. This is estimated to cost $15,222,000 in current figures.

It was financed by funds from Chisholm and the Student Union and will be repaid through rental income. The building will be partly occupied by Chisholm related areas such as the Centres. It is unique among enterprises in the tertiary education sector in not relying on government funds.

Two building projects on the Frankston campus were also in advanced stages of planning: the general purpose teaching building and the nursing studies building.

The year 1985 was significant in educational developments at Chisholm. Two Master’s degrees by coursework were accredited, the Master’s in Computing and in Marketing. There are few such Master’s by coursework in Victoria.

A further development involving both Frankston and Caulfield campuses was the initiation of the two-tier technology course to be undertaken with Frankston and Holmesglen Colleges of TAFE. This is aimed at providing students with little science background, particularly women, with access to science and technology fields of study and employment.

During the year the academic structure at Frankston was changed with three of the Caulfield-based Schools making appointments of staff to co-ordinator roles on the Frankston campus. As well, courses were being designed specifically to meet the needs of students, employers and the community in the region.

The Nursing Education course was also planned during 1985 with a projected intake of 90 students in 1987.

A significant academic development for the Institute as a whole was the achievement of the Faculty of Technology. Dr Roy Williams was appointed as Dean and took up his position in mid-year.

An appeal for funds for the Business Technology Centre was carried out and received about $600,000 in donations with the Shell Company of Australia as the major contributor.

Other major grants were made from government and private organisations to the Centre for the Development of Entrepreneurs and the Timber Engineering Technology Centre.

Gerry Maynard,
Acting Director

Clive K. Coogan,
President, Chisholm Council
2. Directions

Buildings and Property

A Master Plan for the Caulfield Campus was adopted early in 1985 and plans were developed for capital projects on both Caulfield and Frankston Campuses during the year.

At Caulfield six houses on the corner of Railway and Princes Avenue were demolished to make way for a Student Union-Tower complex. This building has been planned to provide facilities for the Student Union and space for office accommodation and a conference centre. Managing consultants and project managers were appointed in the latter part of the year for this $15 million project.

Following approval of the concept stage of a Commonwealth-funded general teaching building at Frankston, schematic designs and a budget estimate were submitted to the Commonwealth Tertiary Education Commission. This building has been planned to provide additional teaching space and office accommodation at an estimated cost of $3 million. Preliminary planning was also commenced on a building at Frankston to be funded by the State government at an estimated cost of $4.5 million for Nurse Education. These students will commence in 1987 in temporary accommodation and it is planned that the new building will be completed in time for the 1988 intake and will eventually accommodate approximately 520 EFTS.

Minor Works and refurbishing projects carried out during the year included:

Caulfield Campus

- Extending 'D' Building to provide five double offices which were allocated to the David Syme Business School.
- Conversion of centrally programmed space to a bio-assay laboratory for water studies.
- Refurbishing an area in the Plaza and relocation of some Community Services activities.

Frankston Campus

- Two relocatable buildings comprising four classrooms and two offices were located adjacent to the 'A' Building.
- A Clay Research Laboratory was established for the School of Art and Design.
- A program to refurbish the Halls of Residence was commenced.
3. Education

The Student Body

The growth in Student enrolment in 1985 followed the policies outlined by VPSEC for the enrolment of new-to-course undergraduate students. The actual numbers of all students enrolled and on campus at 10 April 1985 were 5,363 at Caulfield and 1248 at Frankston, an increase of 59 students or 1.11% at Caulfield and 161 students or 14.81% at Frankston.

The School of Art and Design, David Syme Business School and the School of Social and Behavioural Studies all operate a number of courses on both campuses. The School of Education is based exclusively on the Frankston campus and the Faculty of Technology is exclusive to the Caulfield Campus other than for one undergraduate course in Computing.

In 1985 Chisholm, for the first time, had to meet a specific target for new-to-course enrolments of 1,751 EFTS, giving an intake of 2,246 students.

The full and part-time mix of students in the years 1983-1985 was:

The 1985 student body included 192 overseas students, 100 students who qualified for special entry and 44 students who required special tuition arrangements.

Tertiary awards totalled 1,176, a rise of 5.9%. These included awards to 247 postgraduate and 33 overseas students.

Chisholm Institute of Technology — 1985
Academic Programs

The year saw the accreditation of Chisholm's two Master's by coursework programs, which had been approved in 1984. The Master of Applied Science (Computing) and the Master of Business (Marketing) represent Chisholm's first Master's by coursework offerings, although Master's degrees by research thesis have been available for several years.

The Institute was also advised of the accreditation of the Graduate Diploma in Banking and Finance, developed in response to a Victorian government call for courses to enhance Melbourne's reputation as a financial centre.

Accreditation was also secured for a new course designed to exploit Chisholm's expertise in technology and art — the Graduate Diploma in Computer Graphics.

Of major significance was Chisholm's quest to have accredited a two-tier course (Associate Diploma/Bachelor's degree) in Technology, to be operated in conjunction with the Holmesglen and Frankston Colleges of TAFE. This development, accreditation of which was anticipated in early 1986, is dealt with in more detail below.

The Academic Board's specialist courses body, the Academic Programs Committee (APC), processed all submissions for accreditation and re-accreditation. Two accreditation and five re-accreditation submissions were approved for forwarding to the Accreditation Board in 1985, including one for the Bachelor of Arts, involving four majors — Applied Psychology, Applied Sociology, Communication Studies and Political Studies — and the cognate major in Statistics.

The Institute was advised during the year of the re-accreditation of eight other courses, for which documentation had been submitted in 1984 or earlier.

Chisholm Institute of Technology — 1985

School of Art and Design

Fine Art: Syllabi for all subjects in the Department were reassessed and rewritten to conform with the guidelines as laid down by the APC.

$1,000 FA Scholarship — awarded to top second year students to help with costs during their third year — was awarded to Mr Phillip Cooper.

Graphic Design: Computer Graphics is now offered as one of the major streams in degree studies which offers a two-year major in the area of computer graphics.

David Syme Business School

In 1985 the Business School was responsible for teaching more than 2,400 students which represents 35.75% of the total Chisholm teaching load. The fact that 1,278 or 53% of business students were part-time reflects the School's commitment towards providing relevant education to the business community in addition to pre-employment training.

Academic developments during the year further demonstrated that commitment. They included:

* accreditation for the School to offer its first Master's by Coursework program; namely a MBA in Marketing, to commence in 1986.

* accreditation for the Graduate Diploma in Accounting Information Systems.

* the first enrolments in two new courses, the post-graduate Diploma in Business Technology and the post-graduate Diploma in Banking and Finance, in mid-year 1985

* The Graduate Diploma in Marketing was re-accredited

* the establishment of a new International Business Centre with a commitment
to a range of consultancy, research, management development and information services aimed at increasing the competitiveness of Australia in the international environment

- the School's support for a fundraising campaign to establish the Centre for Business Technology which has successfully raised over $500,000 from key corporate and government sources

- development of a set of guidelines for Academic Program Management which have been adopted by the Academic Board of the Institute.

In addition the school made appointments to fellowships sponsored by business in agribusiness (Elders IXL), applied information systems (Coopers & Lybrand) and microcomputing (NEC).

The School's well supported program in specialised short courses for executives in 1985 attracted close to 1,000 participants to a range of over 50 workshops, besides the many in-house consultancy and training programs. The Centre for the Development of Entrepreneurs also developed and supported many of these activities, including organising the pre-workshop briefing and sponsorship sessions of the Victorian Enterprise Workshop.

A new microcomputer training facility was opened at the Frankston campus. The centre, developed in conjunction with NEC Information Systems Australia, consists of a laboratory of 10 NEC APC III microcomputers.

The objectives of the Centre are based around the theme 'Technology Awareness, Management and Education'.

School of Education

The Diploma of Teaching (Primary) and the Diploma of Teaching (Early Child-

hood) both had an increased intake in 1985. Demand for places in these courses remained high.

Graduate Diploma courses in Outdoor Studies and Art Education provided opportunities for specialist studies.

Planning for a four year end-on Bachelor of Education course was undertaken in 1985 and the present fourth year of study continued to attract diplomates wishing to complete their Bachelor of Education degree.

Staff of the School conducted the School of Education's Schools Camp Education Program over a 12 week period at the Portsea Annexe. Third year Diploma of Teaching students, under lecturers' supervision, conducted eight school camps for primary-aged school children. These very successful camps received high praise from the participating schools and proved to be a valuable supplement to the students' teaching experience.

School of Social and Behavioural Studies

The School undertook considerable work during 1985 preparing a submission for re-accreditation of the BA. The accreditation of the Graduate Diploma in Applied Psychology was renewed in August 1985 for the maximum period of five years.

There was a marked increase in the number of applicants for the Associate Diploma in Police Studies, for both the first and second semester intakes. The course also had a significant number of senior police executives contributing to the program in the form of guest lecturers.

The most substantial change in the teaching commitments of the School in 1985 was in the scale and pattern of service teaching. The rising enrolments in the areas of Police Studies, Computing and Digital Technology corresponded to
an increase in the School’s service function, particularly in Psychology.

The Frankston campus continued to show growth in the number of new students entering the BA course. In May 1985 the first Frankston BA graduands had their degrees conferred.

The Dean, Mr R. Sneddon, returned from overseas after an absence of 12 months. Dr J. Birjak began her appointment as Lecturer in the Applied Sociology Department. In July 1985 Dr D. Kiellerup, Senior Lecturer in Applied Psychology, was appointed for one year as Deputy Executive Director and Project Co-ordinator in the Centre for the Development of Entrepreneurs.

Faculty of Technology

On 1 January 1985, the three former Schools of Applied Science, Computing and Information Systems, and Engineering were replaced by four Divisions under the newly created umbrella structure of the Faculty of Technology.

The new divisions were to be known as Digital Technology (DDT), Engineering and Industrial Technology (DEIT), Information Technology (DIT) and Mathematical and Environmental Sciences (DMES).

The Faculty’s development was further consolidated by the arrival, in July, of the new Dean, Dr Roy Williams, replacing Mr John White, who had been Acting Dean since the retirement of the Foundation Dean, Dr Trevor Pearcey, in December, 1984.

A major academic development initiated within the Faculty early in 1985 was the proposal for a two-tier course in Technology to be conducted jointly at the Caulfield and Frankston campuses of Chisholm, and the Frankston and Holmesglen Colleges of TAFE. The two tiers comprised an Associate Diploma in Technology (Computing) to be offered at the TAFE Colleges and a Bachelor of Technology to be offered at Chisholm, with the first year being common to both qualifications and taught by TAFE.

The proposal was jointly developed in response to Government policies on increased participation and equity and the need to promote collaborative efforts between the various sectors of post-secondary education. This new program was scheduled for a 1986 start.

A second Faculty-wide academic initiative was the development of a Graduate Diploma in Computer Graphics. This course broke new ground in encouraging the transfer of skills, attitudes and knowledge within a multi-disciplinary environment, drawing upon such diverse areas as computing, art and design, and engineering. The course was developed on the premise that computer graphics was part of a multitude of applications and had a significant historical and intellectual base to justify it as a discipline in its own right.

Division of Digital Technology: The DDT was created by an amalgamation of two pre-existing Departments, Robotics and Digital Technology and Applied Physics.

During 1985, DDT prepared re-accreditation submissions for the Graduate Diploma in Digital Communication and the Graduate Diploma in Robotics.

The Graduate Diploma in Digital Communications has now been re-accredited for a further five years, while re-accreditation of the Graduate Diploma in Robotics is expected early in 1986.

The Division continued to make a significant contribution to the Higher Degrees program of the Institute through its supervision of MSc by research students. Seven of these students were supervised in 1985.
Division of Engineering and Industrial Technology: The Bachelor of Engineering, an amalgamation of the formerly separate courses in Civil, Electrical, Mechanical and Industrial Engineering, was accredited in February 1985.

The course now has a common first year with the later years offering specialist streams.

In addition to the major restructuring of this course, much of the content was revised and updated to take account of the spread of computers in the engineering industry.

The Graduate Diploma in Structural Computations underwent the re-accreditation process during 1985 in anticipation of final approval being received early in 1986.

The Graduate Diploma in Process Plant Project Engineering underwent a complete review during the year with the revised content being submitted as a new proposal for a Graduate Diploma in Project Management. This course was subsequently accredited with the expectation that it would be introduced in 1986.

Division of Information Technology: In March, the Division revised its structure by the creation of three Departments to be known as Information Systems, Software Development, and Computer Technology. These Departments have each taken on responsibility for staffing, courses and academic areas.

A new reflection of participation in the Faculty is that staff from all Departments regularly attend cross-Faculty activities.

Throughout 1985, the Division sustained the continued development of its academic programs. In Semester Two, the Division enrolled the first students for the Master of Applied Science (Computing) by coursework. This course attracted considerable interest from the computing community and competition for places in the course was intense.

During the year, the Division prepared a re-accreditation submission for its most popular course, the Graduate Diploma in Computing. This course documentation should be presented to the Re-accreditation Committee in early 1986. As in past years, demand for this course was considerably in excess of available places.

Late in the year, the Division received advice that the Graduate Diploma in Computing and Information Systems had been successfully re-accredited from January 1986, for a further five years. Also, the application to change the name of the course to the Graduate Diploma in Information Technology was approved.

At Frankston, the Division continued to increase enrolments in both the Bachelor of Applied Science (Computing) and the double degree run in conjunction with the David Syme Business School. The year 1985 saw the first graduates from the Frankston course.

In 1985 DIT increased markedly the facilities available to its students. At Caulfield, the Division established a microlaboratory equipped with Olivetti PCs on Level 5 of 'F'Block, and relocated the other overcrowded microlaboratory into more suitable accommodation. At Frankston, a limited microlaboratory has been established with the assistance of the Computer Centre.

Division of Mathematical and Environmental Sciences: The Division of Mathematical and Environmental Sciences was created by combining the Department of Mathematics with the Department of Chemistry and Biology.
The Mathematical Sciences Department continued to perform its diverse range of service teaching on both campuses as well as the management of the Bachelor of Applied Science (Multi-discipline).

The Chemistry and Biology Department continued its offerings of both undergraduate and post-graduate studies, with a strong emphasis on research work. Three Chemistry students were awarded their Master of Applied Science degree in 1985, with 17 other students and staff working towards Master’s degrees within the Department.

### Enrolments

Student enrolments as at 30 June 1985 are shown at the left:

### EFTS by Schools of Study

Equivalent Full-time Students (EFTS) enrolled in accredited courses. One EFTS equals one full-time student or two half-time students, etc., were:

### Students by Campus

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

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Chisholm Institute of Technology — 1985
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 while a part-time student is less than one.
Academic Services

Academic Registrar's Department

Mr Alan Young continued to act as Academic Registrar during the year. Ms Helen Boyd's appointment was announced towards the end of the year, to take up the position in the new year.

The problems foreshadowed in the previous annual report became a reality as demand for services continued to outstrip the resources available. These difficulties were recognised by the Institute and led to an increase in the goods and services budget provided for 1986. A change to procedures was initiated during the year, and will be implemented in 1987. This recognises that some costs which have hitherto been absorbed into departmental budgets are, in fact, the result of centralising costs incurred outside the department. In future, these items will be aggregated into other accounts separate from the departmental budget.

Repetitive Strain Injury became a major difficulty, particularly in the Student Administration area, and staff were involved in various strategies to bring this to the attention of the Institute management and unions. They were also involved in developing solutions to the problem, both to cope with present workloads and to reduce the incidence of the problem.

Academic Secretariat

The Secretariat continued to provide support to the key academic policy-making committee of the Institute, the Academic Board. During the year, the Board became acquainted with the report of a Ministerial Working Party on College Councils and Committees, which prescribed a new structure for the Board that incorporated a greater proportion of elected positions. The details of this restructure will involve considerable Board debate in the future.

The Secretariat also continued to service two Board Committees — the Academic Programs Committee, and the Higher Degrees and Research Committee — as well as assuming responsibility for the new Careers, Health and Welfare Services Committee.

Records Administration

The computerised filing system program was modified extensively — with the assistance of Management Information Services — to facilitate quicker information retrieval, as well as allowing on-line editing.

Central Registry’s file index was further developed to serve as an information resource for non-Registry users. This was done by means of ‘thesaurus’-type entries, directing users to specific information fields. In this way, the keyword index is not merely a register of file titles, but can serve as an information aid for current and historical purposes. The potential of the index is limited only by the availability of program space.

The Manager—Records and Telematics and the Officer in Charge of Central Registry were requested for advice and assistance by the staff of Box Hill College of TAFE, in the establishment of a keyword index and computerised filing system. It is reported that the resulting system is operating efficiently.

The replacement of the franking machine by a digital model enabled better handling of bulk mail and improved accounting facilities for the Mailroom staff.

The installation of a second-generation PABX on Frankston campus, as well as a satellite PABX for the Community Ser-
VICES Department at Caulfield, was completed in 1985.

Public Relations Office

The Public Relations Office continued successfully in 1985. The Chisholm Gazette continued in the format it has had since its inception in 1984 and received excellent responses both internally and externally. Nineteen issues were produced during the year.

Two brochures, the groundwork of which had been started in 1984, were published. These were ‘Research Action’ to promote the work of the Centres for Research and Consultancy, and ‘At Chisholm You’ll Get More Than Just a Piece of Paper’ promoting the Institute’s undergraduate courses. Both publications had a favourable response.

The Office continued its high public profile through media liaison, press releases and advertising campaigns in the national, metropolitan, suburban and specialist media. It was also heavily involved in the organisation and promotion of Open Day.

Other commitments of the Office were the production of the 1986 Handbook and the 1984 Annual Report.

The Public Relations Officer also took an active part in, and provided services for, the Victorian Conference of Principals’ Public Relations Advisory Committee.

Late in 1985 the Office investigated the feasibility of installing the Apple Macintosh Desktop Publishing System, to achieve considerable time and cost savings on the production of the Handbook, Annual Report and Chisholm Gazette to mention a few of the wide variety of publishing tasks undertaken by the office. This was approved at the year’s end.

Library

Chisholm Library crossed a frontier in 1985. The Library’s lending figures broke the quarter million barrier. This meant that for the first time the Library lent out more items than it actually held in its collections. Total stocks of books and audiovisual items (also more than 250,000) fell just short of the 1985 lending figures. The main increase in lending was on the Frankston campus.

The Library’s total expenditure was $1,685,596 (versus $1,565,414 in 1984). There was little change in the distribution of the budget. Salaries made up 67%, books and AV 11%, serials 14%, running costs 7% and equipment less than 2%.

The Institute Librarian, Don Schauder, reported that 1985 was a good but tough year for the Library. Library staff in Colleges of Advanced Education were under pressure. Since the amalgamations of 1981 they have had to cope with major organisational change, new technology, and increased activity. At the same time, libraries have had to compete harder for funding because, with the advent of computers, more groups in the Institute are involved in information storage and transfer.

Among the Library’s major achievements of 1985 were:

• the Library organised two outstanding seminars. The first, ‘Through technology to information’, was led by Richard Boss, a noted US author and consultant, who was a Visiting Fellow with Chisholm Library. The second, ‘The transfer of nursing education from hospitals to colleges: the implications for libraries’, attracted the participation of practising nurses, nurse educators, librarians and educational administrators;
• the library convened the Apple Tertiary Buy Program, which not only made the Apple Macintosh computers available to staff and students at discount prices, but enabled a public access Macintosh to be provided in each campus library. They are in almost constant use;

• the concept of SOUTHGUIDE was developed. With its secretariat at the Frankston campus library, SOUTHGUIDE is a cooperative network of information providers in the south-eastern areas of Melbourne. With the backing of the Frankston City council, the Library successfully applied for a non-CTEC grant of $82,228 to carry out two projects within SOUTHGUIDE in 1986;

• ALIS, the Library's computerised lending and catalogue system, operated successfully on both campuses for its first full year. Chisholm Library is one of the most technologically advanced in Australia;

• at least one Information and Resources Librarian was assigned to each Faculty or School and participated in School/Faculty Board meetings;

• there was again an active program of user education to ensure that students have basic information skills for problem solving in their core and related disciplines;

• the Library’s acquisition program proceeded smoothly and included electronic forms of publication (e.g. Chemical Abstracts Online Corporate Report);

• Library User Committees were established for both campuses. Suggestion boxes were provided and Library answers to user queries or complaints were displayed on notice boards;

• the Library had a strong program of staff development, and a senior staff secondment to Darwin Institute of Technology was achieved for 1986;

• the Library adopted a new organisational and committee structure aimed at increasing its flexibility in the deployment of staff, and of ensuring broad library staff participation in planning, budgeting and review. The first of a new annual event—a corporate planning day for all library staff was held mid-year, and led by Angela Bridgland, Lecturer in Librarianship at Melbourne CAF;

• good co-operation with other Chisholm departments, particularly the Computer Centre and Educational Development Unit.

Among the major problems of 1985 were:

• Library staff stress and the occurrence of repetition strain injury;

• inadequate library space on both campuses, resulting in tight-packed shelves, overcrowding and noise.

Educational Development Unit

The Language Development Section consolidated its role with the appointment of Jill Anderson as Co-ordinator. Towards the end of the year the section received approval for a further full-time appointment in 1986. Strong support was provided by the Language Development Advisory Committee.

Following the resignation of David Farrow as Co-ordinator, an internal review was made of the Advisory and Evaluation Section. It was decided that the section should continue in a slightly contracted form to enable the establishment of a Projects Office. As reported below, the Projects Office is designed to provide advice to the Directorate and senior staff on educational issues.
The Media Services Section continued to offer an extensive range of services on both campuses. In line with Institute policy, increasing emphasis was placed on audio visual production for external clients. These productions were charged on a full-cost basis.

In December, Dr Charles Noble announced his resignation as Head of EDU to take up an appointment with the International Development Program of Australian Universities and Colleges in Canberra.

Media Services Section: The Media Services Section increased its production of videotape programs for external clients while maintaining a comprehensive range of services to support the instructional and publicity requirements of the Institute.

A program produced for the Batman Automotive College of TAFE entitled ‘Competency Based Education and Training’ is the most lucrative commercial contract yet undertaken and was successfully tendered for in strong competition from a number of TAFE colleges.

Other external programs have been: ‘A Joint Effort’ produced for the Physiotherapy Department of Frankston Hospital; this production was launched by Dr Paul Emery, Deputy Director of Research at the Walter and Eliza Hall Institute of Medicine in November; and ‘Asthma in Childhood’, a program made for Doctors Bannister, Elderhurst and Waldon of the Frankston Hospital Paediatric Unit.

Two Chisholm productions of particular merit are ‘Education for the Disabled — Nepean School’ jointly produced by the School of Education and EDU, and the ‘Solar Powered Vehicle Promotion’ made for the Department of Mechanical Engineering.

Language Development Unit: 1985 saw the consolidation of the Language Development Section (LDS) of the EDU in several ways.

Firstly, Mrs Jill Anderson was appointed full-time Lecturer in Language Development for the 1985/87 Triennium. This ensured that LDS programs to promote academic literacy and oracy, and study skills would continue to be offered to a growing number of students from all disciplines at Chisholm.

Secondly, funds were approved for the appointment of an additional full-time member of LDS staff from 1986. This formalised the extended teaching conducted by the LDS Senior Tutor on a casual basis, made possible in 1985 as a result of salary savings within the EDU. The EDU clearly demonstrated its commitment to the LDS through this initiative.

Finally, following the recommendation of the Budget Planning Advisory Committee in October 1985, the LDS was designated as a direct teaching cost centre, and its academic orientation was thereby recognised.

In addition to the consolidation and expansion of the LDS, a new direction was taken in 1985 with the full-time attachment to the LDS of two awardees from the Thai University Lecturers Scheme who were based with the LDS in July and August. This experience allowed them to broaden their teaching perspectives, their research and materials development in the field of English for Specific Purposes, particularly Engineering.

Advisory and Evaluation Section: The Advisory and Evaluation Section continued to assist members of staff to apply computer technology in their teaching and research methods, course development and assessment.

A survey of first year students was undertaken in conjunction with the Academic
Registrar's Department and with statistical advice provided by the Management Information and Research Planning Branch.

The survey was designed to gather data on the social and educational background of students on both the Caulfield and Frankston campuses, to define the extent to which students entering Chisholm are disadvantaged. The student response rate was 1,632 out of an estimated enrollment of 2,000 (81.6%).

A report containing a summary of the results and a detailed breakdown containing frequencies and percentages was published by the EDU in August. Approximately 60 copies were requested throughout the Institute.

The evaluation program consisting of Subject Evaluation, Teacher Evaluation and Student Appraisal of Teaching Questionnaires continued to be used extensively by staff of the Institute. A total number of 893 evaluations was requested throughout the year.

Chisholm In-Service Education (CHISE): The CHISE workshops were well attended in 1985. Overall 173 staff participated in the various courses and workshops with some staff attending more than one, e.g., Lecturing and Tutoring for Full-time/Part-time Staff - a total of 61 participants over the year; and Prime Class Registration — 15 participants.

In a successful departure from previous policy Joe Dora and David Gamble were contracted from the School of Education to run the two Lecturing and Tutoring workshops — one for full-time and one for part-time staff in the July mid-semester break. These arrangements will continue in first semester 1986.

Projects Office: In 1985 a projects office was established within the EDU to provide support to the Directorate and Dean’s Board.

Projects undertaken throughout 1985 included preparation of documentation for the Legislation Committee Working Party on Council and its committees, support to the collaborative technology course project and the preparation of a discussion paper on policy development. Reports were also prepared on: CTEC Report for 1985/87 Triennium Vol. 3: Recommendations for 1986; Overseas Students; Academic Staff Development in CAEs; Resourcing of Higher Education; A Review of the Structure of Higher Education in Australia; Defining the Role of Post-Secondary Education; CTEC Supplementary Report for 1986 and 1987, and Review of the Structure of CTEC.

Computer Centre
The total pattern of central computing use for 1985 followed previous years rather closely but overall figures were slightly down on 1984. Despite this, a huge peak of activity surfaced in week 32, in which the largest number of User logins ever recorded occurred. This highlighted an annual problem of load balancing which the Centre never seems to be able to overcome. User management procedures are being pursued in an effort to overcome this.

Usage comparisons by department became difficult due to the introduction of the Faculty of Technology. One group that did not change however, and for which comparison statistics were available was the Business School. Usage from that source was halved from that of 1984. EDP (now DIT) usage remained dominant with 50% of usage and 42% of user registration from 1984. One interesting statistic was the higher number of User registrations from 1984, an increase of approximately 1,000. This indicates a wider interest across the various disciplines at Chisholm, in the
use of computers as development tools. TAFE usage increased; Art students using the Graphics Centre featured for the first time; staff usage was marginally lower.

The total overall drop in usage did not mean the systems were under-utilised. Indeed, the big gap between User demand and the ability of the central resources to meet that demand still remains. The 24 hour/seven day access continued to be used heavily. The introduction of the 10 day dial-in rotary with 300 baud speed connection gave the ability to Users in their homes or offices to access Chisholm systems, was also heavily utilised.

On 23 January the Computer Centre assumed the responsibility for the Graphics Centre. In the 11 months that followed, a number of innovations and improvements have been made to the Centre and its operation. New proprietary software versions have been implemented, new photographic equipment installed, software for the storage and regeneration of pictures has been written and introduced, and most importantly, the entire graphics software and routines have been redeveloped from the lowest level. A multi-user environment has been developed and implemented, an innovation that has altered the User operation of the Centre entirely.

A Telecom link between Chisholm Computer Centre and RMIT Computer Centre, running 16 lines, has opened up the VICNET system to all Chisholm Users. This will enable all registered Users to access any Victorian CAE computer system connected to VICNET for processing. Currently these include RMIT, Warrnambool, Gippsland, Ballarat, Footscray, and the access to CSIRONET and local Chisholm systems.

The Computer Centre trained three people in Computer Operations through the SYETP scheme, all of whom gained employment in the industry.

A number of staff attended Computer Conferences including PRIMAUS (Prime Users), CAE Conference on Computing and Videotex Conference. Staff also participated in many specialised training courses including Communications (data, voice etc), Management and Supervision, Keyboard, Personal Communication Skills and Technical Supplier courses.

In particular there was a large number of supplier presentations of new and improved products, particularly communications, that Computer Centre staff attended, to keep abreast of latest developments in a volatile industry.

Anna Ambrosy, the evening Input/Output Assistant, was seconded to a government research project for an investigation into the Hungarian community. It is hoped that the investigation will identify the health and welfare needs of groups and individuals within the Hungarian society in Melbourne.

Community Services
During 1985 Community Services continued to consolidate delivery of counselling, health, careers, child care, chaplaincy, legal, dental and optometry services to the Chisholm and surrounding communities.

At Caulfield, 1985 was the first year during which the services operated from the Plaza location. This new location brought most of the services under one roof geographically, provided a comfortable common reception area and increased accessibility to the surrounding community.

Outreach activities included:
- blood pressure surveys, immunisation programs and first aid, carried out by the Health Service;

Chisholm Institute of Technology — 1985
• stress workshops for staff and financial assistance workshops for students by the Counselling Service;

• employee interview programs carried out by the Careers Service;

• a consultancy to the Department of Immigration and Ethnic Affairs to run a program for the Grant-In-Aid Scheme;

• a recommendation for a Chaplaincy foundation to be set up was finalised. It is intended that this foundation employ a chaplain for Chisholm by raising funds from trusts and charitable institutions;

• Equal Opportunity Working Party, convened by Deputy Head, Miriam Tisher, completed its work by recommending policy for equal opportunity, establishment of a Council committee and appointment of a full-time equal opportunity officer to Council. All three recommendations were supported with minor modifications;

• Southern Community Legal Service lawyer, Marilyn Beebe, continued to consolidate her links with the Caulfield Council and Citizens Advice Bureau, working two sessions per week at Chisholm and one at Caulfield Council;

• Child and Family Service: The Family Day Care Scheme, shared between Caulfield Council and Chisholm Institute, continued to provide family day care services. In a new development, Caulfield Council and the Union Board jointly funded two staff members to be employed by Chisholm to provide service delivery in this area;

• work on various committees and working parties, e.g. overuse syndrome (RSI).

On the Frankston campus, Community Services expanded its profile and service delivery by:

• implementing health education outreach programs located in informal, accessible venues for students and staff. These programs have included Quit Smoking, Stress and Its Manifestation, Sexually Transmitted Diseases and Alcohol Awareness;

• preparing the groundwork with employers, staff and students for a Frankston-based Campus Interview Program to commence in 1986;

• liaising and finalising arrangements with the Institute as well as local Federal Government offices so that an on-campus creche will be available for students, staff and members of the local community in 1986.

These programs and activities highlight the Community Service's goal of providing accessible and relevant career, health and welfare services on the Frankston Campus.
Staffing
Chisholm staffing as at 30 April 1985.

Notes:
Buildings and Grounds — activities such as stores, maintenance and cleaning, etc.

Computer Centre — staff who manage and operate the computing systems and provide programming support.

Business undertakings — activities such as cafeterias, staff club, housing schemes, research companies, and student residences controlled by Chisholm.

Student services — activities such as counselling, careers, health and housing services.

Academic (Teaching) Staff Full-time Equivalent (FTE)

Non-Teaching Staff Full-time Equivalent (FTE)
4. Research, Consultancy and Continuing Education

Development Centres
Centre for Applied Mathematical Modelling

Members of CAMM were engaged in significant applied research and consultancy projects with business, industry and government agencies. Activities included mathematical modelling of environmental, industrial and business systems, the statistical design, analysis and review of environmental investigations, design and presentation of short courses and training courses.

During 1985 CAMM continued to show consistent growth in applied research and development with a number of new, long-term projects which build upon an existing strong base of continuing projects. A rapid growth in short term consulting activities was also evident, particularly in the area of regulatory air quality modelling.

Highlights for 1985 included a successful application for a second National Energy Research, Development and Demonstration Council (NERDDC) grant, bringing the current NERDDC funding to approximately $110,000; continuing overseas support for CAMM's air quality modelling activities as exemplified by a new research contract with Air Resource Specialists Inc., Colorado, USA; the arrival in Australia of Li Liuqiong, a lecturer from Kunming Institute of Technology (People's Republic of China) to work with CAMM for a two year period on aspects of air quality modelling (funded by People's Republic of China); consolidation of CAMM as a major consultant in Victoria in regulatory air quality modelling as part of Schedule E of the State Environment Protection Policy (The air environment); and the extension of a co-operative agreement with the US Forest Service and the establishment of formal links with the K.E. Johnson Environmental and Energy Centre, University of Alabama at Huntsville, and the Department of Meteorology and Oceanography, University of the Philippines.

Centre for Business Technology

A major fundraising appeal mounted during the year yielded a most successful result. A total of $609,000 was contributed by industry, government and private individuals. Shell Australia contributed $300,000, showing its strong support for and interest in the Centre.

A program of consulting and educational services to industry was begun and is planned to grow rapidly during 1986/87.

The pilot office automation system based on a Digital VAX computer continued to meet the needs of the Institute’s Administration as well as providing facilities for education, research and development.

Centre for the Development of Entrepreneurs

The Centre for the Development of Entrepreneurs (CDE) has played an important role in many facets of entrepreneurship.

The CDE has helped fledgling companies secure financial backing for new products and services, has developed new courses and sponsored a visit from Sweden's School for Entrepreneurs. In conjunction with the Centre of Innovation Development at RMIT, the CDE brought the School of Entrepreneurs to Singapore and Australia in September 1985.
Centre for Industrial Tribology

The Centre for Industrial Tribology is a joint venture between the Departments of Mechanical Engineering, Physics and Mathematical Sciences, and is mainly concerned with external consultancies and seminars or workshops.

During 1985, one day seminars were organised on ‘Maintenance of Rolling Element Bearings’ (20 and 21 February) for Australia Post and on ‘Bearings and Seals’ (28 November) which attracted a wide range of participants (approximately 100) and is planned to be repeated in 1986.

A number of consultancies have been undertaken during 1985. The more significant projects include:

- Design and construction of Pin on Disc wear rig.

Centre for International Business

The Centre for International Business, headed by Dr John Onto, of the Department of Management, aims to help Australian Business and Industry move into the international arena, especially Asia.

The Centre offers a range of consultancy, research, management development and information services aimed at increasing the competitiveness of Australia in the international environment.

Centre for Robotics

During 1985, the Centre was involved with short courses concerning the introduction to robotics as well as consulting to industry on a variety of matters.

Income for this period was— short courses, $15,000; consultancy income, $31,200.

The Centre has provided speakers to meetings of professional bodies, government departments and educational institutions.

During 1985, the Centre produced its first two editions of the newsletter Robotics Now. This has proved to have wide readership, and requests to be on the mailing list are being received from residents of overseas countries as well as all States of Australia.

Chisholm Timber Engineering Technology Centre

The Chisholm Timber Engineering Technology Centre was established in April 1985, as an adjunct to the Department of Civil Engineering by a Timber Promotion Council grant of $120,000. It has the fundamental role of promoting, where a cost benefit can be demonstrated, the construction of engineered timber structures, i.e., warehouses, factories and other industrial and commercial buildings.

Mr D. Jepson was appointed to the position of the industry-funded Timber Research Fellowship from January, 1986.

Polymer Research Centre

The Polymer Research Centre began to publicise activities with presentations of first significant research results at the 14th Australian Polymer Symposium, Ballarat; the RACI 8th National Organic Chemistry Conference, Perth and the Polymer Discussion Group, Canberra.

Dr Hewitt spent the latter part of the year with Professor James McGrath at the Polymer Materials and Interfaces Laboratory at the Virginia Polytechnic Institute and State University in Blacksburg, Va. USA. He was involved in projects
relating to the synthesis of high performance polymeric materials.

Chisholm was chosen as the site for Polymer 85, an international symposium on Characterisation and Analysis of Polymers sponsored by the International Union of Pure and Applied Chemistry, the Australian Academy of Science and the Royal Australian Chemical Institute, from 11 to 14 February.

There were 370 attendees including 79 people from overseas. A total of 26 countries were represented—a truly international meeting. A total of 190 presentations as papers, posters (44) and reviews (18) were given and 16 companies took part in the book and instrument exhibition. Polymer 85 was the largest chemistry conference ever held in Australia.

Research activities continued in Degradation of PVC Model Compounds, the Radical Initiation Mechanisms, the Synthesis of Peptide-Containing Metal Complexes (in collaboration with Dr. Yandell, Monash University) and the Properties of Polymer Blends.

During the year the Centre provided advice to Australian Motor Industries on a problem concerning interaction of brake fluids with brake seals.

**Pearcey Centre for Computing**

In keeping with its reputation as a leader in the computing field, the Centre continued to provide quality services in education, consultancy and research.

During 1985, the Pearcey Centre for Computing generated funds of $345,000 by the provision of continuing education and consultancy services to the general public, government bodies and business.

The Centre provides educational opportunities to individuals lacking the prerequisites for formal education, or who require specific information in certain areas; it provides seminar style courses to organisations lacking facilities or expertise; it conducts an independent consultancy service; and it offers staff opportunities for furthering their business and academic experience.

Some 1600 students were educated in over 80 courses at the Centre, in-house or interstate, three major consultancy projects were undertaken, plus a significant prototyping exercise in Expert Systems, an area to be expanded in 1986. Other areas of diversification will encompass new courses and new markets including South East Asia.

The Centre initiated and had approved the Pearcey Certificate in Computing course which comprises 150 hours of appropriate short courses.

**Water Studies Centre**

The Water Studies Centre continued its growth during 1985, generating income from research, consultancy and short course activities of around $200,000.

The Centre ran the fourth of its Water Quality Management Symposia in February. The Symposia attracted over 100 participants and was on Stream Protection — The Management of Rivers for Instream Uses.

In December 1985, the Centre received a grant of $99,600 from the Office of the Supervising Scientist (OSS) of the Alligator Rivers Region to continue during 1986 to work on 'The Role of Particulate Matter in the Transportation of Trace Metals and Radionuclides' in the Magela Creek System in the Northern Territory.

The Supervising Scientist has statutory responsibility for ensuring that the Alligator Rivers Region is protected from
environmental damage from the Ranger Uranium mining and milling operation.

Other research and consultancy programs carried out during 1985 were:

- Investigation of the fate of trace metals in Magela Creek system (Phase V), for the Office of the Supervising Scientist, (B.T. Hart, R. Beckett).

- Australian Research Grants Scheme grant to study the characterisation and behaviour of suspended material in fluvial and estuarine systems, (B.T. Hart, R. Beckett and G. Nicholson).

- Investigation of water quality in Papua New Guinea for Natural Systems Research as part of the Porgera Environmental Investigation, (B.T. Hart).


- Advice on water quality relating to a number of projects for Natural Systems Research, (B.T. Hart).


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**Schools/Faculty**

**School of Art and Design**

**Ceramics**

Robert Mills, a third year student, was commissioned by the Arts Acquisition committee of Footscray Institute of Technology to design a solar fountain. This will become a focus of the open space in the central campus area.

Kathy Rindt was awarded a Crafts Board (Australia Council) grant of $6,000 to attend the Pilchuck summer school in the US. This was one of two grants awarded in 1985 to send young glass students from Australia to study overseas.

**Fine Art**

Mr R. Giles retired as Head of Department of Fine Art. His place was taken by Mr C. Pyett who became acting Head of the Department until an appointment was made in 1986.

Kathleen Boyle—lecturer in Fine Art—had PEP leave to study landscape painting.

Bernard Hoffert—lecturer in Art History—had PEP leave to study contemporary and Indian art forms.

**Graphic Design**

Jack Larkin, Head of Department of Graphic Design, embarked on a study of computer graphic training, and requirements within traditional studies for Graphic Design. He also contacted the Graphic Design Industry to seek their needs for students in this area of study.

The trip involved research in Japan, France, England and America and will appear in a report.
The student design studio continues to contract and complete a reasonable amount of commissioned work. Clients included:
- Frankston Hospital
- Holeproof Hosiery
- Faculty of Technology
- Craft Society of Victoria.

School of Education

Two writer’s Workshops for children were held during the year. The resultant publications *Spokes in a Wheel* and *Finishing Touches* were presented to participants at book launchings organised by the School.

During 1985, Bob Greaves continued with the Children’s Wood Activity at the Red Hill Show and continued the highly successful Frankston Hospital Children’s Ward Art Program.

Staff continued their involvement with the community in a variety of ways:
- A video production *Education for the Disabled*, made in conjunction with the Nepean Special School, was released in December. This video, designed to provide a basis for understanding some of the learning needs and abilities of physically disabled children, met with a very favourable response.
- In-service programs were conducted in the areas of language education, social studies, art education, computer education and curriculum.
- During January 1985, a small group of fourth year Bachelor of Education students joined with a group of Graduate Diploma in Community Education students to undertake a field experience tour of the United States. During the course of the five week trip the 25 people on the tour visited more than 150 community agencies in California, Nevada, Arizona, Florida, Washington DC, New York and Michigan, with one week placements at both Santa Barbara and San Diego. The experience was both culturally and professionally valuable and also established a link with Bill Cirone, Superintendent of County Schools in Santa Barbara.
- In September 1985, Charles Meyer accepted an invitation to teach English to intending middle school teachers in Beijing, China, where he stayed until December. China is presently recruiting academics in various fields from all over the world and Chisholm has begun moves to establish teaching links with the province of Jiangsu. It is hoped that a regular exchange will begin from 1987.

School of Social and Behavioural Studies

The School continued its active role in social research and undertook consultancy projects with major government departments and instrumentalities.

Evelyn Morgenroth, Principal Tutor, Applied Psychology, spent three months as part of her PEP leave with a well known consulting firm, and three months as counsellor at La Trobe University. Brian McFarlane, Principal Lecturer, Literature Studies, continued research into aspects of the relationship between films and novels, in conjunction with the University of East Anglia, Norwich, UK. Dr Neville Knight, Senior Lecturer, Applied Sociology, spent three months overseas, mainly in Britain, interviewing full time youth workers, visiting youth centres and participating in a graduate Diploma in Youth and Community Studies at Brunel University in London, a Frontier Youth Trust staff conference and a Youth and Policy Conference for youth workers.

Ms R. Currey, Lecturer, Welfare Studies, was granted PEP leave for a period of four months which involved discussion with a wide range of women’s groups about their
spiritual experiences. Ms S. Tweg, Lecturer, Literature Studies, spent six months studying communication studies programs at senior secondary level in Australia, developments in semiotics at tertiary level, and research in the field of film and drama. Ms H. Tebble, Lecturer, Communication Studies, carried out research on the language of systems analysts.

David Johnson, sessional tutor and MA candidate, was granted funds by the Commonwealth Government under its scheme of assistance to inventors. The grant was for the development of methods of administering psychological tests to the visually impaired. Mr Colin Cameron, Mr Ronald Francis, Dr Max Jory and Mr Graeme Hyman completed a substantial study of occupational stress for a major Commonwealth instrumentality. Mr Jim Ross, Senior Lecturer in Applied Sociology undertook an evaluation of a Community Enterprises Project for the Ministry of Employment and Training.

Dr Ian Marshall, Lecturer, Applied Sociology, served as a consultant to the Department of Employment and Industrial Relations, Canberra, in research for the preparation of government strategies on industrial democracy. Mr A. Crook, Principal Lecturer, Applied Sociology, served on a panel established to investigate the circumstances leading to an industrial dispute between pilots and check the training staff in an air-cargo organisation.

Dr Marshall also had his PhD conferred at La Trobe University on 10 March 1985. The title of his thesis was 'Industrial Relations and the Politics of Technology: Conflict and Change in the Australian Newspaper Industry.' Ms Gillian Barnett and Ms Iris O'Loughlin, Lecturer and Senior Lecturer in Literature Studies, successfully completed Master of Arts degrees from La Trobe University.

**Faculty of Technology**


The Division of Digital Technology has been involved in 23 different research projects during the year, including:

- Research into impulsive noise propagation which has been supported by an ARGs grant of $13,500;
- Fences as a Barrier to Impulsive Noise;
- Refractive Index of Opaque Liquids;
- Computerised Classification of Regular Patterns;
- Digital Angiography;
- Gauging and Computer Imaging; and
- Fractal Dimensionality as a measure of texture, which has also received ARGs support of $6,000.

Dr J. Bapat, Senior Lecturer, Chemistry and Biology Department, continued his work at La Trobe University in collaboration with Dr MacPhee, on Ethionine Mutagenesis.

Dr Hewitt and K. Chynoweth, Senior Lecturer and Lecturer, Chemistry and Biology Department, have jointly received an ARGs grant for research on PVC model compounds.
The following staff undertook Professional Experience Programs during 1985:

J. Griffiths (DEIT) – CSIRO, Melbourne

B.T. Hart (DMES) – Visiting research institutions in Italy, Switzerland, Germany, Netherlands and USA

T. Ho (DEIT) – At MMBW, Melbourne

R. Kennedy (DEIT) – In industry in Melbourne

K. Mann (DMES) – Travelled to Italy, Britain and Thailand to present papers and discuss applied computations.

S. Rao (DEIT) – CSIRO, Melbourne

F. Robilliard (DDT) – Telecom Research Laboratory, Optical Technology Section, Melbourne

D.G. Ross (DMES) – Visited USA, Thailand, the Philippines and New Zealand to study and implement developments in air quality modelling

P. Steele (DIT) – IBM, Australia and California, US

T. Van Oosterwick (DMES) – At the Traffic Engineering Research Station of Telecom

J. Zakis (DEIT) – Olivetti, Italy and UK
5. Interaction

Exhibitions
Ceramics and Craft: In November 1985, Melbourne audiences were treated to a preview of the first exhibition of ceramics an Australian tertiary institution has prepared to visit China. 'Continuity and Change', which ran for a month at the Westpac Gallery of the Victorian Arts Centre, was organised to travel to China's Jiangsu Province.

The Melbourne exhibition featured over 250 works in glass, clay and concrete by students, staff and graduates of Chisholm. A selection of works from the State Collection was also included since Jiangsu Province is Victoria's sister state. The exhibits were supported by large format photographs and audio visual productions showing Australian artists and craftsmen at work. 'Continuity and Change' was designed to provide a cultural link between Australia and China - a country with a highly respected ceramic heritage.

'Exit' exhibitions by students of Ceramics and Craft were held on both the Caulfield and Frankston campuses with the purpose of helping to launch graduates as professionals.

A number of staff and students exhibited in the City of Wagga Wagga art gallery as part of the Third National Class Biennial. This exhibition will continue to be exhibited in centres throughout Australia during 1986.

A group of third year Ceramic Design students won a Victorian Ceramic Group’s competition to construct a ceramic and glass installation at the State Bank Galleria during the 4th National Ceramic Conference.

Fine Art: The staff and graduate students of the Department of Fine Art held an exhibition of their work at the McClelland Gallery. The exhibition was opened by Dr Eric Westbrook and reflected the continuing involvement and commitment by all members of the Department.

Several individual members of staff held successful exhibitions.

Conferences
School of Art and Design
Ceramics: Staff made a major contribution to the 4th National Ceramic Conference, held in May at the University of Melbourne.

Speakers and demonstrators included Lindsay Anderson, Stephen Fletcher, Chris Myers, Max Murray, Henk Bak and Bronwyn Hughes.

Lyn Wilmott was chosen to act as the student representative for Victoria on the student forum.

Bob Hughan, Chairman of the Ceramic Design Course Committee, was also a major speaker.

Bronwyn Hughes organised the Architectural Ceramics exhibition for the Conference which was a comprehensive Australia-wide survey of architectural ceramics and glass by contemporary craftspeople. This exhibition was the first of its kind to be seen in Melbourne.

Graphic Design: Jack Larkin, Head of Department, attended the ICOGRADA conference in Nice at the suggestion of the Dean of Art and Design.

Chisholm Institute of Technology — 1985
School of Education

Staff members attended various conferences in their fields of study. Bob Greaves presented a workshop of Child Art at the Australian Institute of Art Education’s Annual Conference in Perth.

Brian Murphy presented a paper on children’s writing at the Australian Reading Association’s Conference in Brisbane.

Tony Townsend was elected President of the Australian Association for Community Education at the annual conference of the Association.

Dr Ray Anderson presented a paper on Curriculum decision-making in three Victorian secondary schools at the SPATE Conference in Hobart.

Dr Phillip Perry was elected President of the Australian Institute of Art Education (1985–87) and Council Member of the Art Craft Teachers’ Association of Victoria.

School of Social and Behavioural Studies

Several staff were involved in preparing papers for Australian and overseas conferences during the year. Mr Ronald Francis was granted financial assistance to deliver an invited paper to the First International Conference on Victimology, at Zagreb. Dr Max Jory was also granted financial assistance to deliver an invited paper to an international conference on Illusory Contours in Visual Perception, in New York.

Dr D. Woodward presented a paper on China’s Industrial Reform Policy at ‘China’s Entry into World Markets’ Conference at the University of Adelaide, August 1985. Mr A. O’Grady delivered three lectures on Post-Mao China for the Australian Institute of International Affairs; and six lectures on contemporary Chinese politics for the Department of East Asian Studies, University of Melbourne.

Mr Brian McFarlane was Guest Lecturer to the Victorian Fellowship of Australian Writers, May 1985, on the subject of ‘Film and Literature: Adaptation’. Dr Tony Keulemans was the Institute’s representative at the ‘Telecommunications in Education’ Conference, Deakin University, February 1985. He also proceeded on a Visiting Assignment to the University of the Philippines in June/July 1985 under the International Development Program.

Dr Brian Costar gave a series of four lectures on ‘Politics and Industrial Relations’ to Airlie Police Academy, Melbourne. Dr Moni Storz gave guest lectures at the Caulfield Hospital and Victorian Police Academy.

The Literature section again provided lectures for HSC English (Frankston Campus) and Literature (Caulfield Campus). Mr M. Singer prepared a paper for the National Conference on Family Law, and convened and prepared papers for the ANZAAS Conference at Monash University, and the very successful conference on the Management of Human Resources in Policing, held at Chisholm. Mr Singer also attended a conference on Psychiatry, Psychology and the Law at Trinity College, Melbourne University. Mr C. Cameron delivered a lecture on Human Factors in Quality Control for the Australian Organisation for Quality Control.

Mr David Kerr visited Gippsland schools in connection with the 1985 Writers to Schools Program, sponsored by the National Book Council. Ms Sue Tweg, Ms Gillian Barnett, Mr David Kerr and Mr Brian McFarlane attended the Conference of Australian Universities’ Language and Literature Association (AULLA), at Melbourne University, January 1985.
Ms Iris O'Louglin attended the Conference on ASAL (Association for Study of Australian Literature), at New England University, Armidale, August 1985. Mr A. Crook, a member of the VPSEC Working Party on Occupational Health and Safety, attended the Occupational Health and Safety Seminar conducted by the Royal Australian College of Surgeons, Melbourne. Mr Crook also led a one-day workshop on Human Resource Development, through the Victorian Public Service Board, for principals and middle-level central office staff in the Education Department.

**Faculty of Technology**

Staff from the Division of Information Technology organised the 16th CAE Computer Conference which was held at Chisholm in August. This conference was attended by computing people from all over Australia and was considered to be very successful. A number of other staff attended conferences, both locally and interstate.

A total of 19 seminars on Image Processing were organised by the Division of Digital Technology staff during 1985. Speakers included Prof C. Brown (Rochester); Prof. Steven Tanimoto (Washington); Dr R. Alexander (Monash), and members of the Computer Imaging Group. Topics covered included Vision, Texture, Tomography, Edge Problems, Gauging and Artificial Intelligence. The seminars were well attended by visitors from industry, and staff and students of the Institute.

A three day Computer Image Processing Symposium was held in July, 1985, by the Computer Imaging Group within the Division of Digital Technology. This symposium was attended by 150 participants, and featured a dozen exhibitors. The feedback from participants indicates that this symposium raised the awareness of the community as to Chisholm’s involvement in Imaging and its expertise in this field.

**Conferences and symposium papers delivered by Faculty staff.**

**Division of Digital Technology**


Mathematical Sciences
Department
Ross, D.G., An introduction to CAMM and its activities. K.E. Johnson Environmental and Energy Centre, University of Alabama at Huntsville, April.
Ross, D.G., CAMM activities in wind field modelling at
- K.E. Johnson Environmental and Energy Centre, University of Alabama at Huntsville, April;
- Rocky Mountain Forest and Range Experiment Station, Fort Collins, Colo., May;
- Royal Observatory, Hong Kong, May.
- University of the Philippines, Quezon City, May.

Department of Chemistry and Biology
Bapat, J., Can we protect ourselves from cancer?, Dandenong Lions Club, August, Malvern Rostrum Club, September, and Club Yarrawonga, September.

Bapat, J., How to present a technical paper, Microbiology Department, La Trobe University, July and College Chemistry Course, Marysville, December.
Bone, S.J., Examples of instructive yet simple experiments in junior science, STAV meeting, Monash University, December.
Campbell, I.C., Streams and Mayflies Down Under, Dept. of Entomology and Structural Pest Control, Tallahassee, Florida, USA, July.
Campbell, I.C., Are Australian Streams Different? — A View from Down Under, Appalachian Environmental Laboratory, University of Maryland, USA, July.
Campbell, I.C., Biological Water
Quality Monitoring, AWWA, Perth Branch, August.

Chynoweth, K.R., Properties of
Polymer Blends, Polymer 85, Melbourne, February.

Della Penna, G., Sulphur Radical
Initiated Polymerization, Polymer 85, Melbourne, February (with D.G. Hewitt and J.B. Bapat).

Hart, B.T., Measurement of trace metal
complexing capacity in Magela Creek
water, 8th Analytical Chemistry
Conference, RACI, Melbourne, April (with M.J. Jones).

Hart, B.T., Complexation of trace
metals in natural waters, Chemistry
Dept., La Trobe University, Bundoora, July.

Hart, B.T., Water quality criteria de-
velopment in Australia, one day seminar
at National Water Research Institute,
Rome, September.

Hart, B.T., Trace complexing capacity
in natural waters: measurement and use in
estimating toxic concentrations; Heavy
Metals in the Environment, Athens,
September (with M.J. Jones and H. Daly).

Visitors
David Syme Business School
Drs R.J. Brodie and C. Lamb of the
University of Canterbury, Christchurch,
New Zealand, visited the Marketing
Department on 19 August 1985 to discuss
marketing education and research projects.

Professor Rae Weston, Professor of
Banking and Management, Massey
University, Palmerston North, New Zealand, visited the Banking and Finance
Department.

In April 1985, Professor George J. Staubus was Visiting Fellow to the Department.
Professor Staubus, a distinguished academic, is the Michael Chetkovich Professor of Accounting at the University of California, Berkley. Professor Staubus conducted lectures at both Caulfield and Frankston campuses and for the Australian Society of Accountants.

School of Social and Behavioural
Studies
Dr Joseph P. MacDaniels, Associate
Professor of Communication, Hope Col-
lege, Michigan, took up a one year appoint-
ment as Visiting Fellow in Communication
Studies from 1 July 1985. He was guest
speaker at the meeting of the Victorian
branch of the Australian Communication
Association in December 1985.

Faculty of Technology — Prof D. Con-
way, Leicester Polytechnic, visited in Oc-
tober. His field of expertise is information technology;

Prof Christopher Brown, Chairman Com-
puter Science, University of Rochester was
invited by the Computer Imaging Group,
Division of Digital Technology to speak
at the Computer Image Processing Sympo-
sium in July;

Prof Steven Tanimoto, Computer Science,
University of Washington was also
invited by the Computer Imaging Group to
speak at the same symposium.

Dr C. Bucknell, Cranfield Institute of
Technology, UK;

Prof J. Giddings, Professor of Chemistry,
University of Utah, USA;

Dr W. Thorman, Research Scientist at
Deakin University;

Dr V. Vincente, Professor in Chemistry,
University of the Philippines;

Miss M. Hansen, University of Utah.
Dr Peter Hodson, Canada Centre for Inland Waters (Water Studies Centre).
Prof T. Otsu, Osaka University, Japan and Dr C. Bucknell, Cranfield Institute of Technology (Polymer Research Centre).

Community Interaction

School of Education — Richard Trembath and Ray Anderson developed training materials for General Motors Holden at Fisherman’s Bend. Over 1,000 tradesmen participated in the training.

The Division of Continuing Education increased course enrolments in 1985. Health education in areas such as AIDS education, health and nutrition, Continuing Education for nurses, stress management, relaxation and massage were expanded.

Education programs were conducted for the Frankston and Mornington Peninsula Hospice Service Incorporated and a Gerontology Resource Centre was developed.

The University of the Third Age was promoted and courses catering for 83 students were conducted.

Tissue culture workshops for nursemen were conducted by the world’s leading authority, Dr R. de Fossard.

Chisholm Endeavour, the program for the head injured, was expanded in 1985, especially in the area of cognitive rehabilitation.

A tutor service, for local children, was further developed in 1985 in conjunction with The Learning Assistance Centre.

School of Social and Behavioural Studies — Mr M. Singer participated in several short courses during 1985: ‘Family Law — Separation and Divorce’, held at Chisholm; ‘Communication and Negotiating Skills for the Ministry of Housing; Security Guards’; and ‘Listening Skills’ at the Law Institute of Victoria in association with Monash University.

Faculty of Technology — The Division of Engineering and Industrial Technology ran a variety of short courses and workshops as part of its professional activities in the wider community. Some of the topics covered included ‘Understanding Microcomputers in Engineering and Architecture’; ‘Workshop on Timber Structures for Architects, Engineers, and Associated Professionals’; ‘Engineering Legal Liability’; ‘Project Management and Computers’; ‘Reliability by Design and Analysis’; and ‘Industrial Engineering
6. Finance

<table>
<thead>
<tr>
<th>Statement of Balances as at 31 December 1985</th>
<th>Notes</th>
<th>1985 $</th>
<th>1984 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Institute Funds</td>
<td>3</td>
<td>8,655,220</td>
<td>2,023,200</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td>4</td>
<td>1,872,107</td>
<td>1,163,874</td>
</tr>
<tr>
<td>Investments</td>
<td>5</td>
<td>11,120,751</td>
<td>10,227,752</td>
</tr>
<tr>
<td>Inventories</td>
<td>6</td>
<td>223,130</td>
<td>253,496</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13,215,988</td>
<td>11,645,122</td>
</tr>
<tr>
<td>Land, Buildings and Equipment</td>
<td>7</td>
<td>5,406,640</td>
<td>3,792,176</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18,622,628</td>
<td>15,437,298</td>
</tr>
<tr>
<td>Total Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Overdraft</td>
<td>8</td>
<td>1,537,897</td>
<td>1,488,129</td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td>9</td>
<td>8,429,511</td>
<td>6,717,704</td>
</tr>
<tr>
<td>Bank Loan</td>
<td></td>
<td>160,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9,967,408</td>
<td>8,365,833</td>
</tr>
<tr>
<td>Provisions for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Liabilities</td>
<td>10</td>
<td>—</td>
<td>5,048,265</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td></td>
<td>9,967,408</td>
<td>13,414,098</td>
</tr>
<tr>
<td>Net Assets</td>
<td></td>
<td>8,655,220</td>
<td>2,023,200</td>
</tr>
<tr>
<td>Notes</td>
<td>Total 1984</td>
<td>Total 1985</td>
<td>Total 1986</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Income</td>
<td>22,235,610</td>
<td>25,456,000</td>
<td>28,175,500</td>
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<tr>
<td>Education Grants Received</td>
<td>795,000</td>
<td>795,000</td>
<td>795,000</td>
</tr>
<tr>
<td>Fees for Short Courses, etc</td>
<td>23,440,610</td>
<td>24,661,000</td>
<td>27,380,500</td>
</tr>
<tr>
<td>Interest on Investments</td>
<td>756,210</td>
<td>865,210</td>
<td>956,210</td>
</tr>
<tr>
<td>Rental Income</td>
<td>1,058,397</td>
<td>1,686,397</td>
<td>2,266,397</td>
</tr>
<tr>
<td>Payroll</td>
<td>795,000</td>
<td>795,000</td>
<td>795,000</td>
</tr>
<tr>
<td>Other Income</td>
<td>14,623</td>
<td>13,990</td>
<td>12,792</td>
</tr>
<tr>
<td>Pensional Administration, etc</td>
<td>431,519</td>
<td>595,119</td>
<td>767,319</td>
</tr>
<tr>
<td>Pensional Administration, etc</td>
<td>13,990</td>
<td>12,792</td>
<td>11,694</td>
</tr>
<tr>
<td>Maintenance</td>
<td>33,642,414</td>
<td>38,962,414</td>
<td>30,414,414</td>
</tr>
<tr>
<td>Expenditure</td>
<td>19,271,795</td>
<td>13,868,617</td>
<td>13,868,617</td>
</tr>
<tr>
<td>Salaries</td>
<td>1,888,963</td>
<td>1,888,963</td>
<td>1,888,963</td>
</tr>
<tr>
<td>Practice Teaching Fees</td>
<td>94,948</td>
<td>94,948</td>
<td>94,948</td>
</tr>
<tr>
<td>Payroll Tax</td>
<td>456,380</td>
<td>456,380</td>
<td>456,380</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,230,095</td>
<td>1,230,095</td>
<td>1,230,095</td>
</tr>
<tr>
<td>Occupancy Expenses</td>
<td>1,888,963</td>
<td>1,888,963</td>
<td>1,888,963</td>
</tr>
<tr>
<td>Maintenance</td>
<td>1,888,963</td>
<td>1,888,963</td>
<td>1,888,963</td>
</tr>
<tr>
<td>Total</td>
<td>19,271,795</td>
<td>13,868,617</td>
<td>13,868,617</td>
</tr>
</tbody>
</table>

Chisholm Institute of Technology — 1985

Page 33
### Statement of Sources and Applications of Funds
for the Year Ended 31 December 1985

<table>
<thead>
<tr>
<th>Note</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

#### SOURCES OF FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds from Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflow of funds from operations</td>
<td>33,482,071</td>
<td>30,270,657</td>
</tr>
<tr>
<td>Less Outflow of Funds from operations</td>
<td>31,749,026</td>
<td>29,241,298</td>
</tr>
<tr>
<td></td>
<td>1,733,045</td>
<td>1,029,359</td>
</tr>
<tr>
<td>Reductions in Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td></td>
<td>182,615</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td>850,419</td>
</tr>
<tr>
<td>Inventories</td>
<td>30,366</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30,366</td>
<td>1,033,034</td>
</tr>
<tr>
<td>Increases in Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Overdraft</td>
<td>49,768</td>
<td>119,925</td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td>1,711,807</td>
<td>681,531</td>
</tr>
<tr>
<td></td>
<td>1,761,575</td>
<td>801,456</td>
</tr>
<tr>
<td><strong>TOTAL SOURCES OF FUNDS</strong></td>
<td>3,524,986</td>
<td>2,863,849</td>
</tr>
</tbody>
</table>

#### APPLICATIONS OF FUNDS

<table>
<thead>
<tr>
<th>Description</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increases in Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td>708,233</td>
<td></td>
</tr>
<tr>
<td>Stocks on Hand</td>
<td></td>
<td>48,605</td>
</tr>
<tr>
<td>Investments</td>
<td>892,999</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,601,232</td>
<td>48,605</td>
</tr>
<tr>
<td>Non-current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land, Buildings and Equipment</td>
<td>1,763,754</td>
<td>2,655,244</td>
</tr>
<tr>
<td>Reductions in Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Loan</td>
<td>160,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>160,000</td>
<td></td>
</tr>
<tr>
<td>Non-current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Loan</td>
<td></td>
<td>160,000</td>
</tr>
<tr>
<td><strong>TOTAL APPLICATIONS OF FUNDS</strong></td>
<td>3,524,986</td>
<td>2,863,849</td>
</tr>
</tbody>
</table>
Notes to and forming part of the Annual Accounts for the Year Ended 31 December 1985.

1. Legal Status and Nature of Activities

(i) The Council of the Chisholm Institute of Technology is a body corporate under an Order in Council pursuant to Section 23 of the Post-Secondary Education Act 1978.

(ii) The principal activities of the Institute are:
   (a) the conducting of post-secondary education programs;
   (b) the conducting of such other activities deemed desirable to advance post-secondary education; and
   (c) the provision of research, testing, and other facilities and expertise for the professions, business, industry, government and the community in general.

2. Accounting Policies and Practices

2.1 Accounting Basis

The Accounts have been prepared in accordance with the historical cost convention on a modified accrual and on a going concern basis.

The basis of the underlying accounting system is a modified accrual system. Assets acquired by the Institute are charged as expenses, against the funds source from which the purchases are made, in the year such expenditure is incurred.

Fund accounting is a feature of the accounting systems of educational institutions. This is because educational institutions receive individual grants or donations each year for specified projects. In most cases it is not permissible for these grants or donations to be used for purposes other than that specified.

Accordingly it is necessary to establish a separate fund to record the amount received, the expenditure, the balance of the grant, and all net assets making up the balance.

Although the various funds are available only for specified purposes and must be accounted for separately, it is appropriate for reporting purposes to aggregate the income and expenditure in a Summary Statement of Income and Expenditure. Each column in the Summary Statement of Income and Expenditure records income and expenditure in respect of a major fund or group of funds identified.
This identification of funds is maintained throughout the accounting system, thus providing the control necessary to ensure that each fund is used only for the purpose for which it is received.

2.2 Treatment of Fixed Assets

(1) Land and buildings occupied and/or constructed by the Institute on titles vested in the name of the Minister for Education are not capitalised.

The cost of land, and buildings on land, vested in the name of the Institute are capitalised but not disclosed separately. The cost of buildings has not been depreciated as separate valuations of the land and building components have not been made.

Buildings under construction on land vested in the name of the Institute are capitalised as fixed assets regardless of the source of funds used.

(2) Purchases of fixtures, fittings, and other equipment are written off as expenses in the year of purchase.

(3) Purchases of equipment from sources other than tertiary education assistance and research grants are capitalised only where unit cost exceeds $200.

(4) Motor vehicles are replaced every two years or 40,000 kilometres, whichever is the shorter period. On this basis it is normal to recoup the original cost of purchase. Depreciation is therefore not considered appropriate.

2.3 Liability for Victorian State Superannuation Scheme

No provision is made for the future pension costs of former employees who were members of this Scheme. Such costs will be accounted for as and when they emerge and are invoiced to the Institute by the Trustees of the Scheme.

2.4 Changes in Accounting Practice

(1) Format of Statements

In the interests of appropriate public disclosure, and in the absence of specific direction under sub-section 27(3)d of the Post-Secondary Education Act 1978, Statements 2 to 9 have been produced in greater detail than last year.

Where available, prior year figures have been restated to provide comparison on the expanded disclosure.
(2) Depreciation of Equipment

In order to comply with the provisions of Accounting Standard AAS4 ‘Depreciation of Non-Current Assets’, the Statements now include a depreciation expense for equipment that is capitalised in accordance with note 2.2 (3) above. Depreciation is charged using the straight-line method assuming a useful life of ten years.

2.5 Printing Income and Expenditure

During the year the Institute’s Printing Services were transferred to the Extraneous Account from the Recurrent Account and costs of servicing Recurrent Activity were charged internally at a standard cost to produce. The effect of these internal charges is eliminated on the consolidation of all activities and the relevant comparative figures shown on Statement 2.

2.6 Superannuation Supplementation

In 1981 the Commonwealth Minister for Education advised that the Government had decided to assist the additional superannuation costs of institutions for staff in State Government emerging costs schemes such as the Victorian State Superannuation Scheme. This additional funding by way of supplementation was to relate to costs beyond those incurred in 1981.

During the current year, supplementation amounting to $319,000 for increased 1984 superannuation costs over the 1981 year was received. Additional supplementation of $206,000 in respect of 1985 costs is anticipated.

3. Accumulated Funds

<table>
<thead>
<tr>
<th>The balance consists of:</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrent Grant Account</td>
<td>$ (319,792)</td>
<td>$ (516,104)</td>
</tr>
<tr>
<td>Equipment Grant Account</td>
<td>136,580</td>
<td>14,335</td>
</tr>
<tr>
<td>Minor Works Grant Account</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Major Works Grant Account</td>
<td>(1,140)</td>
<td>—</td>
</tr>
<tr>
<td>Extraneous Account</td>
<td>8,839,572</td>
<td>2,524,969</td>
</tr>
<tr>
<td></td>
<td>8,655,220</td>
<td>2,023,200</td>
</tr>
</tbody>
</table>
4. **Debtors and Prepayments**

The balance consists of:

<table>
<thead>
<tr>
<th></th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Salaries</td>
<td>836,027</td>
<td>664,159</td>
</tr>
<tr>
<td>Other Prepayments</td>
<td>254,575</td>
<td>894</td>
</tr>
<tr>
<td>Sundry Debtors</td>
<td>698,781</td>
<td>380,648</td>
</tr>
<tr>
<td>Accrued Interest on Investments</td>
<td>86,717</td>
<td>65,703</td>
</tr>
<tr>
<td>Loans to Students</td>
<td>56,007</td>
<td>52,470</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,932,107</td>
<td>1,163,874</td>
</tr>
<tr>
<td><strong>Less: Provision for Doubtful Debts</strong></td>
<td>60,000</td>
<td>—</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>1,872,107</td>
<td>1,163,874</td>
</tr>
</tbody>
</table>

5. **Investments**

All investments are made in accordance with Section 4 of the Victorian Trustees Act 1958 and are stated at cost.

The balance consists of:

<table>
<thead>
<tr>
<th></th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Deposits</td>
<td>11,016,551</td>
<td>8,000,000</td>
</tr>
<tr>
<td>At Call Deposits</td>
<td>100,000</td>
<td>2,223,552</td>
</tr>
<tr>
<td>Other Authorised Investments</td>
<td>4,200</td>
<td>4,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11,120,751</td>
<td>10,227,752</td>
</tr>
</tbody>
</table>

6. **Inventories**

Inventories on hand are raw materials and finished goods of consumable items used in the normal course of business, and are valued at the lower of cost and net realisable value using the first in first out and specific identification methods.

7. **Land, Buildings and Equipment**

The balance consists of:

<table>
<thead>
<tr>
<th></th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freehold Land and Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Caulfield Plaza Shopping Centre</td>
<td>2,409,038</td>
<td>2,375,000</td>
</tr>
<tr>
<td>• Other</td>
<td>557,574</td>
<td>367,886</td>
</tr>
<tr>
<td></td>
<td>2,966,612</td>
<td>2,742,886</td>
</tr>
<tr>
<td>Buildings under construction</td>
<td>943,583</td>
<td>—</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>116,150</td>
<td>—</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,529,585</td>
<td>1,049,290</td>
</tr>
<tr>
<td>Less: Provision for Depreciation</td>
<td>149,290</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>1,380,295</td>
<td>1,049,290</td>
</tr>
<tr>
<td></td>
<td>5,406,640</td>
<td>3,792,176</td>
</tr>
</tbody>
</table>

All items are valued at cost.
8. **Bank Account and Cash Balances**

The balance consists of:

<table>
<thead>
<tr>
<th>Account</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Account</td>
<td>33,892</td>
<td>93,134</td>
</tr>
<tr>
<td>Maintenance Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unpresented cheques</td>
<td>(2,011,987)</td>
<td>(1,841,964)</td>
</tr>
<tr>
<td>Frankston Campus Account</td>
<td>13,367</td>
<td>4,645</td>
</tr>
<tr>
<td>Fees Suspense Account</td>
<td>341,361</td>
<td>74,668</td>
</tr>
<tr>
<td>Caulfield Plaza Account</td>
<td>81,820</td>
<td>179,097</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>3,650</td>
<td>2,291</td>
</tr>
<tr>
<td></td>
<td>(1,537,897)</td>
<td>(1,488,129)</td>
</tr>
</tbody>
</table>

9. **Creditors and Accruals**

The balance consists of:

<table>
<thead>
<tr>
<th>Account</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Tertiary Education Assistance Grants</td>
<td>6,863,700</td>
<td>5,861,900</td>
</tr>
<tr>
<td>Other Creditors</td>
<td>718,582</td>
<td>99,677</td>
</tr>
<tr>
<td>Refundable Deposits</td>
<td>833,639</td>
<td>747,087</td>
</tr>
<tr>
<td>Salary Accruals</td>
<td>3,021</td>
<td>9,040</td>
</tr>
<tr>
<td>Other Accrued Expenses</td>
<td>10,569</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>8,429,511</td>
<td>6,717,704</td>
</tr>
</tbody>
</table>

10. **Provisions for Employee Liabilities**

The balance consists of:

<table>
<thead>
<tr>
<th>Provision</th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision for Long Service Leave</td>
<td>—</td>
<td>4,294,760</td>
</tr>
<tr>
<td>Provision for Annual Leave</td>
<td>—</td>
<td>753,505</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>5,048,265</td>
</tr>
</tbody>
</table>

The above provisions have been transferred back to Extraneous funds account on the basis that Long Service Leave or Annual Leave granted to employees or paid on termination of employment are provided for in annual expenditure budgets funded primarily from Tertiary Education Grants. Liability for leave entitlements to be taken in the future will be funded from Grant revenue when leave is taken, and hence there is no necessity to maintain provisions.
11. Funds from Operations

The reconciliation of funds from operations with surplus/(deficit) for the year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1985</th>
<th>1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds from operations</td>
<td>$1,733,045</td>
<td>$1,029,359</td>
</tr>
<tr>
<td>Less: Provision for Employee Liabilities</td>
<td>$(5,048,265)</td>
<td>$1,883,312</td>
</tr>
<tr>
<td>Less: Provision for Depreciation</td>
<td>149,290</td>
<td>—</td>
</tr>
<tr>
<td>Surplus/(Deficit) for year</td>
<td>$6,632,020</td>
<td>$(853,953)</td>
</tr>
</tbody>
</table>

Statement of Principal Accounting Officer

In my opinion the Statement of Balances, the Summary Statement of Income and Expenditure together with supporting statements numbered 4 to 8, the Statement of Sources and Applications of Funds and Notes accompanying the Financial Statements of Chisholm Institute of Technology for the year ended 31 December 1985 fairly summarise the operations of the Institute for the year ended 31 December, the changes in the financial position during the year and the state of affairs of the Institute at that date.

P. Cunliffe
Principal Accounting Officer
27 October 1986

Statement by President of Council and Acting Director

In our opinion the Statement of Balances, the Summary Statement of Income and Expenditure together with supporting statements numbered 4 to 8, the Statement of Sources and Applications of Funds and Notes accompanying the Financial Statements of Chisholm Institute of Technology for the year ended 31 December 1985 fairly summarise the operations of the Institute for the year ended 31 December, the changes in the financial position during the year and the state of affairs of the Institute at that date.

In addition we are not aware at the date of signing these statements of any circumstances which would render any particulars included in the statements to be misleading or inaccurate.

C. Coogan                                  G. Maynard
President of Council                       Acting Director
27 October 1986                            27 October 1986
7. Publications

The following is a list of publications by Institute staff during 1985:

School of Art and Design


David Syme Business School

School of Social and Behavioural Studies


Rural Politics and Beyond, Sydney, George Allen & Unwin Australia, 1985.


**Faculty of Technology**


Elsevier Science Publishers BV (North Holland).


**Academic Registrar’s Department**

