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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, together with a financial statement, for the year ending 31 December 1988.

For and on behalf of Council,

Dr G.N. Vaughan, Director

President of Council, Dr Lionel Ward
Chisholm had a challenging and exciting year in 1988 with increased demand in enrolment by students, the occupancy of major new buildings on the Frankston and Caulfield campuses, and new developments within the academic programs across the Institute.

The Hon. Ian Cathie, Minister assisting the Minister for Education with Responsibilities for Training and Post-Secondary Education, officially opened the new Multi-purpose Building and the Nursing Building at the Frankston campus on Friday 18 March 1988. The Technology Tower, on the Caulfield campus, was opened by the Hon. Robert Fordham, Deputy Premier and Minister for Industry, Technology and Resources, coincidental with a graduation ceremony held on 17 May 1988. The Technology Tower provided at last the urgently needed student accommodation for the Chisholm Student Union.

The Hon. John Dawkins, Minister for Employment, Education and Training, set the pattern in 1988 for a restructure of higher education right across Australia. Through the release of the Green Paper, a policy discussion paper on higher education, a stage was set for a wide debate on the future of universities and colleges of advanced education. It was proposed that the binary system would end and be replaced with a Unified National System of higher education.

The White Paper, Higher Education – a Policy Statement, was released during July and extended many of the issues raised in the Green Paper through to policy decisions by the Federal Government. These decisions firmly established the Unified National System which depended on fewer institutions, resulting from amalgamations, mergers, affiliations and associations between the existing universities and colleges.

Chisholm Institute of Technology, through a resolution by Council, joined the Unified National System and set in train the due processes through which Chisholm would obtain university standing through an association with Monash University.

In December 1988, Chisholm Council resolved to seek a formal association with Monash University through a...
merger of the two institutions. Monash University subsequently endorsed the proposal, with the two institutions setting up the required procedures to develop a Heads of Agreement document during early 1989.

As a member of the Unified National System it was required that Chisholm develop an educational profile for the 1989–1991 triennium to include all matters relating to teaching and research. A statement of the Institute’s mission and objectives also included strategies, targets and performance indicators. The teaching profile was presented through a detailed analysis of student quota within all courses of the Institute. The research profile defined the areas of research interest and funding support, and laid the foundation for a Research Management Plan. A Statement of Intent on National Priorities was included in the profile to cover the areas of equity, efficiency, credit transfer, links with employers, external studies and institutional management. Comment was also included on fee-paying courses, commercial operations, student demand, student progress and completion rates, and graduate destinations.

The Educational Profile was discussed in detail with the senior officers of the Department of Employment, Education and Training and set the foundation for government support of the Institute for the triennium in general and for 1989 in particular. As Chisholm enters 1989, history will be in the making through the merger with Monash University and further development of the Educational Profile to meet the new opportunities offered through the merger.

**Appointments, Retirements and Resignations**

Mr John White was appointed to the position of Associate Director (Planning and Resources) to fill the position vacant through the retirement in 1987 of Mr Gerry Maynard. Mr White commenced duties at the then Caulfield Institute of Technology in 1966 as a lecturer in computing. From his original appointment he held the positions of Acting Head of Department, Acting Dean of School, Acting Dean of Faculty, and Assistant to the Dean of the Faculty of Technology.

Dr Ray Anderson was appointed as Dean of the School of Education during early 1988. Dr Anderson had held the position of Acting Dean of the School while Mr Jan Williamson was seconded to a senior executive position at the Victorian Post-Secondary Education Commission. Dr Anderson had previously been a member of staff at the State College of Victoria, Frankston and has held a number of senior teaching positions at both the State College and Chisholm.

Mr Hans Groenewegen was appointed to the position of Institute Librarian following the resignation of Mr Don Schauder. Mr Groenewegen, previously the Executive Director of the Cooperative Action of Victorian Academic Libraries, will take up duties at Chisholm during early 1989.

As indicated above, Mr Don Schauder, Institute Librarian, resigned during 1988. Don was appointed to the position of Chief Librarian at Royal Melbourne Institute of Technology. During his association with Chisholm, which commenced in 1984, Mr Schauder had made a big contribution to the Chisholm Library, especially in the areas of library automation, information services, library access and library development.

Mr Peter Ouliffe was appointed to the position of Development Manager during the year. Peter had previously been associated with Caulfield Institute of Technology as a member of staff of the TAFE sector. He moved to Holmesglen College of TAFE when the TAFE sector severed its connection with the Caulfield campus, but returned to Chisholm on secondment during 1986 to work with Finance Branch. In the new role of Development Manager, Peter will be responsible for property acquisition, development and management, commercial and entrepreneurial development of the Institute, and the continuation of contact with industry, business and government.

**Graduation Ceremonies**

The multipurpose hall in the Technology Tower was used for the first time for conferring ceremonies during 1988. The occasional speakers at the four Caulfield ceremonies were Mr Roger Allan (Chairman and Chief Executive Officer of the Computer Power Group of Companies); Dr Ron Cullen (Chairman of the Victorian Post-Secondary Education Commission), the Hon. Robert Fordham (Deputy Premier of Victoria and Minister for Industry, Technology and Resources), Professor Ian Lowe (Director, Commission for the Future), and Dr Philip Law (Antarctic Explorer and previously Vice President of the Victoria Institute of Colleges). The graduation ceremony for the School of Education was held on the Frankston campus and the occasional address was given by Professor Malcolm Skillbeck (Vice Chancellor of Deakin University). The new building developments at Chisholm allowed the graduations to return to the Caulfield and Frankston campuses after being held for some years at Dallas Brooks Hall.

During one of the graduation ceremonies the Hon. Robert Fordham, Deputy Premier of Victoria, was invited to officially open the Technology Tower Building.
Caroline Chisholm Oration and Awards

The second Caroline Chisholm Oration was presented by Dr Jocelynne Scutt, lawyer and author, on The Gerrymander of Sex -- Women, Men and the Politics of History. During the ceremony the 1988 Caroline Chisholm Awards were presented to the following staff:

Academic Staff
Mr Paul Davis (School of Art and Design)
Dr Michael Morgan (Division of Digital Technology)
Mr Paul Wellington (Division of Engineering and Industrial Technology)

General Staff
Ms Leayne Alden (Inter-Library Loans Clerk)
Mr Phil Irvine (Admissions Officer)
Ms Lynne Newman (Budget Officer)
Mr Mark Spatz (Coordinator, Institute Community Services, Frankston)

Special awards recognising 25 years of service were made to Ms Kate Boyle (Library) and Mr Neil Smith (Department of Accounting).

Provisional Declaration

The Accreditation Board of the Victorian Post-Secondary Education Commission granted Provisional Declaration to Chisholm during 1988 which has the effect of streamlining the accreditation procedures from 1989. As a Declared Institution, Chisholm will hold the responsibility to accredit all new and existing courses.

Course accreditation committees, established for each course program, will examine the documentation prepared by the Faculty and Schools to ensure that standards are appropriate, that resources are available, and that community needs are recognised. The reports of the course committees will be considered directly by the Institute Council, with the Academic Board having the opportunity of making comment on each report. The Institute is required to make an Annual Report to the Accreditation Committee listing all courses which have been accredited for the year, the outcome of Council deliberations and a statement on all matters related to accreditation.

Associate of Chisholm

Dr Stanley W. Johnston, Reader in Criminology at the University of Melbourne, was awarded an Associateship of Chisholm in August 1988. This award recognises the contribution and service of Dr Johnson to Chisholm through which he has served on a number of Institute committees, acted as a consultant to the School of Social and Behavioural Studies, and has been a key external consultant in the development of Chisholm's course in Police Studies. The award of Associateship is a new award given in recognition of service, and is complementary to the Fellowship Awards which have previously been made by Council.

Chisholm Student Union

The Chisholm Student Union enjoyed a successful year in 1988 taking occupancy of their new quarters in the Technology Tower building complex. The Student Union made a large capital contribution to the total building project through which they have established the Union premises in the ground and first floors of the building, including the use of the multipurpose hall. A grand opening of the hall was celebrated through the students running a dinner dance during March 1988. A hall management committee with representation of students and institute management was established to look at all matters related to usage of the hall.

The Student Union, in their new quarters, have been extremely active in a wide area of student services and in providing support to the many clubs and societies which work under the umbrella of the Union. The tireless work of Mr Andrew O'Brien, Executive Officer of the Union, and Mr Kel Tighe, President, have not gone unnoticed. They have faced an enormous challenge during 1988 and the Institute, on behalf of all students, thanks them and their staff for a job very well done.

USA Delegation

Chisholm participated in receiving a delegation of presidents of American universities during March and April 1988. The delegation made visits to a number of institutions throughout Australia to learn more about the higher education system at an international level, and where appropriate, to develop exchange agreements for staff and students. Professor James Connor, President of the University of Wisconsin - Whitewater met with the Institute Council, visited both campuses, and made arrangements for an initial staff exchange with the School of Art and Design. The Director joined a delegation of the Australian Committee of Directors and Principals in a return visit to the USA to attend the Annual Convention of the American Association of State Colleges and Universities held in Baltimore and to visit the University of Wisconsin, the University of Eastern Illinois, and the University of Northern Arizona. The exchange was important to look at new structures in higher education in both Australia and America.
A successful Open Day was held during August through which the Chisholm community put itself on show for potential students and the community at large.

The first full-fee overseas students were enrolled at Chisholm during 1988 with particular interest being shown in the David Syme Business School and the Faculty of Technology.

Chisholm gained Victorian Education Foundation awards to introduce a business language program, courses in industrial design and a course in management production, and a two-tier program in business studies in conjunction with Holmesglen College of TAFE.

Visiting Fellows from America and the United Kingdom were invited to Chisholm by each of the Schools and the Research Council. A number of other research awards were established through grants from industry, commerce and government.

Chisholm acted as host institution to a large number of workshops, seminars and professional meetings covering all disciplines during 1988.

An active program of equipment purchase and building maintenance was continued through 1988, limited only by the resources available in these vital areas within the total institute budget.

Equal Opportunity and Affirmative Action

The Equal Opportunity Committee of Council actively addressed a range of issues during 1988.

Equity issues were highlighted in Higher Education - a Policy Statement. The Department of Employment, Education and Training has required institutions to demonstrate a commitment to equity in order to join the Unified National System. Higher education institutions have been asked to specify equity goals, strategies, priorities and measures of performance as an integral part of their educational profile statements.

The Institute has continued to develop and implement objectives in the affirmative action program. Particular attention was paid to access for people with disabilities. Both campuses have been surveyed and an Access and Services Guide has been designed to assist people with disabilities. Plans to install a wheelchair lift in building A at Frankston were approved.

A major challenge in the equity area is the development of a "proactive" approach to equal opportunity as required by legislation and government policy directions.

Caulfield Area Development Planning

Chisholm joined with the Caulfield City Council and the Victoria Amateur Turf Club to place on a more structured basis the several attempts over recent years to look at the future planning of the neighbourhood adjoining Caulfield railway station, taking into consideration the particular interests of Chisholm Institute of Technology and the Victoria Amateur Turf Club.

Planning and parking issues were top agenda items and have led to an agreement through which all parties will keep the others informed of any planning and development proposals with the intention of developing an integrated plan for the total area.

It is hoped that, through these discussions involving the key organisations, some attention will be given to solving the parking problem associated with the Caulfield campus. It might be possible to use some of the parking area associated with the Caulfield Racecourse on non-racing days as staff and student parking. This is a matter of mutual interest between the racecourse and the Institute which has been discussed over many years and could lead to a solution which is acceptable to all parties. It is proposed to include VicRail and other authorities in later meetings so that the needs of all interested authorities can be fully understood.

1988 Annual Report
The compilation of Chisholm's Educational Profile during 1988 was timely for the School of Art and Design, which has been engaged in a process of reflection on the past and planning for the next decade.

The School's research and consultancy was considerable in the magnitude, quality and variety of professional projects undertaken by academic staff in fine art, design and arts-related areas.

The School, in collaboration with the Faculty of Technology, plans to initiate a Chisholm Design Group to provide design consultancy to industry and offer a new course of study towards a Bachelor of Technology (Design). This project was granted seeding funds by the Victorian Education Foundation.

Major events during 1988 included the reaccreditation of all existing courses, the introduction of a formal Academic Orientation ceremony with presentation of prizes and awards, the inauguration of an annual symposium on professional practice in the arts, and the initiation of research into arts-related occupational health and safety issues. Planning continued, in consultation with the Victorian Tapestry Workshop, for the introduction of a major study in Tapestry within the Bachelor of Arts (Fine Art). Work commenced on the re-introduction of research in architectural and environmental applications for clay, glass and concrete. Considerable preliminary work was undertaken to prepare a range of applicants for possible Master of Arts candidature in 1989.

I am proud of the achievements of the School, its students and its staff during 1988 and am confident of continued excellence in 1989.

**General Activities**

Capacity enrolments were achieved for the year, with particular demand for Graphic Design, Fine Arts and postgraduate studies. A range of non-accredited short courses was introduced to foster community involvement in continuing education.

Gene Verstraeten was promoted to Senior Lecturer, and a Caroline Chisholm Senior Lectureship was awarded to Paul Davis. Staff appointments were those of Wendy Stavrianos, Geoffrey Bartlett, Tony Pryor and Robert Nelson to the Department of Fine Art, Janet Green to the Department of Graphic Design and Andrea Hylands, Jan Bell, Rick Price and Edwina Kearney to the Department of Ceramic Design. Andrea Hylands, Kerrie Rockett and Robert Nelson were offered tenure. Philip Cooper and Peter Lancaster were appointed as studio technicians. Staff who undertook professional experience programs included Geoff La Gerche, John Hopkins, Gene Verstraeten, Don Glue and Stephen Fletcher. Craigh Gough received a grant from the Visual Arts Board to occupy a painter's studio at Parataio in Italy for four months, after which he toured art galleries in Europe and America. Peter Lancaster underwent a printmaker's training program at the Tamarind Institute in Albuquerque, New Mexico. At the end of the year a group of students enjoyed an overseas study tour with Andrea Hyland, Bernard Hoffert and Brian Seddon.

Testimony to the academic success of the School was the series of exhibitions featuring the work of graduating students. Graphics were shown at Paperpoint, Prahran, whilst the Fine Art Department displayed at the Caulfield Arts Complex with an exhibition drawing large crowds and record sales. The Department of Ceramic Design showed in the Student Union building. Fine Art Graduate Diploma students of 1987 mounted an impressive exhibition at Linden Galleries, St Kilda, in March 1988. The School is most grateful to a number of sponsors for prizes awarded to the following students for their distinguished work during 1988. Department of Ceramic Design: Meat Market Craft Centre Metal Workshop Residency – Trevor Wheeler, Johnson Matthey Award – Trevor Wheeler, APECS Pty Ltd Award – Trevor Wheeler, Tooltraders Award –
Amanda Fox, Department of Graphic Design: Tomasetti Award - Ian Watts, Flett Henderson Arnold Award - Denise Dillon. The School's own awards were: Eugene Kupsch Award - Nikki Heppi and Dierdre Fitton, Fire Art Head of Department's Award - Carl Barrass, Graphic Design Department's Second Year Prize - Randal Smith, Social Award - Denis Miller. Ex-Chisholm printmaking students were highly successful in 1988, with Georgina Clark winning the Michelin Print Award and Geoff Riccardo having a print selected for purchase for the Mornington Peninsula Art Gallery's Works on Paper Collection.

Other events included the inaugural Progressive Staff Luncheon, the Annual Art and Professional Practice Symposium and the compilation of the School's Occupational Health and Safety Manual. In March, the Dean travelled with a group of staff to Asia to appraise the feasibility of recruiting students. This resulted in students from Hong Kong, Singapore, Malaysia, Thailand, Indonesia and Korea being interviewed for places at the end of the year.

The Computer Graphics Laboratory was made available to students from the Fine Art Department, and Michael Kitson founded a planning group to investigate the introduction of a degree or postgraduate diploma in Computer Graphics.

Conferences
Stephen Fletcher, Ken Smith and Jenny Zimmer attended the World Crafts Council International Conference and ten members of the Department of Ceramic Design attended the Fifth National Ceramics Conference. Both were held in May in Sydney. Bernard Hoffert attended an art history conference in Adelaide, whilst Robin Best and Louise Skacej were participants in the Creative City seminar in Melbourne in September. Jenny Zimmer was a member of the planning committee for the exhibition and symposium Collaborative Designs: Working Together in Architecture at the Meat Market Craft Centre in July, and delivered a critique of the exhibition in one of the sessions. She also acted as a juror for the exhibition World Tapestry Today and worked on a planning committee for the International Tapestry Symposium, chairing one session and delivering a critique at another.

Research and Consultancy
Among the most conspicuous outcomes of research in art and design are exhibitions and commissions. Artists and designers are often involved in group shows which have much impact on the cultural context. Wendy Stavrianos, Pam Irving and Andrea Hylands were each invited to participate in group shows in 1988. Andrea Hylands had ceramic work purchased for the Bendigo Art Gallery collection, and Phil Cooper won prizes at two of the four sculpture shows in which he was included. Craig Gough had a painting in the Horse Show at Melbourne's Heide gallery in December 1988 and Noel Teasdale had paintings purchased for the collection of La Trobe University, BHP and Westpac. Tony Pryor, Geoff Bartlett and John Greig were significant contributors to the exhibition Collaborative Design: Working Together in Architecture. Ceramics students Janene Toner, Rhonda Freeman and Harriet Shelton, along with Jenny Zimmer, entered their Chisholm Cross Work Puzzle Cake in the First Australian Cake Sculpture Triennial, an exhibition affiliated with the Melbourne International Comedy Festival. The group exhibition Episode 1 was opened by Dr Rodney Wilson, Director of the National Gallery of Victoria, on 23 June at the Caulfield Arts Complex. It included major works by artists associated with the School, past and present.

Jenny Zimmer was a member of a five-person research team funded by the University of Melbourne's Faculty of Arts which conducted an archaeological survey in North Eastern Turkey from 17 August to 10 September. The team found and documented some 60 sites, most of which were previously unrecorded. The results of this and other archaeological work at the University were shown in the exhibition Images of the Ancient World at the Westpac Gallery in late 1988, which was a joint initiative of the School of Art and Design and the Department of Classical Studies at the University of Melbourne.

Michael Kitson was engaged in research into military architecture and medieval fortification in Rajasthan and Madhya Pradesh for the Naturaj (Australian-Indian) Cultural Society.
Community Interaction

The School has maintained close ties with the Caulfield City Council through the activities of the Caulfield Arts Complex. Two major exhibitions were staged in the complex and the School has assisted in the judging of community art exhibitions and the opening of solo shows.

The Dean was a member of the Art Selection Committee. She was involved with the Bicentennial Sculpture Commission, joined selection panels for the Diamond Valley Art Award and Glass Australia, sponsored by the Gas and Fuel Corporation, and opened exhibitions including the Michelton Print Award at the Westpac Gallery, the Yellow Show at the Roar gallery, the Fourth National Studio Glass Exhibition in the Wagga Wagga City Art Gallery, and the Post Goughists in Footscray. Wendy Stavrianos spoke at the Bendigo Prison, the Women’s Art Register and the Castlemaine Artists Group. Bernard Hoffert wrote reviews for The Advocate and catalogue introductions for artists Janet Hammill, Ernst Fries, Bruno Leti and John Robinson.

Other activities by the Dean included: member of the Advocacy Committee of the Visual Arts/Craft Board of the Australia Council, Vice President of the Crafts Council of Victoria and Secretary of the National Conference of Heads of Art and Design Schools.

Visitors

The School’s 1988 Visiting Fellow was Michael Casson, the renowned English Potter and author of the text Pottery in Britain Today (1967). Michael lectured within the Department of Ceramic Design, and delivered three papers at the Fifth National Ceramic Conference in Sydney. Other visiting ceramic artists included Frank Boyd and Sandra Johnson from the USA and Mohan Lal from India. Dr Yoshigaki Chosa, President of the Japanese New Arts Crafts Artists’ Association, visited the School in March and the Danish glass artist Asa Brandt lectured in May. While visiting Chisholm, Theo Crosby of Pentagram, London attended the Collaborative Designs Conference. German sculptor Ingeborg Luscher, English performance artist David Goddard, and German art critic Dr Ernst Busche, were all in Australia as visitors to the Sydney Biennale. Archie Brennan of Hawaii, Marta Rogoyska of England and Marcel Marois from Canada were all speakers at the International Tapestry Symposium and Nils Zandman from Sweden visited to participate in the Creative City seminar.

All visited Chisholm to lecture or to consult on courses. Thierry Bouchard from France lectured on artists’ books and Stelarc spoke about his recent work whilst on a visit here from Japan. Jim Tomlin, Head of the School of Art in the Otago Polytechnic, also visited. We were particularly delighted that we were able to negotiate an exchange of ceramic staff for 1989 with Visitor James R. Connor, Chancellor of the University of Wisconsin – Whitewater.

Visitors from interstate included Petr Herel from the Canberra Institute of Art and Music, Neville Weston from the South Australian College of Advanced Education and John Teschendorff from Curtin University.
In December 1988, Chisholm's Council approved the establishment of a Faculty of Business for 1989. The Faculty will be known as the David Syme Business Schools, and will comprise the School of Accounting, the School of Banking & Finance, the School of Management and the School of Marketing. This represents a milestone in the development of business education at Chisholm.

November 1988 marked a decade since the School was named after David Syme. Over this time the name has become well recognised and highly regarded, particularly within the business community.

The Centre for the Development of Entrepreneurs, the International Business Centre and the Centre for Business Technology continued their activities in association with the Departments of Management, Marketing and Accounting respectively.

Approximately 50 executive business programs were conducted in 1988 and all were well attended. The Dean and many academic staff were keynote speakers at both national and state forums. Over the same period a number of distinguished visitors to the School addressed students, staff and public meetings on issues and topics of relevance to the teaching program.

Building renovations have been proceeding at Caulfield to provide the School with a more modern and congenial environment for staff, students and visitors. At the same time, Ansett Airline architects have been redesigning another area which will be made available to students as a Golden Wings Flight Deck Lounge. It will provide a venue for meetings and a quiet area to read the latest journals or study.

At the Frankston Campus the Hon Ian Cathie opened the General Teaching Building in March 1988. This building with its office accommodation, laboratories and teaching rooms is now the centre for Faculty activity on the Frankston Campus.

**Department of Accounting**

**General Activities**

The demand for places in the Accounting degree course continued to equal the demand for all other business courses combined.

With respect to equipment purchases during the year, all staff members were supplied with a microcomputer, printer, ergonomic computer workstation and ergonomic chair.

**Visitors**

During August the Visiting Fellow was Mr John Argenti, world renowned expert writer on Corporate Planning.

**Research and Consultancy**

Training and consultancy for a number of large clients included Cadbury-Schweppes, the ANZ Bank and National Mutual.
Department of Banking and Finance

General Activities
The National Australia Bank (NAB) was the first financial institution to provide significant additional funds to the School of Banking and Finance. Over the next three years $135,000 will be used to fund the NAB Fellow in Treasury Operations and associated developments in Treasury Management subjects at the undergraduate and postgraduate levels.

The Department negotiated a grant of up to $1.2 million from the Victorian Education Foundation for the introduction of business languages into undergraduate business courses at Chisholm, and new laboratories have been built at both campuses. Staff from Monash University and Victoria College will be teaching Business Japanese and Business Chinese to Chisholm students for three years.

New short courses were conducted at Chisholm and at various financial institutions in Trade Finance, Cheques and Payment Orders, and Commercial Credit Assessment.

Department of Management

General Activities
The School commenced the development of a new degree course, Bachelor of Business (Manufacturing Management), to commence intake in 1990. Also, it announced its first teaching fellowship - the ICI Teaching Fellowship in Manufacturing Management, with funding from ICI and the Victorian Education Foundation.

Tim Haslett from the School of Management attended the two-day residential workshop World Competitive Manufacturing which was sponsored by the Department of Industry, Technology and Commerce.

Department of Marketing

General Activities
Department lecturer, Chris Kimberley, and Dean of the David Syme Business School, Peter Chandler, led a highly successful study tour of the USA over the 1988/89 summer semester. The students were given red carpet treatment by some of the world's largest multinational marketing companies, and valuable insights were gained into how American companies plan and implement international marketing strategies. Companies visited during the three week tour were: Hewlett-Packard, Safeway, Landor Associates, World Trade Centre, Time Magazine, British Airways, Sut Leonard's Dairy Store, Backer Spielvogel & Bates, Colgate Palmolive, Harvard Club, Gillette, National Geographic, Australian Embassy, Hughes Aircraft, Capitol Records, Disneyland, Pacific Resources and MacFarms. The program for the 32 participants involved a series of predeparture presentations, and assignments on their return. The study tour counted for two electives in the Bachelor of Business (Marketing) course.

The Department of Marketing developed an orientation program for the eleven Japanese executives who are establishing the Daimaru Department Store in Melbourne. The program extended over seventeen weeks and comprised an English language component taught by Monash University. Twenty-six academics and over 50 companies and external contributors gave presentations on a wide range of topics including Australia's culture, its economic and political structure, legal system and business practices. It culminated in a study of Australian retail principles and practice. The Director awarded certificates at the celebratory lunch to conclude the course.

Conferences
Denise Welch from the School of Management attended the 14th European International Business Association Conference in Berlin.
The Department of Marketing introduced the Chandler Seminar Series, named after Peter Chandler who founded the Department. Sponsored by Kevin Luscombe and Partners, this series is aimed at broadening final year students' awareness of major social and environmental issues. Among the leaders who led seminars were Creighton Burns (Editor of The Age) on the media, Kel Glare (Chief Commissioner of Police) on Law and Order, Philip Toyne (President of the Australian Conservation Foundation) on Conservation, Bill Kelty (Australian Council of Trade Unions Secretary) on the role of Unions, Peter Steadman (Labor Party ex-MHR) on Politics, Bishop Hollingworth (Brotherhood of St Lawrence) on Poverty and Sue Nattrass (Deputy General Manager of the Victorian Arts Centre) on the Arts.

Centre for the Development of Entrepreneurs

The Centre was established in 1984 with the objective of encouraging and developing positive, opportunity-oriented entrepreneurial attitudes and activities in the community. The Centre provides a link between tertiary education and the business community, and for the last eighteen months it has operated as a self-funded unit in the areas of education, consulting, research, business development and publishing.

Consulting activities included work with private companies, members of the public and government agencies. The Centre was commissioned by the Department of Education, Employment and Training and the Department of Labour to conduct assessment in Victoria for the New Enterprise Incentive Scheme, a program designed to assist unemployed people in launching business ventures. The Centre was commissioned by the Department of Immigration, Local Government and Ethnic Affairs to manage the Country Centres Project, which is an Australia-wide scheme of enterprise promotion intended to encourage local self-help. As a result, Chisholm has gained a national profile in regional enterprise development, and Centre staff are sought as facilitators and trainers in this area. Intrapreneurship programs, showing organisations how to benefit from the innovativeness of their employees, have been conducted throughout the year in more than 40 large organisations.

Two classes of the workshop in Entrepreneurship and New Venture Initiation were conducted each semester. The program, including participants from the public, undergraduate business students and postgraduate Robotics & Digital Information students, had 98 students working in venture teams with over 110 fee-paying participants, developing business plans for new ventures. A Graduate Enterprise Program designed to assist recent graduates in the launching of ventures was conducted for the second time, and to assist in the development of this program the Centre welcomed a Visiting Fellow, Mr Robert Hale from the Scottish Enterprise Foundation at the University of Stirling. Mr Hale established the initial Graduate Enterprise Program in the United Kingdom six years ago.

Teaching to Chisholm's academic programs increased, and the Centre published the successful Australian Innovators Manual and the Australian Entrepreneurs Business Planning Manual.
Throughout 1988 the Division of Continuing Education continued to work with community and professional groups. The financial viability of the Division depends greatly on enrolments in courses and seminars and, happily, these numbers increase each year. The Division ran a number of short courses for industry, focussing on the areas of effective speaking, writing for business, communication skills and fitness leadership. Seminars have also been held on AIDS in the workplace and there are three new short courses planned for the fitness industry in 1989.

The Tertiary Study Centre conducted a successful Way In to Tertiary Study program and offered individual assistance to students throughout the year.

A group of third year students gained professional experience in Texas where they taught in various primary schools with great distinction.

The Educational Research and Services Committee (ERAS) was once again active in organising in consultation with the National College of Education in Chicago and presented a paper at the National Community Education Association Conference in Orlando, Florida.

Dr Phil Perry chaired the National Conference of the Australian Institute of Art Education in Canberra. He participated, by invitation from the Ministry of Education, in the Frameworks Implementation Group's organisation and seminars, and was a keynote speaker at the INSEA Regional Conference in Cairo, Egypt.

Throughout 1988 the Division of Continuing Education continued to work with community and professional groups. The financial viability of the Division depends greatly on enrolments in courses and seminars and, happily, these numbers increase each year. The Division ran a number of short courses for industry, focussing on the areas of effective speaking, writing for business, communication skills and fitness leadership. Seminars have also been held on AIDS in the workplace and there are three new short courses planned for the fitness industry in 1989.

Negotiations have begun with Monash University to establish the Monash Master of Educational Studies degree and a Diploma of Education (Primary) on the Frankston Campus. It is expected that, during 1989, collaboration of this nature, together with an increased research effort, will further strengthen formal courses available for teachers in the Frankston area.

Dr Ray Anderson was appointed as Dean of the School of Education and commenced in May 1988.

The Bachelor of Education was reaccredited and a new multi-stranded Graduate Diploma in Educational Studies was given accreditation. Two strands in this course - Art Education and Teacher Librarianship - will commence in 1989. Student demand for all courses offered by the School of Education once again exceeded the number of places available.
The Continuing Education Conference Secretariat has functioned well and has been asked to organise a number of major seminars in 1989. Conducting conferences is time consuming and many professional organisations choose to use an outside group such as ours to run their conferences for them.

Research and Consultancy

The Educational Research and Services Committee continued the Student Selection Project in conjunction with the Australian Council for Educational Research. The project, which aims to correlate students' HSC/TOP/VE scores with their third-year exit rankings, is due for completion in 1991.

Tony Townsend, through the South Pacific Centre for School and Community Development, undertook a research project on secondary students' understanding of AIDS for the AIDSED Committee established by the Division of Continuing Education at Chisholm. The research, conducted at local secondary schools, established clear deficiencies in students' knowledge of AIDS and also in teachers' perceptions of what students knew.

Tony Townsend, in conjunction with Bachelor of Education students, undertook research dealing with the local community's perceptions of school effectiveness through a grant from the Chisholm Research Committee. It clearly established that no single definition of 'school effectiveness' was appropriate in Victoria, and that by and large, people view schools as being more effective than was the case ten years ago. A by-product of the research was the establishment of a National School Effectiveness Network with more than 70 members.

Community Interaction

Margo Guest trained community personnel in Illinois, USA, in the Protective Behaviours program, working with the author of that program.

Diploma of Teaching students, under the direction of Margo Guest, created, designed and performed plays for children at Tyabb Primary School and the Frankston Oty Council Play Group.

Division of Continuing Education

General Activities

The Division of Continuing Education's work with the Frankston/Mornington Peninsula Hospice Service has continued with the organisation and running of the Hospice Volunteer Training Program, and a research group. The results of the first research project conducted by Chisholm, Frankston/Mornington Peninsula Hospice Service and Frankston Hospital will be presented as a major national hospice seminar at the Institute in late 1989.

The University of the Third Age, originally started by the Division, has now grown to 120 members with about twenty classes being held each week.

There are many other community groups with whom the Division works closely, including the Schizophrenia Fellowship, the Epilepsy Foundation, Do-Care, Headway Victoria, the Crime Prevention and Education Consultancy Group, and the Frankston Hospital and Bayside Health Prevention Unit. Many of these operate out of our office in Struan on the Frankston Campus.

The Division published a number of books and booklets. In 1988 two more major works were written and should be available in early 1989. One of these is a self-help booklet for sufferers of schizophrenia, while the other is a major teaching manual for educators of adolescents titled Adolescent Love and Safety - a Learning and Teaching Resource for the Prevention of AIDS and other STD's. This work was funded by the Commonwealth Department of Health and Community Services.

The Division has worked in the area of child abuse prevention and education for many years. It has run many protective behaviours programs for teachers and those involved with community groups. In 1988 the Division called together a representative group of people working in the area in order to develop a resource centre and courses for volunteers and professionals alike.

With the growing number of people wishing to upgrade their qualifications through short courses and the close liaison with community groups, the work of the Division of Continuing Education will expand in order to meet community needs.

Visitors

Joan Sallis, National President of the Campaign for the Advancement of State Education in England, addressed staff and local principals on recent changes to the education system in England and then visited a local school. Bill Ciron, County Superintendent of Schools in Santa Barbara, California, was a keynote speaker at the Partnerships in Education Conference and Tale Karavaki and Fani Vosanivelibi from Fiji and Ron Baker of New Zealand spent a day visiting the South Pacific Centre for School and Community Development and the area around Frankston. Mr Geoff Ashdown, County Advisor in Technology in Dorset, England, visited the School in March to advise on technology in the primary school.
The year has been a dynamic and exciting one for the School of Nursing. Moving into its second operational year, the School witnessed a period of substantial growth in all areas. This was demonstrated at the beginning of the year by the relocation of the School to the new building E on Frankston Campus. The building was officially opened in March by the Hon. Ian Cathie, then Minister with Responsibility for Post-Secondary Education.

Student and staff numbers trebled in 1988 and a considerable amount of work has been undertaken in curriculum development for the undergraduate nursing program. This included consolidation of work undertaken in 1987 together with incorporation of the work of new staff into the curriculum for second and third years. In addition to development of the Diploma of Applied Science (Nursing), considerable groundwork has been undertaken during the year on the development of a Bachelor of Health Science (Nursing) and a Post Graduate Diploma in Health Science (Palliative Care). It is hoped that these courses may commence in 1990.

As the School approaches its third year, anticipating a total quota of over 500 students and an initial group of approximately 100 graduates, staff can reflect on a period of very real achievement and a significant contribution to the Institute, the community and the nursing profession.

**General Activities**

The new building has provided the School of Nursing with impressive teaching facilities, including an auditorium to seat 200 people, a number of large classrooms and tutorial rooms and excellent science and nursing laboratory facilities. A computer resource centre has also been established in the building for use by members of staff.

Over 200 students enrolled in the nursing program in 1988. For the first time, the School offered the first year of the course in a part-time mode, and ten mature age students elected to pursue this option. A higher rate of attrition was experienced this year than in 1987, due mainly to the considerably larger quota.

As half of the nursing program involves clinical practice for students, an enormous amount of work has been undertaken by the Clinical Coordinator, Glenice Ives, in establishing agreements with hospitals and community health agencies to provide clinical placements for the rapidly increasing number of nursing students. Students currently obtain experience at approximately 300 agencies.

The School experienced a corresponding growth in staff numbers, although achieving the desirable staffing levels continues to prove difficult. An additional ten full-time academic staff were appointed during the year, together with other fractional and sessional staff. Three members of staff were appointed to senior lecturer positions towards the end of the year.

School of Nursing staff have continued to work closely with staff from other schools who are servicing the areas of bioscience, physics, chemistry, psychology, sociology, legal studies, recreation studies, and information technology, to ensure the effective integration of these areas into the program.
Visitors
In July 1988, the School hosted a Visiting Fellow, Claudia West, the Assistant Clinical Professor of the University of California. Ms West was brought to the School to work with staff on the use of a conceptual approach to curriculum development – organizing the curriculum of nursing students around client problems encountered by nurses in all areas of the profession. She was also guest speaker at a one-day seminar on *Concepts and Conceptual Models in Nursing Education* organised by the School for professional nurses.

Another visitor was Dr Claire Parsons, Senior Lecturer in Sociology, University of Newcastle, who spent a day at the School in November, conducting a workshop for staff on *Cultural Approaches to Health and Illness*.

Conferences
Staff involvement in professional seminars and conferences continued during the year, which included a conference with Patricia Benner on *Excellence and Power in Clinical Practice*, a seminar with degree students at Philip Institute on nurse education, and one National Academic Forum on nurse education.

Through the Division of Continuing Education, several programs in medical terminology have been conducted for secretaries and these have been well attended. As well, staff of the School designed and taught a ten-week course for registered nurses in Physical Assessment Skills, which was also well attended.

In July, the School was requested to become an off-campus venue for the College of Nursing, Australia. On behalf of the College, the Dean conducted a ten-week course entitled *Framework for Clinical Practice*. This course was attended by 38 registered nurses who have requested more courses in this area.

Community Interaction
The School has demonstrated considerable community involvement during 1988. As part of their clinical experience, students have again participated in a health promotion exercise in local shopping centres. The aim of this exercise is to assist the students in the development of their interpersonal and observational skills as well as gaining further knowledge and understanding of health and the healthy lifestyles of the population. Blood pressure readings were taken, weight and height were measured and the public had access to other health-related disciplines which participated in health promotion activities at these venues. Over the past two years, this health promotion experience has become very popular with the public and the School has received several requests to participate in more formal health promotion campaigns such as *Diabetic Week* and *Heart Week*.

Further community involvement is planned for the third year of the nursing course, when the School will seek the services of women who are pregnant. With their permission, the School will assign a student to them throughout the birthing experience.

The School has established an increasingly high profile throughout the south-eastern metropolitan region, not only through the clinical placement of students at agencies within this area, but also through educational and promotional activities undertaken during the year. Staff have represented the School at six career nights during 1988, the three-day *Nursing Expo* held at the World Trade Centre in Melbourne in June, and at the seminar for Careers Teachers organised by the Institute. Seven talks have been given at local schools during 1988 and the School has participated in tours of the campus by school students. A number of displays were organised by the School on the Institute's Open Day and a very large attendance was experienced throughout the entire day. Two information evenings were conducted in January and August, and these were both extremely well attended.

Community interaction and schools liaison will again feature prominently on the schedule of activities for the School for 1989.
In 1988 the School of Social and Behavioural Studies again expanded its undergraduate and graduate programs, particularly on the Frankston campus where numbers in the Bachelor of Arts increased and the second year of the Nursing diploma added substantially to the School's servicing role.

A Bachelor of Arts (Police Studies) was approved for introduction in 1989, and work commenced on developing new undergraduate strands in Australian Studies and Community Studies.

The need to prepare submissions for the reaccreditation of the Graduate Diplomas in Applied Psychology and Welfare Administration provided an opportunity to review and consolidate these courses.

The first steps were taken to establish the School's interest in full-fee overseas students when the Dean participated in education fairs in Singapore, Hong Kong and Bangkok.

Department of Applied Psychology

General Activities

During 1988 the Applied Psychology major of the Bachelor of Arts and the Graduate Diploma in Applied Psychology were examined for purposes of reaccreditation by the Australian Psychological Society. This was the first time that all accredited psychology courses were examined by the Society in the same year. Both courses have been reaccredited for the maximum period of five years. The final subject in the Labour Studies minor, PSY 205: Psychology of Work, was introduced in 1988.

The development of the nursing program at Frankston has brought about the introduction of the second year subjects Psychosocial Studies III and IV, and the expansion of enrolments in the first year subjects Psychosocial Studies I and II to a total of over 200.

Professional Experience Programs were undertaken by Mr Graeme Hyman and Dr Maxwell K. Jory. Both spent considerable time overseas investigating computer applications in the teaching of general psychology.

Dr Russell Langley, who has taught psychometrics and experimental design in the Department for the past fifteen years, retired at the end of the year.

Conferences

The highlight of the year was the attendance of nine staff and 41 students at the International Congress of Psychology in Sydney. This was a Bicentennial Event, and the Department was represented more strongly than any other in Australia. Dr Ronald Francis presented a paper entitled "The Use of the Restricted Environmental Stimulation Technique in the Treatment of Dental Phobia".

A number of staff and students also attended the Conference of the Victorian branch of the Australian Psychological Society, at which the winners of the Society's prizes for the best fourth year student in each of its accredited courses presented papers on the topics investigated during final year research projects.

Research and Consultancy

Research activities in the Department were mainly concentrated in the programs of four candidates for the Master of Arts by Research. Research areas included assimilation of the aged into hostel-type accommodation, attitudes to the physically disfigured among schoolchildren, gravitational effects on visual presentation, and the effect of psychologists' reports on sentencing in the criminal courts.

A number of consulting assignments were completed for clients in both private and public sectors. Dr Jory conducted seven short courses on stress management for the Department of Immigration and Ethnic Affairs and the Department of Defence. Mr Arthur Crook and Mr Colin Cameron presented a twelve-week program to officer cadets at the RAAF Academy.
Community Interaction

Dr Ronald Francis represented the Department at a Careers Day organised by the Australian Psychological Society at the University of Melbourne. Mr Colin Cameron acted as Chairman of a session on Driver Education and Training at a seminar on driver behaviour organised jointly by the Australian Psychological Society and the Victoria Police in December 1988. Dr Max Jory spoke to staff and students of Adelphi University, New York, in September 1988 on Victorians’ stereotypes of Australian states and territories. Barry Evans, Greg Coman, Tom Whelan and Margaret Saftron, who are primarily responsible for teaching Psychology in the nursing program, attended a seminar at Gippsland Institute on nurse education.

Department of Applied Sociology

General Activities

During the year, two new upper division Sociology subjects were approved by the Schools Board: Sociology of Popular Music and Sexuality, Gender & Social Relations. The year has been productive for the Department in terms of writing conference papers and research projects.

Conferences

At the inaugural Conference on Social Research at the University of Queensland, Dr Alan Simon presented the paper, “Generative Social Research, a Strategy for Social Responsibility”. Dr Simon was subsequently elected to the organising committee for future social research conferences in Australia. Dr Bruce Wearne presented two papers to the 1988 Sociologists’ Association of Australia and New Zealand Conference: “Is Sociology Still the Queen of the Modern Sciences?” and “Structural Functionalism, Pax Americana and the Scholarly Investigation of Public Life in the Antipodes”. Dr Naomi White acted as resource person to the Conference The Holocaust: Clinical Perspectives. Dr Joy Birjak attended an Australian Teachers Federation Conference whose theme Skilling the Australian Community focused on the type of skills required by Australians in the future, and the educational approaches needed to provide those skills. Dr Neville Knight attended a National Conference entitled The State of Religion in Australia – National Survey on Religious Beliefs and Practices. Cathy Lewis attended the Innovative Techniques in Teaching and Learning Conference sponsored by the Accelerative Learning Society of Australia. She subsequently ran a one-day workshop for sociology students on essay writing and study techniques based on these innovative approaches. Jim Ross presented the paper “Community Development Perspectives in Health” at the Second Annual Conference of the Whole Health Institute.

Research and Consultancy

Dr Naomi White continued her study of the Jewish Holocaust with another book, From Darkness to Light: Surviving the Holocaust. An article by Dr Bruce Wearne, “Critical Review of H.E.S. Wolding’s Kari Mannheim (Van Gorcum 1986)”, was published in Philosophia Reformata. Dr Alan Simon had an article entitled “Rhodesian Immigrants in South Africa: Government, Media and a Lesson for South Africa” published in the English Journal African Affairs. Barry Ellem collated and edited the diaries and notes of Ernest Buckmaster at the request of the Archibald Prize Winner’s family. The 40,000 word manuscript produced by Barry is awaiting publication. Dr Moni Storz, Barry Ellem and Jim Ross gave a series of lectures to Bayside University of the Third Age.

A number of seminars were conducted by various staff members. Dr Moni Storz ran two workshops on Asia’s Business Cultures and Cross Cultural Management Skills. Dr Naomi White conducted the Oral History Workshop: Interviewing Survivors for the Jewish Holocaust Centre. Dr Bruce Wearne led a seminar on A Christian World View at the Australian Fellowship of Evangelical Students Conference. Jim Ross conducted a workshop on Community Development Strategies for the staff of the Jewish Crises Centre.

Dr Joy Birjak completed interviews on her research study, Choice of Secondary Schools in the Eastern Metropolitan Region. She conducted 72 interviews, 36 with parents who have chosen independent schools for their children and 36 with parents who opted for government schools. Dr Alan Simon completed a research project on South African Immigrants in Melbourne: Perceptions of Their New Life in Australia. Dr Naomi White received funding from the Central Research Fund to conduct research into how men feel about being fathers, how they feel about their own fathers and how they see their children. She has produced the research report, Men’s Interpretation of their Fathering Role. During Professional Experience Program leave, Dr Bruce Wearne conducted research into attitudes of secondary students to tertiary educa-

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tion and produced a report entitled *Excavating Educational Futility*. In his PEP leave, Doug Truter produced a substantial report on *The Meaning of Work*. As a result of this report, a Centre for the Study of Work has been established involving staff from Humanities and Applied Sociology Departments.

Dr Bruce Wearne was appointed to the Council of Australian Institute of Archaeology. Cathy Lewis has been accepted as a Doctor of Philosophy candidate at Monash University. Bernie Daly cofounded the Sociology in Nursing Network. He has been responsible for organising two conferences for those teaching sociology to nurses and for editing *Sociology in Nursing Network Newsheet*. Barry Ellem attended a three-day course on leadership skills provided by the Australian Council of Educational Research. Robert Wolfgramm, accompanied by Jim Ross, took 25 students to Berma-guil on a study field trip. Over a week, an Aboriginal elder took the group to sacred sites and explained their significance, aboriginal beliefs and rituals.

**Department of Humanities**

**General Activities**

The Bachelor of Arts (Police Studies) was accredited in 1988, and will commence in 1989. Cinema Studies and the Literature major were introduced into the Bachelor of Arts.

**Research and Consultancy**

Mr George Clarke was convener of the Southern Region Community Corrections Committee and acted as consultant to the Victorian Office of Corrections Staff Training College. Dr Brian Costar was a member of the Victorian Certificate of Education (VCE) Politics Panel of Examiners and the VCE Politics Management Committee, was a member of the Bachelor of Arts (Social Science) Course Committee at Bendigo College of Advanced Education, and taught an Industrial Relations subject for the Post Graduate Diploma in Health Administration at Lincoln/La Trobe. Dr Brian McFarlane was a member of the Humanities Advisory Committee at Swinburne Institute of Technology. He was an examiner for a Master of Arts thesis on Martin Boyd for the English Department of the University of Melbourne, and an invited contributor to *Director of Australian Authors*, edited by Helen Daniel. Dr McFarlane also took part in the VCAB Book Selection Panel for VCE Literature. He was involved in editorial work on *Cinema Papers*, *Meridian* (La Trobe University English Review) and *Chisholm Studies in Popular Fiction*. Dr McFarlane was consultant to the BBC documentary, *Crisis at Hanging Rock* (on New Australia Cinema), produced by Philip French. Mr Tony O'Grady was chairman of the VCE Politics Panel of examiners, a member of the VCE Politics Management Committee and a member of the VISE Accreditation Committee for Political Studies and International Studies. He was also a member of the Academic Board of the Institute of Catholic Education, and the Bachelor of Arts Course Committee at Ballarat College of Advanced Education.

Mr Robert Smith was a member of the Course Committee in Security Management at Phillip Institute of Technology.

Tony O'Grady spent three weeks in Ireland researching the newly established Columbian missionary archives, and a week at the London University School of Oriental and African Studies. This research was in preparation of a book on the imprisonment of western missionaries in China in the 1950s.

**Community Interaction**

Mr Maurie Hasen conducted a weekly seminar on *Personal Self Development* at the University of the Third Age. Mr Ian Murray acted as Victorian Secretary of the Australian Institute of Welfare Workers.
Approval was granted in December 1988 for the four Divisions of the Faculty to be redesignated as Schools from January 1989. The Faculty will then comprise the School of Computing and Information Systems, the School of Engineering, the School of Applied Science and the School of Digital Technology.

The first group of students for the Bachelor of Technology degree completed their requirements in 1988. The degree was established in 1986 with the students enrolling in the first year at Frankston and Holmesglen Colleges of TAFE. Enrolments into this program continued to grow in 1988.

A Government submission to the Victorian Education Foundation by the School of Art and Design and the Faculty of Technology resulted in the granting of over $500,000 for the development of a Bachelor of Technology in Product Design. This will be a unique program, aimed at the accelerated training of product designers over two years.

The Faculty entered the first phase of planning for a new Technology building on the Frankston Campus. Stage one of this facility would provide accommodation by 1991 for all Technology-related courses and facilities currently on the Frankston campus. Stage two would allow for the expansion of the range of offerings at Frankston as well as increased teaching facilities to cater for the expected rise in student demand.

### Division of Digital Technology

#### Department of Applied Physics

**General Activities**

In 1988 there was a significant growth in service teaching by the Department, particularly to the Bachelor of Applied Science (Digital Technology), the first year of the Engineering degree and to Nursing students at Frankston. The Department continued to conduct two of the most popular electives within the Faculty: Astronomy and Computer Imaging.

During 1988 there were five part-time and four full-time candidates studying for the Master of Applied Science, with two submitting their theses late in the year, and two completing the experimental component of their work.

In the first year of the Bachelor of Applied Science (Multidiscipline), the Department was responsible for Physics and Computer Science, which was reorganised and increased from four to five hours per week.

The Department is also responsible for the leadership of the Bachelor of Technology which saw its first graduates in 1988.

During July approximately twenty staff and students visited the CSIRO Radio Observatory at Parkes and the Siding Springs Optical Observatory near Coonabarabran as part of an Astronomy elective. Two other electives, Computer Imaging and Advanced Computer Imaging, were successfully combined into a new minor called Computer Vision, which commences in 1989.

**Conferences**

The Department hosted a one-day seminar on Industrial Non-Destructive Evaluation Using X-Ray and Gamma-Ray Imaging which attracted about 40 delegates. A keynote speaker was Dr Walter Gilboy from the University of Surrey, England, who was a visitor to the Department for four weeks. The weekly seminar program also continued to attract outside participants and speakers. In conjunction with the Centre for Industrial Tribology, the Department held a three-day conference in September on Tribology, Lubrication, Wear and Machine Condition Monitoring, attended by approximately 100 people.

**Research and Consultancy**

Funds gained in 1988 included $90,000 from the Commonwealth Government for a real time imaging system, $22,000 from the Australian Research Grants Scheme for a Data 6000 waveform analyser for acoustics research and $36,000 from the State Electricity Commission of Victoria and the Australian Electrical Research Board towards the design and construction of a portable x-ray computed tomography scanner.
The Tomography group continued its work on x-ray and gamma-ray evaluation of materials using computed tomography and, in conjunction with the Mechanical Engineering Department, drew up the design for a portable scanner. A microtomography scanner was successfully completed, and work continued into density determination of timber in consultation with APM Forests and the West Australian Department of Conservation and Land Management.

The major thrust of the Acoustics group was into the acoustic properties of barriers, and the manner in which defects affect performance. Work continued on the propagation of noise in and above soil, and the effect on this of meteorological changes.

Sperm Morphology and Fractal Analysis of Texture were two of the research endeavours of the Computer Imaging Group. Additional funds in this area enabled major equipment purchases including a Dataspace DSP1002 system and a Matrox MVP AT/NP processor. The group also attracted a two-year grant from the National Health and Medical Research Council of $61,000 to study the assessment of Sperm morphology by Video Image Analysis.

**Department of Robotics & Digital Technology**

**General Activities**

The Bachelor of Applied Science (Digital Technology) saw an increased first-year intake of 75, and the Computer Science major of the Bachelor of Applied Science (Multidiscipline) had record enrolments. Also, service teaching was provided to the first final-year Computer Science students in the Bachelor of Technology course. A total of 180 students were enrolled across the three Graduate Diploma courses for which the Department is responsible: Robotics, Digital Communications, and Information Graphics.

Two Senior Lecturers left the Department: Mr David Rowe (Digital Communications) who returned to England, and Mr Roger La Brooy (Robotics) who was appointed a Principal Lecturer at RMIT. Appointed to the vacancies were Mr Tony McGregor from Massey University in New Zealand, and Dr Simon Hill, returning to Chisholm after Doctoral studies at the University of Rhode Island.

**Research and Consultancy**

A course on the Open Systems Interconnection model, based on material covered in the Graduate Diploma in Digital Communications, was prepared under contract to the National Protocol Support Centre with the assistance of staff from the CSIRO and Datacraft.

A major activity was the successful presentation of eight subjects from the Graduate Diploma in Robotics to staff at the Ford Motor Company. Ford staff will be granted credit for these subjects if they enrol in the Graduate Diploma course.

**Centre for Robotics and Automation**

A full-time Executive Manager, Mr Ian McMichael, was appointed in July, coinciding with the commencement of a three-year grant of $250,000 from the National Industry Extension Service (NIES). A new Advisory Board was also formed with representatives from industry, union, state and federal government and the Institute. A senior consultant, Gordon Lowe, commenced in August. The preparation of a business plan for the Centre was commenced with the objective of achieving self-funding by 1992. Funding was received from the Department of Industry, Trade and Resources to prepare the publication, *A Management Guide to Automation and Robotics*. Income for the year was $63,000 excluding the NIES grant.

A paper was presented by the former Executive Director, Roger La Brooy, at the 19th International Symposium on Robotics held in Sydney in November.

**Division of Engineering and Industrial Technology**

**Department of Civil Engineering**

**General Activities**

A significant achievement within the Department was the conferring of the John Shaw Award to Robin Underwood by the Australian Road Federation, in recognition of his meritorious contribution to roads. In addition, he has completed the text of two books, *The Design of Roads* and *An Introduction to Traffic Management*. 

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Research and Consultancy

The Department's cooperative venture with the Chisholm Timber Engineering Technology Centre continued to prosper with over $100,000 in contracts for the year. Consultancy was also active in concrete testing.

Chisholm Timber Engineering Technology Centre

The major activity in 1988 was the expansion of research which has taken the Centre to the forefront of wood gluing technology in Australia. The research, undertaken in conjunction with the CSIRO and three chemical companies, involves testing new glues and improving the strength of existing glues. These techniques are being trialled in sawmills, while work on pallets and joist beams continues. The expertise of the Centre was recognised through its appointment to the Timber Standards Board and two of its technical committees, and through a contract to write a large component of a National Timber Design Manual for the National Association of Forest Industries. In conjunction with the National Forest Industries Training Council and Dandenong TAFE, the Centre has developed proposals for expanded training of industry personnel at Degree and Associate Diploma levels.

The income to the Centre in 1988 was $111,260. Dr Henry Millner was a judge at the Engineering Excellence Awards for the Institution of Engineers. He was a member of the Timber Standards Board and the TM/4 committee of Glued Timber Products, and a Chairman of Session at the 11th ACMIS Conference in Auckland. Mr Geoffrey Smith was a member of the TM/1 committee, Timber Structures Code.

Department of Electrical and Electronic Engineering

Conferences

Mr Norman Bell attended the IE Australia Bicentennial Electrical Engineering Congress in Melbourne. Mr Stewart Jervey attended the Technology Conference at Satellite Communications, Adelaide. Mr Paul Voumard visited Paris to attend the Conference on Scientific Computation at the 12th IMACS World Congress, and the CIGRE International Conference on Electric Power Systems, where he presented two papers on Circuit Breaker Condition Monitoring. Mr Jeff Hanson, Mr Barrie Harding, Mr Stewart Jervey and Dr Alex Ormond attended the Pacific Region Conference on Electrical Engineering Education in Sydney, at which Mr Harding presented the paper "Undergraduate Engineering Courses with Special Entry Scheme".

Research and Consultancy

Mr Robin Lister undertook a research program on acoustic noise in converter-fed asynchronous electrical machines, and Dr Malcolm Reid researched security aspects of commercial computer systems.

Consultancy included a control systems course for Royal Australian Navy officers, Unix workshops, a BHP control systems course and consulting for Varian Techtron.

Department of Mechanical and Industrial Engineering

Research and Consultancy

Mr Damien Kennedy, Dr Brian Jenney, Mr Bevis Barnard and Mr Kees Sietsema were involved in the Ford Retraining Program. Mr Hail Okyar was involved in Siman simulation training for Hoover. Mr Kenneth Deutscher carried out linkage analysis for the Australian Lucerne Cooperative as well as environmental chamber design for the Chisholm Timber Engineering Technology Centre. Mr Barnard worked on a tomography rig for the Physics Department.

Visitors

Professor Grant Steven of Sydney University and Ian McPherson of Napier College, Edinburgh, visited the Department during the year.

Division of Information Technology

General Activities

In 1988, the Division introduced a sponsorship scheme for students in the first year of the Bachelor of Applied Science (Computing), involving a cash payment of $500 - $1000 per year and guaranteed vacation employment of $500 per year. The companies supporting the scheme were AO Computer Services, BP Australia, ICI, Paxus Financial Systems and Kodak.

It was a record year for graduate numbers with 125 from the Bachelor of Applied Science (Computing), 75 from the Graduate Diploma in Business Technology, nineteen from the Graduate Diploma in Information Technology and one from the Master of Applied Science (Computing) by coursework – the first from such a course in Victoria. Considerable interest was expressed by overseas students in the full-fee courses – in particular, the Graduate Diploma in Computing and...
the Bachelor of Applied Science (Computing). Also, Telecom Australia paid the costs associated with two Graduate Diploma in Computing students. The submission for reaccreditation of the Graduate Diploma in Business Technology was completed in May.

The Division commenced upgrading its microcomputer laboratories using funds from full-time students, and funds generated by the Pearcey Centre were again used to provide equipment for staff.

**Research and Consultancy**

Mr David Arnott, Head of the Department of Information Systems, continued his research on cognitive thinking. Ms Lindy Stewart, a tutor in the Department of Information Systems, undertook a three-month teaching program at RMFT.

The Division received a research grant from the Victorian Education Foundation to the value of $266,040. The grant will enable the Division to establish a research program in the use of microcomputer-based education for the 30 full-time students in the Bachelor of Applied Science (Computing). The Department of Software Development secured sponsorship of a senior lecturer position by Computer Power Education, due to be appointed early in 1989.

**Conferences**

Staff from the Division attended a number of seminars including the Australian Computer Society Annual Conference in Surfers Paradise and the Colleges of Advanced Education Computing Conference in Perth.

**Pearcey Centre for Computing**

In 1988 the Centre commenced operations from level four of the Technology Tower at the Caulfield campus. New surroundings and facilities enhanced the Centre's image, with income exceeding $727,000 and profits over $113,000—both record levels. The Centre conducted 143 courses on 49 different topics with 2,374 students. Evening short course attendance averaged 701 per semester.

Major clients for courses and consultancy included the Australian Wool Corporation, Coles-Myer, the Department of Defence, GRE Insurance, Melbourne and Metropolitan Board of Works, National Australia Bank, the State Electricity Commission of Victoria and Shell Australia. Customised course development projects were conducted for Coles-Myer, National Australia Bank and Shell Australia.

In September, the Centre released its Consultancy and Short Course Prospectus, describing the resources available to the Centre through the Division of Information Technology, and we gratefully acknowledge the cooperation of the Division.

**Division of Mathematical and Environmental Sciences**

**General Activities**

The Bachelor of Applied Science (Multidiscipline) increased its first year quota by twelve per cent. To provide access to individuals who had not taken formal science studies to year twelve, a bridging course was developed and offered in December and January prior to commencing the formal course. Consequently, this course was offered again in December 1988.

The Graduate Diplomas in Water Science and Applied Polymer Science were reaccredited for a further five and seven years respectively. Masters degrees by research continued to be a major activity within the Department of Chemistry and Biology. Service teaching in mathematics, chemistry and biology continued, with a large growth in service to the Nursing course as the second year was implemented.

**Department of Chemistry and Biology**

**General Activities**

A new major study in Aquatic Science, developed utilising the expertise developed through the activities of the Water Studies Centre, was one of the first Chisholm courses to follow the path of internal accreditation, and the Department hopes to introduce it in the first semester of 1990.

Two Chemistry students were awarded Masters Degrees during the year, and eight students were awarded Graduate Diplomas in Applied Polymer Science.

Two new lecturers, Dr Mark O'Brien and Dr Ralph Anwas, were appointed for the Bioscience and Microbiology sections. Mr Ian McKelvie worked full-time at La Trobe University towards his Doctorate. Ms Patricia Geraghty spent some time with the Environment Protection Authority. Mr Tom Davies was promoted to Senior Lecturer and Mr McKelvie was awarded a double increment in recognition of his services to the department. Dr David Hewitt took over as Head of Department in March.
The Centre for Stream Ecology completed its first full year of operation during 1988, with Dr Barry Hart being seconded as Director.

The Centre's goals are:

1. To undertake scientific research leading to an improved understanding of the ecology of Australia's rivers and streams, and to quantify the effects of catchment and in-stream disturbances on ecosystems.
2. To ensure that this knowledge results in better management of these systems.
3. To provide an expert consulting service to government departments, industry and the general public in the broad area of river management.

To assist in achieving these goals the Centre has developed a comprehensive strategy plan for the next five years.

The Centre's research is organised into five programs:
- Stream Ecology – Stream Communities (Dr P.S. Lake Coordinator), Stream Ecology – Stream Processes (Dr Ian Campbell), Aquatic Colloidal Chemistry (Dr Ron Beckett), Water Quality Instrumentation (Mr Ian McKelvie) and River Management (Ms Patricia Geraghty).

Research funding totalling $442,000 was expended during 1988, with the Australian Water Research Advisory Council (AWRAC) being the largest single source of funds. Seven projects received funds from the AWRAC. Other projects were supported by the Australian Research Council, Mornington Peninsula and District Water Board, Department of Water Resources, Environment Protection Authority, Department of Conservation, Forest and Lands, Salinity Bureau, Murray-Darling Freshwater Research Centre, Mindata Pty Ltd and the Department of Industry, Technology and Resources. Two post-doctoral research fellows, Dr Barbara Downes and Dr Rick Edwards, joined the Centre.

Consultancy activities were greatly increased, with a gross turnover exceeding $260,000. An important project to review the biological effects of salinity in rivers, streams and wetlands was undertaken for the Salinity Bureau. This project will establish the Centre as a source of expertise in the area of the biological effects of salinity. To maintain the awareness of the importance of reversing the degradation to our streams and rivers, some effort was expended on public relations. The Centre produced an informative brochure and two issues of the newsletter Lotic. Three successful two-day short courses on Stream Ecology were run mid-year. Two of the courses were attended by staff from river management boards and the other by staff from the Land Protection Service of the Department of Conservation, Forests and Land.

During 1988 twelve Masters and Doctorate students were associated with the Centre. Two research students, Ms Melinda Day and Mr Grant Douglas, received scholarships to assist with their studies. The Centre was also granted two AWRAC Summer Research Scholarships, awarded to Ms Amanda Kobelt and Mr Michael Douglas who used the funds to complete a small research project.

In February, Dr Beckett attended the American Chemical Society Conference in New Orleans where he delivered the paper, "The Role of Field-Flow Fractionation in Environmental Analysis". Mr McKelvie and Mr Paul Freeman attended the 4th International Conference on Flow Injection Analysis held in Las Vegas in April. In May, Dr Campbell attended the North American Benthological Society Conference in Alabama where he delivered a paper on leaf decomposition.

In February, Professor Ulrich Förstner, Director of the Environmental Protection Department at the Technical University of Hamburg – Harburg, spent two weeks with the Centre and participated in a symposium run on landfill disposal wastes. Professor Förstner's visit was funded by the Federal Government under the Australian-European Water Scheme.

The Centre also hosted two Visiting Fellows. Dr Gene Likens, Director of the Institute of Ecosystem Studies, visited for three weeks in February, and Dr Ken Benca, research scientist with the United States Geological Survey, visited for one month mid-year.

Polymer Research Centre

Major research continued in the areas of free radical chain transfer processes in polymerisation and properties of polymer blends.

Mr Boughdady was awarded a Masters Degree for his work on degradation of PVC model compounds. Work started on the development of new polymeric materials based on chemicals derived from sugar, and a project involving the development of thermal field-flow fractionation for the characterisation of polymeric materials received substantial funding from the Australian Research Commission.
During the year the Department commissioned new equipment largely used for polymer characterisation: Fourier transform infrared spectroscopy and thermal analysis equipment. This has provided us with a facility which has attracted considerable interest from industry and provided the focus for a very successful workshop on polymer characterization.

Mr Kevin Chynoweth attended the Royal Australian Chemistry Institute Polymer Conference in Sydney and was in the final stages of writing his doctoral thesis.

**Department of Mathematical Sciences**

**General Activities**

An outstanding success was achieved when a joint submission with Monash University was made to the Victorian Education Foundation for special funds to provide bridging and supplementary courses in mathematics. As a result, $284,000 was granted and a Centre of Foundation Mathematics has been established with a management board comprising Lindsay Evans (Director), Dr Kenneth Mann and Neil Cameron from Monash University. The Centre will provide on-going facilities for students experiencing difficulties with mathematics. The Department obtained a grant for $25,000 from the Higher Education Equity Program, which was used to provide a summer course in mathematics, physics, chemistry and engineering, designed to assist students lacking the prerequisites for entering courses in Applied Science and Engineering. Funds from a scheme sponsored by the Victorian Post-Secondary Education Commission (VPSEC) were used to promote technological research and development in Colleges of Advanced Education in conjunction with industry. The agreement between VPSEC, Chisholm and private industry has enabled research to be undertaken into automated optimal time series forecasting.

Mr Geoff Bruton was awarded a Master of Science by the University of Melbourne and Mr Peter Davidson completed requirements for a Master of Business Administration at Monash University.

**Centre for Applied Mathematical Modelling**

The function of the Centre is to promote and manage the applied research and consulting activities in mathematics within the Division of Mathematical and Environmental Sciences. In 1988, the Centre saw the successful completion of two major studies funded by grants from the National Energy Research, Development and Demonstration Council (NERDCC): Diagnostic Wind Field Modelling – Development and Validation, and Validation of Air Pollution Dispersion Models.

There was continuing overseas support for the Centre’s air quality modelling activities, exemplified by funding from a new cooperative agreement between the Centre and the USA Forest Service. Also, there was a further research contract with Air Resource Specialists Inc., Colorado, and a continuing research contract with Colorado State University and the National Centre for Atmospheric Research.

The organisation and presentation of a NERDCC-funded national workshop entitled Air Quality Modelling – Science and Application occurred during June. The Centre hosted and contributed to the Latrobe Valley Airshed Study End-of-Study Symposium. The Symposium was held on the Caulfield campus during June and attracted more than 150 people.

Further consolidation of the Centre as a major consultant in regulatory air quality modelling in Victoria resulted in the Ausplume model, developed by the Centre under contract to the Environment Protection Authority, being accepted as the major model for use in Schedule E of the State Environment Protection Policy.

**Visitors**

Visits to the Centre were made by Dr Doug Fox, Chief Meteorologist, USA Forest Service and Dr Bruce Hicks, the Director of the Atmospheric Turbulence and Diffusion Division of the Environmental Research Laboratories, National Oceanic and Atmospheric Administration.
The Academic Secretariat maintained its support to the Academic Board and three of its standing committees: the APC, the Academic Programs Committee (APC), and the Higher Degrees and Research Committee. Service was also provided to the Legislation Committee of Council.

The Academic Board discussed the Dawkins Green Paper and the subsequent White Paper, especially the options for Chisholm in a restructured higher education system. The Board agreed to establish a joint working party with the Equal Opportunity Committee on equity issues and also approved new procedures for the phasing out of Institute courses. After considerable debate, the Board recommended to Council the creation of a Faculty of Business with four Schools (from the previous Departments-within-a-School), and the creation of four Schools (from the previous Divisions) within the Faculty of Technology.

The APC approved accreditation submissions for three new courses: Bachelor of Arts (Police Studies), Graduate Diploma in Municipal Engineering and Graduate Diploma in Educational Studies. After examination by accreditation committees these were subsequently accredited by the Victorian Post-Secondary Education Accreditation Board. Also, five continuing courses were reaccredited. In all, the Academic Secretariat conducted twenty accreditation and reaccreditation committee meetings in 1988, which included a number of submissions from the previous year. The APC also recommended the approval of new courses: Bachelor of Applied Science (Multidiscipline) – Aquatic Studies Major, Bachelor of Technology (Design), Graduate Diploma in Educational Studies, and the Bachelor of Business (Agribusiness), to be taught in collaboration with the Victorian College of Agriculture and Horticulture. These courses were later approved by the Academic Board for submission to the Victorian Post-Secondary Education Commission.

The Institute was Provisionally Declared, from January 1989, to accredit and reaccredit its own courses, and it is anticipated that this will be converted to full course accrediting during 1989.

Chisholm’s first Doctor of Philosophy candidate commenced in 1988 in the Department of Chemistry and Biology, gaining financial support from a Victorian Post-Secondary Education Commission scheme designed to assist research in the college sector. Also, the Masters by Research programs continued to operate in four of the Schools.

The Higher Degrees and Research Committee allocated seventeen grants to staff from the Central Research Fund. In its inaugural issue, Chisholm Research Report 1987 illustrated the significance of the fund for Chisholm. The Committee developed a research policy for the Institute which was subsequently approved by the Academic Board, and it is anticipated that a Research Management Plan will be produced which will provide a research infrastructure for Chisholm. The Committee played a major role in the production of the Research Profile section of the Educational Profile 1989-91, prepared at the request of the Department of Employment, Education and Training.

The Secretariat conducted elections for various Institute committees, with nominations called for sixty positions, necessitating fifteen polls.

The Secretariat was also responsible for administering the Institute’s Staff Qualifications Policy, which involves obtaining evidence of staff qualifications, establishing that they are recognised under Chisholm policy, and approving them for inclusion in Institute publications.

Computer Centre

There was a sharp decline in work processed by central computing resources in 1988 due to increased use of the new microcomputer laboratories. The laboratories, which are centrally supervised and contain 60 systems, have been made available for supervised seven-day access.

In the use of the Pyramid UNIX system, there has been a trend towards fewer logins but longer connect times due to the implementation of the 4GL software Ingres, introduced to supplement Oracle on the Data General MV8000. Elsewhere, Business and Digital Technology usage declined; Engineering, Human Resources, Art & Design and Social & Behavioural Studies usage was approximately unchanged and Mathematical & Environmental Sciences increased. Use by Information Technology appeared to have dropped, but this was offset by the considerable increase in microcomputer use on both campuses.

The VAX 11/750, introduced into administration at the start of the year, was used almost exclusively by Finance Branch, leading to a four-fold increase in their resource utilisation, although paper usage decreased. Student Administration and the Academic Registrar’s Department became the main users of the Data General MV4000, while the Data General MV8000 saw academic usage until the end of November, after which it was very successfully used for enrolments.
Educational Development Unit

**General Activities**

The new head of the Educational Development Unit, Mr. John Julian, arrived at the end of March. EDU had been without a permanent head for two years and the Unit is grateful to Byron Nichols, Media Services manager, who was Acting Head during that time. Mr. Julian comes from the University of Melbourne where he was a Lecturer in the Centre for the Study of Higher Education and co-ordinator of the University's Audio Visual services. His first degrees are in Engineering and Applied Science, he has a Masters degree in education and is completing a Master of Business Administration at Monash.

Computer skill training for staff included 85 staff attending Disk Operating System (DOS) training courses, 35 at Lotus 1-2-3 courses and eight at a dBase course. Many staff sought advice on the use of their microcomputers, and the Unit provided office support for the formation of a special interest group on Information Technology.

An induction seminar for new staff was conducted in April, and a revised form of seminar is to be tried in 1989 with more emphasis on the provision of organisational information and (for academic staff) seminars on teaching skills.

An extensive survey of academic staff development needs was carried out as a preliminary to the planning of a program for 1989. Requested topics include alternative methods of assessment, effective small group teaching and maintaining quality teaching with limited resources. There was also considerable interest shown in sessions on professional competence (such as preparing grant applications and getting works published) as well as in basic media skills.

The head of the Unit offered confidential assistance throughout the year to staff with teaching problems. In addition, detailed advice and assistance with the preparation of questionnaires was given. As usual, subject evaluation and teacher evaluation questionnaires continued to be used extensively by staff.

The head of the Unit was involved in negotiations between the Directorate and union representatives resulting from the second tier wage agreements, and to stimulate discussion he prepared an extensive paper entitled Academic Staff Development and Staff Appraisal at Chisholm: A Framework for Discussion.

Language Development Section

**General Activities**

In a very productive year, the Language Development Section again assisted more than 500 Chisholm students with their academic literacy, oracy and study skills. For most of the year, the Section was served by two full-time staff members and the part-time secretary. Secretarial assistance has allowed the freeing of academic staff for development of materials, as well as offering higher quality time to the students. Also, the Section was able to develop a Student Self-Access Centre where students were given guidance in their selection of materials for borrowing.

Students' time constraints meant that they received most of their tuition on an individual basis, but some found the time to attend short courses on topics such as Spoken English, Reading and Notetaking, and Academic Writing Skills. An Academic Orientation Program run in February was attended by twenty students and covered Private Study Methods, Making the Most of Class Time and Essay and Report Writing. Second year Engineering students who were speakers of English as a second language were again given some alternative tutorials focusing on speaking and writing.

A beneficial Student Mentor Scheme was begun whereby later year students were involved in assisting first year students.

The staff member representing the Section on Frankston campus for one day a week was temporarily funded by the Educational Development Unit to offer appointments for students on a second day per week for two months. This was so successful that the period was extended to thirteen weeks.

Other activities included the provision of advice to the David Syme Business School, the Directorate, and the Academic Board on English language testing. Audiovisual productions included the videotape *Study Skills – Private Study and an audio tape and booklet package, Passing Exams.*
Academic Services

Media Services Section

General Activities

In April 1988, the section welcomed Rob Neale who was appointed as a tutor in a shared appointment with the School of Education. He has responsibility for staff and student courses on audiovisual presentation techniques.

Acquisitions during the year included the introduction of Super VHS video equipment — a JVC BRS410E portable recorder and two JVC BRS810E editing recorders — to replace the ageing National NV8500 machines bought in 1982 when VHS was first used at Chifley. To complement these recorders, a JVC KM3000 component vision mixer (which separates chrominance and luminance signals to retain image quality) was installed, the entire system being driven by an Abner computerised edit controller. Commodore Amiga 2000 computers were introduced into video post-production to generate titles and 3D graphic images. Considerable development has also taken place in the production of 35mm slides from the Amiga computers.

The section was fortunate in obtaining the services of Peter Couchman, a regular ABC current affairs commentator and South East Asian correspondent, as a presenter in the program Chifley — A Course For Your Future. This program was produced for the Institute Community Services Office, who used it extensively in South East Asia for recruiting full-fee students.

A number of major photographic projects reached the public in a variety of forms and at many locations. Three one-metre square display panels on “The Extraction of Alkaloids from Aboriginal Medicinal Plants” were prepared as publicity for the Aboriginal Pharmacopoeia project by Tim Jackson, a Masters Chemistry student, supervised by the Director, Dr Geoffrey Vaughan. The display was exhibited during Open Day and at Expo '88. The section produced the poster and many photographs in the book for the Images of the Ancient World exhibition held at the Westpac Gallery. The Bicentennial stained glass windows in the cycle Streams of Consciousness, produced by former lecturer in Ceramic Design Klaus Zimmer, were photographed for the Uniting Church before being installed in their Collins Street Church.

Institute Community Services

General Activities

In March 1988 the Council of the Institute defined the aims of Institute Community Services:

1. To provide short-term support for those members of the Institute who seek assistance with difficulties or needs in areas such as learning or teaching; coping with personal, family and work problems; assistance with financial, housing and child care support; advice on religious and moral dilemmas; vocational uncertainties and opportunities; legal matters, and medical issues.

2. To offer members of the Institute the possibility of expanding personal horizons through the provision of information on subjects such as job seeking skills, diet, employment opportunities, effective study methods, contraception, first aid, resuscitation techniques, and participation in group sessions to improve family, social and work relationships.

3. To extend and enhance the capacity of the Institute to provide the services above to its members through agreements and links with organisations and groups outside the Institute.

4. To foster and undertake research which supports the effective provision of such services to members of the Institute.

5. To support the Institute’s efforts to reduce student attrition and increase student retention and completion rates.

Procedures to evaluate performance against these aims are being developed.

Institute Community Services on the Frankston campus underwent major changes with the mid-year resignation of both the coordinator and the counsellor, but services to students and staff were maintained. In the Health Services there were increased numbers of students and staff seen on a personal basis. Careers Advisory Services at Frankston continued to expand to meet the increasing numbers using its facilities, with the campus interview program being broadened to incorporate more companies.

The counsellor’s time fraction was increased to help cope with increasing demand and enable some “proactive”, preventative work to be done on campus. Careers Advisory Services facilitated final year students in their transition to the workforce and conducted a survey of graduates which found that nearly all those looking for full-time or part-time work were successfully placed five months after completing their courses.
Child Care Services provided assistance and advice regarding child care facilities and offered a specialised counselling service in relation to dual role and family/child related areas. The Child Care Services Committee was established with the result that ongoing liaison between child care facilities, parents and Chisholm has been enhanced. The development of further on-campus child care facilities are also promoted by this Committee in conjunction with the Child and Family Service. Counselling Services continued their successful program of teaching stress management, assertiveness, time management and related skills to groups of students. Individual work with students and staff is always the first priority for counsellors, including Ausstudy information and assistance with special needs both personal and academic. The Service continues to seek creative ways of enhancing student participation, and counsellors were active in a variety of Chisholm committees. The Health Services increased their teaching commitment to nursing students from Chisholm and Footscray Institute of Technology, as well as to Monash medical students. The strong liaison with the family medical program continued.

Chisholm's Nursing Sister, Barbara Pittard, passed the St John's First Aid Instructor's Course and has run certificate courses within the Institute.

Library

**General Activities**

During the year the Institute Librarian, Mr Don Schauder, was appointed as Librarian at Royal Melbourne Institute of Technology. Mr Hans Groenewegen, previously the Executive Director of the Cooperative Action by Victorian Academic Libraries, will commence as Chisholm's new Institute Librarian in 1989.

Through an improved acquisitions budget and the improved value of the Australian dollar, Chisholm Library was able to develop its collections. At the Frankston Campus special emphasis was placed on the collections supporting nursing and business studies courses, assisted by the availability of an expanded area to accommodate the increased collections and users.

Numerous Compact Disc Read Only Memory (CD-ROM) products were acquired during the year and staff devoted a good deal of time to training library users in their operation. Thus business studies students were educated in the use of the Supermap census data compact disc, and made extensive use of its data throughout the year. The Educational Resources Information Center CD-ROM provided students with access to the pre-eminent education database. Library staff enhanced this product, permitting users to limit their database searches to items in periodicals held at the relevant campus. The PC-SG compact disc enabled students to load any of over two thousand public domain packages onto their own disks. The acquisition of an ABI/Inform CD-ROM provided users with access to over 200,000 citations and abstracts of articles from more than 700 international business journals over the past five years. NewsTrack, a microwave-based "wire service" provided by Australian Associated Press, replaced the Corporate Report service and enabled users to access current news and information. Development of the Frankston Databank local history and community information databases continued, with significant input from volunteers from local groups and trainees from the Westport Information Technical Centre.

At the Caulfield campus, the pressure of growing user numbers was acknowledged by the Institute through the allocation of additional space on levels one and two of the Boykett Building. Library staff decided to transfer the Library's Administration and Technical Services sections to level two, enabling expansion of the user services offered on level three. A large compactus stack, scheduled for location on level one, received government funding and is expected to alleviate the overcrowding in the periodical and book stacks.

Chisholm was one of five Victorian libraries to participate in an Innovation Award Scheme, the training for which was organised by the Cooperative Action by Victorian Academic Libraries. Intended to provide incentives for staff to develop innovative ideas for the library, the necessary training program was commenced in 1988. Once staff training is completed the scheme will commence operation, probably in the second half of 1989.

The Library's annual corporate planning day was renamed "Information Exchange Day", and themes of key sessions were Communication within the Library, Staff Training and Development, and the Image of the Library, with guest speakers presenting the academic and student viewpoints.

As part of the institute’s discussions with Monash University, the staff of both libraries proceed with a series of fruitful meetings aimed at getting to know...
each other and commencing viable cooperative ventures. Valuable discussions took place on the possibility of Chisholm sharing Monash's new library system, because of the increasing inadequacy of its current Automated Library Information System to cope with Chisholm's needs. The result was a submission made by Monash University to the Commonwealth Government for funding to permit this.

Visitors
A Visiting Fellow hosted by the Library was Professor Michael Buckland from the School of Library Science at the University of California at Berkeley. Professor Buckland attended a meeting of the Library Advisory Committee and offered comments to members, as well as meeting with groups of library staff. Two valuable seminars were held at which Professor Buckland spoke on "Coordination and Planning of Libraries, with particular reference to the Ten Year Plan at the University of California", and "New Technology in Libraries, with Reference to the Future of Library Collections".

Conferences
An active program of staff development continued throughout the year, including attendance by several staff at conferences such as the On-line Conference, the Library Association of Australia's Biennial Conference, and the International Federation of Library Associations (IFLA) Conference. In addition, Chisholm Library was joint host to the pre-IFLA Seminar of the International Association of Technological University Libraries, where the topic of discussion was "The Potentialities and Limitations of Networking".

Public Relations Office
General Activities
During 1988, the Office prepared publications, media releases and administered the Institute's advertising, in addition to dealing with public enquiries and exhibitions. The Office prepared a number of the Institute's publications, including the 1988 Handbook, Chisholm Prospectus, the 1987 Annual Report, three editions of the Chisholm Gazette, three brochures detailing undergraduate and postgraduate courses and information for disadvantaged students (in conjunction with the Admissions Office). A Welcome to Chisholm booklet for new staff and the Open Day program and flyers were also prepared by the Office.

The Office's computer-based publication system was extended, leading to further improvements in the volume and quality of material produced. Using this system, a history of Australian computing was published, written by the pioneer of computing and an ex-Dean of the former School of Computing, Dr Trevor Pearcey.

A total of 41 media releases were prepared, gaining good coverage in the local and metropolitan press. The Institute featured in 254 press items and an unknown number of trade and electronic media items. The Institute placed approximately $239,000 of press and radio advertising through the Public Relations Office in 476 advertisements, mainly for recruitment and course promotion. The Office also assisted in the preparation of several displays, and in the running of a stand at the Careers Expo '88.

The Institute held its annual Open Day for members of the public to attend the two campuses on Sunday 14 August 1988. Around 12,500 people attended to see the services, courses and facilities Chisholm provides for its allocation of public monies, and it was a successful and enjoyable day with good weather. Academic and general staff provided their time, at no cost, for preparation and running of activities and displays.

Records Administration and Telematics
General Activities
The first phase of a microcomputer-based keyword register system for Central Registry was completed in 1988, with the purchase of five workstations linked to the MIST network. A Keyword Register Document Manager Program was also developed by Management Information Services (MIS). The Novell network will provide access to centralised data through the MIS fileserver, instead of via the MV4000 computer. Central Registry will eventually purchase its own fileserver and printer to complete the second phase of networking in order to enable autonomous operations.

In 1988, archival and non-current Council minutes (1922–85) were microfilmed for the first time, and this will continue on an annual basis.

The manager and telephonists in Telematics, in collaboration with members of the Communications Working Party, were involved in the planning and administrative arrangements for the introduction of a new Plessey Integrated Systems Digital Exchange (ISDX) telephone system to be installed on both campuses in 1989.
Development Office

General Activities

Following a review by the Directorate, the Development Office will be replaced by a Commercial Office in 1989. This new title will more clearly describe the role of the office as it has emerged over the last two years.

In the first part of 1988 activities were directed toward obtaining commercial occupancy of the Technology Tower. By 30 June the facility was fully let and eighteen tenants now occupy the Tower. After structuring the property management arrangements and working closely with the Student Union it was obvious by the end of the year that the project was a commercial and operational success. There is scope, however, to improve the catering services and special room bookings, and to ensure better utilisation of the multipurpose facilities. The Student Union administration has responded quickly to tenant needs and has cooperated freely in all relevant management matters. The project is a model for the future, not only for Chisholm but for post-secondary campuses throughout Australia. Hamilton Lawson Pty Ltd, a local real estate firm, was appointed in July as managing agent for the Technology Tower as well as the Caulfield East Plaza Shopping Centre. It was considered that more personal service would result with a shift away from the major firms and our early experience has affirmed this. Our arrangement requires Hamilton Lawson to provide a full management service on the Plaza property and a financial service for the occupants of the Technology Tower. Day to day management matters are handled directly by the Development Office. It was a difficult year for the tenants of the Plaza, particularly with the growing competition from Oakleigh, Chadstone and Malvern. The immediate problem remains the securing of appropriate commercial tenants for space currently occupied by Institute Community Services. It is hoped that this will be achieved in the first half of 1989.

Much effort was devoted to consolidation of the Caulfield site. The purchase of the large Lauritz holdings on Princes Street and Railway Avenue, and the outcome of a current litigation process involving the property at 889 Dandenong Road, should leave the Institute with only three residential and one small business site remaining in private ownership within the reserve. The outcome of the current land compensation case on 886 Dandenong Road should at least determine the value of the remaining properties. The Caulfield City Council and the Victoria Amateur Turf Club are now aware of the benefits of integrated development, and a working party comprising the major bodies in the Caulfield campus area has brought about an agreement where common action will be taken on problems such as parking and traffic regulation.

In the second half of the year a recruitment and marketing program was undertaken in South East Asia for fee-paying overseas students. The Institute directed its initial campaign at the markets of Malaysia, Hong Kong and Singapore and this has proved successful, but the challenge for the future will be to secure full-fee overseas students as a long term program.

The appointment of contract caterers at Caulfield in 1988 was a significant change from previous operational practices. By mid-year, serious concerns were being expressed about the performance of the contractor and after discussions with the Associate Director (Planning and Resources), the Development Office assumed responsibility for the management of this contract. By the end of the year a full review of the operational outlets and service provision on the Caulfield campus had been undertaken.

Finance Branch

General Activities

This year saw the implementation of significant changes to the Institute's accounting systems. A new computer-based financial management system became operational, which covers placement of orders, accounts payable, general ledger and the production of accounting reports. The system enables staff to interrogate the database with enquiries regarding orders and creditors - including amounts owing and payments made. It is supported by a strong user group from government and commerce, and will be regularly enhanced by the supplier to meet Chisholm's changing needs. Considerable effort was devoted to the training of cost centre staff in the use of the new system.

A new structured chart of accounts was introduced, incorporating a pyramid-based structure which allows the production of reports at any level up or across the pyramid. Work also commenced on a total review of the institute's payroll system, with the intention of implementing a new system in 1989.
Human Resources Department

General Activities

In January 1988, the former Staff Branch of the Institute changed its title to Human Resources Department. This was done to more accurately reflect the expanded roles and responsibilities of the Department. During the year a myriad of developments took place both within and from outside the Department, which had significant impact on its day to day management and forward planning needs to take the Institute into the 1990s.

The Department provided training for members of the Institute's staff who participate in selection committees for new appointees. The educational role of the Human Resources Department and its staff in the implementation of formal Selection Criteria against which all candidates are assessed is a continuing one and it is envisaged that further formal training will be provided in 1989. A complete review of the Institute's appointment and selection processes is being undertaken, with a view to incorporating new, refined, fair and efficient appointment and selection procedures. New procedures for the selection and appointment of senior staff of the Institute have been developed and incorporated in the Staffing Procedures Handbook.

By year's end, the Department nears completion of the installation of the Hay method of job evaluation for PACCT staff of the Institute. By the end of March 1989, 350 jobs will have been evaluated under the process and a maintenance-review program is currently being developed.

Superannuation developments resulting from the three per cent productivity settlement in July saw the introduction of the Tertiary Education Superannuation Scheme for certain categories of Institute academic and general staff.

An Occupational Health and Safety Officer was appointed to provide services aimed at the prevention of accidents at work.

Further developments planned for implementation in 1989 include performance appraisal for staff in accordance with second tier agreements. Whilst this will be done by departmental heads of cost centres, central training, monitoring, advice and assistance will be provided by the Human Resources Department in conjunction with the Educational Development Unit.

In 1989, The Department will provide in-house training for staff on the Institute's responsibilities and requirements under the Occupational Health and Safety Act.

The Department expects to purchase a new computerised staff database, designed to improve the quality and efficiency of salaries, budgeting, statistical and staff administration functions in 1989.
Human Resources Department

**General Activities**

In January 1988, the Staff Branch of the Institute changed its title to Human Resources Department. The Department provided training for staff who participate in selection committees for new appointees and it is envisaged that further formal training will be provided in 1989. A complete review of the Institute’s appointment and selection processes was undertaken, with new procedures for the appointment of senior staff and technical (PACCT) staff of the Institute. Superannuation developments resulting from the three per cent productivity settlement in July saw the introduction of the Tertiary Education Superannuation Scheme for certain categories of Institute staff.

An Occupational Health and Safety Officer was appointed to provide services aimed at accident prevention. The Department was also involved in training staff in the Institute’s responsibilities under the Occupational Health and Safety Act.

Performance appraisal of staff in accordance with second tier wage agreements was undertaken by departmental heads of cost centres, with central training, monitoring, advice and assistance being provided by Human Resources Department and the Educational Development Unit.

In 1989, the Department expects to purchase a new computerised staff database, designed to improve the efficiency of salaries, budgeting, statistical operations and staff administration.

Resources Branch

**General Activities**

The School of Art and Design, the David Syme Business School and the School of Social and Behavioural Studies all operate courses on both campuses. The Schools of Nursing and Education are based exclusively on the Frankston Campus and the Faculty of Technology is exclusive to the Caulfield campus, other than for two undergraduate courses in computing and technology.

The actual number of students enrolled as at 30 April 1988 was 5,742 at Caulfield, an increase of 258 students or 4.70 per cent, and 2,160 at Frankston, an increase of 378 students or 21.21 per cent.

The Government Policy of previous years seeking to maximise the intake of new undergraduate students continued in 1988. The Victorian Government supplied some funding for undergraduate students as part of its Youth Guarantee initiative, providing 105 equivalent full-time places for new undergraduates and 176 equivalent full-time places for returning students. The Faculty of Technology received funding enabling course tuition for some 80 students. In addition, the 321 Equivalent Full-Time Student Units (EFTSU) enrolments in the School of Nursing are funded through State and Commonwealth grants. In 1988, quota funding moved from EFTSU at 30 April to an annual load funding of 5,976 EFTSU. Chisholm's equivalent annual load at 30 April was 6,037 EFTSU. In 1987, Chisholm experienced a significant shift towards full-time students - no doubt influenced by the introduction of the Higher Education Administration charge. In 1988 the full/part-time ratio showed only a small increase. The overall Chisholm 1985-88 full/part-time student numbers are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Ratio (full-time:1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985</td>
<td>3,441</td>
<td>3,050</td>
<td>1.128</td>
</tr>
<tr>
<td>1986</td>
<td>3,751</td>
<td>3,105</td>
<td>1.208</td>
</tr>
<tr>
<td>1987</td>
<td>4,189</td>
<td>2,936</td>
<td>1.427</td>
</tr>
<tr>
<td>1988</td>
<td>4,713</td>
<td>3,189</td>
<td>1.478</td>
</tr>
</tbody>
</table>

The ratio of male:female students decreased from 1.36:1 in 1987 to 1.267:1 in 1988. The male:female ratio for new enrollments was 1.095:1 compared with 1.111:1 in 1987. The number of overseas students increased to 316 from the 257 enrolled in 1987.

Tertiary awards totalled 1,709 including 454 postgraduate awards and six masters awards.
Campuses Manager

General Activities

Planning activities during the year included the adoption by the Institute Council of Master Plan Reports for both campuses, submissions for Commonwealth funding for a Technology Teaching Building at Frankston, the replacement of buildings D and E and the refurbishment of other buildings at Caulfield and additional student residential accommodation at Frankston. Plans were also developed for a new car parking area and the use of houses on property acquired west of Queens Avenue at Caulfield. Works carried out on the Caulfield Campus during the year included the completion of a carpark on the site previously occupied by Student Union buildings, the conversion of part of the main cafeteria space in building A into three classrooms and a meeting room, and the refurbishment of level three of building C for the David Syme Business School. Work commenced on the refurbishment of level four of building C and on the replacement of all major services, and the refurbishment of level three, of the Caulfield Technical School building.

At Frankston, works included the relocation and refurbishment of space for the Student Union, Computer Centre and Bookshop and expansion of Library and Institute Community Services areas. Work on a 220-space parking area and the installation of a disabled person’s lift in building A commenced late in the year.

The appointment of two Works Officers, Mr Greg Brown at Frankston and Mr Russell Thomas at Caulfield, enabled Premises Branch to increase efforts to upgrade campus facilities. The Branch accepted responsibility for security and parking, and a significant development in this latter activity was an order made by the Minister for Transport extending the provisions of the Road Safety (Traffic) Regulations to land which is under the control of the Institute.
<table>
<thead>
<tr>
<th>Associate Diploma</th>
<th>Diploma</th>
<th>Bachelor</th>
<th>Graduate Diploma</th>
<th>Higher Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art and Design</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceramic Design</td>
<td>Graphic Design</td>
<td>Ceramic Design</td>
<td>Fine Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Craft</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graphic Communication</td>
<td></td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td></td>
<td>Master of Business (Marketing)</td>
</tr>
<tr>
<td>Secretarial Studies</td>
<td>Applied Science/Business</td>
<td>Accounting Information Systems</td>
<td>Administrative and Secretarial Studies</td>
<td></td>
</tr>
<tr>
<td>(Legal or Medical)</td>
<td></td>
<td></td>
<td>Agricusiness</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Banking and Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Office Administration</td>
<td></td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td></td>
<td></td>
<td>Master of Education</td>
</tr>
<tr>
<td>Teaching (Early Childhood)</td>
<td></td>
<td>Teaching (Fourth Year)</td>
<td>Educational Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Outdoor Education</td>
<td></td>
</tr>
<tr>
<td><strong>Nursing</strong></td>
<td></td>
<td></td>
<td></td>
<td>Master of Arts</td>
</tr>
<tr>
<td>Applied Science (Nursing)</td>
<td></td>
<td></td>
<td>Applied Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Community Education</td>
<td></td>
</tr>
<tr>
<td><strong>Social and Behavioural Studies</strong></td>
<td></td>
<td></td>
<td>Multicultural Studies</td>
<td></td>
</tr>
<tr>
<td>Police Studies</td>
<td></td>
<td></td>
<td>Welfare Administration</td>
<td></td>
</tr>
<tr>
<td>Welfare Studies</td>
<td></td>
<td></td>
<td>Arts/Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arts</td>
<td></td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td></td>
<td></td>
<td></td>
<td>Master of Applied Science (Computing)</td>
</tr>
<tr>
<td>Applied Science (Computing)</td>
<td></td>
<td></td>
<td>Applied Polymer Science</td>
<td></td>
</tr>
<tr>
<td>Applied Science (Digital Technology)</td>
<td></td>
<td></td>
<td>Business Technology</td>
<td></td>
</tr>
<tr>
<td>Applied Science (Multi-discipline)</td>
<td></td>
<td></td>
<td>Computing</td>
<td></td>
</tr>
<tr>
<td>Applied Science (Technology)</td>
<td></td>
<td></td>
<td>Digital Communications</td>
<td></td>
</tr>
<tr>
<td>Applied Science/Business Engineering (Civil and Computing)</td>
<td></td>
<td></td>
<td>Information Technology</td>
<td></td>
</tr>
<tr>
<td>Engineering (Electrical and Computing)</td>
<td></td>
<td></td>
<td>Project Management</td>
<td></td>
</tr>
<tr>
<td>Engineering (Industrial and Computing)</td>
<td></td>
<td></td>
<td>Robotics</td>
<td></td>
</tr>
<tr>
<td>Engineering (Mechanical and Computing)</td>
<td></td>
<td></td>
<td>Structural Computations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water Science</td>
<td></td>
</tr>
</tbody>
</table>

34 1988 Annual Report
Equivalent full-time enrolment by campus

<table>
<thead>
<tr>
<th></th>
<th>1986</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>4015.00</td>
<td>4124.00</td>
<td>4442.50</td>
</tr>
<tr>
<td>Frankston</td>
<td>1390.00</td>
<td>1531.00</td>
<td>1864.00</td>
</tr>
</tbody>
</table>

Equivalent full-time enrolment by campus/school

Enrolment comparison by gender

<table>
<thead>
<tr>
<th></th>
<th>1986</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design</td>
<td>112.50</td>
<td>112.00</td>
<td>128.00</td>
</tr>
<tr>
<td>Business</td>
<td>444.25</td>
<td>474.00</td>
<td>516.75</td>
</tr>
<tr>
<td>Education</td>
<td>392.50</td>
<td>448.50</td>
<td>459.00</td>
</tr>
<tr>
<td>Nursing</td>
<td>128.00</td>
<td>324.00</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioural Studies</td>
<td>209.75</td>
<td>243.00</td>
<td>269.25</td>
</tr>
<tr>
<td>Technology</td>
<td>99.50</td>
<td>126.00</td>
<td>167.00</td>
</tr>
</tbody>
</table>

Male | Female

<table>
<thead>
<tr>
<th></th>
<th>1986</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design</td>
<td>1986</td>
<td>1987</td>
<td>1988</td>
</tr>
<tr>
<td>Business</td>
<td>1444.50</td>
<td>1479.50</td>
<td>1544.50</td>
</tr>
<tr>
<td>Social and Behavioural Studies</td>
<td>569.75</td>
<td>600.50</td>
<td>640.25</td>
</tr>
<tr>
<td>Technology</td>
<td>1509.25</td>
<td>1634.50</td>
<td>1848.25</td>
</tr>
</tbody>
</table>

1988 Annual Report
Equivalent full-time enrolment by field of study

<table>
<thead>
<tr>
<th>Field of Study</th>
<th>1986</th>
<th>1987</th>
<th>1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied science</td>
<td>1169.00</td>
<td>1248.50</td>
<td>1452.00</td>
</tr>
<tr>
<td>Arts</td>
<td>523.00</td>
<td>523.00</td>
<td>537.50</td>
</tr>
<tr>
<td>Business/commerce</td>
<td>1931.00</td>
<td>2001.00</td>
<td>2152.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>568.50</td>
<td>563.50</td>
<td>629.50</td>
</tr>
<tr>
<td>Nursing/paramedic</td>
<td>183.00</td>
<td>128.00</td>
<td>324.00</td>
</tr>
<tr>
<td>Social sciences</td>
<td>689.50</td>
<td>744.50</td>
<td>804.00</td>
</tr>
<tr>
<td>Teacher education</td>
<td>392.50</td>
<td>448.50</td>
<td>459.00</td>
</tr>
</tbody>
</table>

Full-time/Part-time enrolment

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986</td>
<td>25.0%</td>
<td>22.5%</td>
</tr>
<tr>
<td>1987</td>
<td>23.0%</td>
<td>21.6%</td>
</tr>
<tr>
<td>1988</td>
<td>21.6%</td>
<td>19.8%</td>
</tr>
</tbody>
</table>

New enrolments

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986</td>
<td>21.6%</td>
<td>15.8%</td>
</tr>
<tr>
<td>1987</td>
<td>24.8%</td>
<td>14.3%</td>
</tr>
<tr>
<td>1988</td>
<td>25.5%</td>
<td>14.8%</td>
</tr>
</tbody>
</table>

Re-enrolments

<table>
<thead>
<tr>
<th>Year</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986</td>
<td>32.0%</td>
<td>30.6%</td>
</tr>
<tr>
<td>1987</td>
<td>34.3%</td>
<td>26.6%</td>
</tr>
<tr>
<td>1988</td>
<td>34.1%</td>
<td>25.6%</td>
</tr>
</tbody>
</table>

Enrolment comparison by school

Equivalent full-time academic staff

36 1988 Annual Report
Certification

In our opinion the accompanying Annual Financial Statements of Chisholm Institute of Technology, comprising the Statement of Assets and Liabilities, Consolidated Statement of Income and Expenditure, Statement of Sources and Applications of Funds, together with the detailed supporting statements and accompanying notes which form part of the Annual Financial Statements, have been drawn up so as to present fairly the financial affairs of the Institute and its activities for the year ending 31 December 1988.

Following the finalisation of the Annual Financial Statements, advice was received from the Department of Management and Budget that the Institute's liability for superannuation payments made to retired officers in 1988 was understated by $75,801.82. This additional liability is referred to at note 20 to the Annual Financial Statements. Apart from this matter the undersigned, at the date of signing the statements, are not aware of any circumstances which would render any particulars included in the Annual Financial Statements to be misleading or inaccurate.

P. Ramlor, President of Council
G.N. Vaughan, Director
W.L. Prior, Chief Finance Manager

Dated this Twenty-first day of August, 1989
### Statement 1: Assets and Liabilities

**as at 31 December 1988**

<table>
<thead>
<tr>
<th>Note</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Total Accumulated Funds and Reserves</td>
<td>101,826</td>
<td>96,822</td>
</tr>
</tbody>
</table>

**Represented by:**

**Current Assets**

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts and Cash Balances</td>
<td>5</td>
<td>237</td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td>7</td>
<td>5,316</td>
</tr>
<tr>
<td>Investments</td>
<td>8</td>
<td>4,094</td>
</tr>
<tr>
<td>Inventories</td>
<td>2 ix</td>
<td>196</td>
</tr>
<tr>
<td>TOTAL CURRENT ASSETS</td>
<td>9,811</td>
<td>10,082</td>
</tr>
</tbody>
</table>

**Non-Current Assets**

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Investments/Loans</td>
<td>9</td>
<td>4,167</td>
</tr>
<tr>
<td>Land owned by the institute</td>
<td>10</td>
<td>6,078</td>
</tr>
<tr>
<td>Land vested in the Crown</td>
<td>4</td>
<td>7,897</td>
</tr>
<tr>
<td>Land Subtotal</td>
<td></td>
<td>13,975</td>
</tr>
<tr>
<td>Buildings owned by the Institute</td>
<td>10</td>
<td>13,027</td>
</tr>
<tr>
<td>Buildings vested in the Crown</td>
<td>4</td>
<td>72,113</td>
</tr>
<tr>
<td>Buildings Subtotal</td>
<td></td>
<td>85,140</td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>11</td>
<td>2,535</td>
</tr>
<tr>
<td>TOTAL NON-CURRENT ASSETS</td>
<td>105,817</td>
<td>104,003</td>
</tr>
</tbody>
</table>

**Total Assets**

| 115,428 | 114,085 |

**Less:**

**Current Liabilities**

<table>
<thead>
<tr>
<th>Liability</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors and Accruals</td>
<td></td>
<td>3,698</td>
</tr>
<tr>
<td>Prepaid Tertiary Education Assistance Grants</td>
<td>12</td>
<td>49</td>
</tr>
<tr>
<td>Student Fees Received in Advance</td>
<td>13</td>
<td>234</td>
</tr>
<tr>
<td>Deposits &amp; Bonds Held</td>
<td>14</td>
<td>1,161</td>
</tr>
<tr>
<td>Provision for Long Service Leave</td>
<td></td>
<td>460</td>
</tr>
<tr>
<td>Provision for Recreation Leave</td>
<td></td>
<td>5,602</td>
</tr>
<tr>
<td>TOTAL CURRENT LIABILITIES</td>
<td></td>
<td>9,263</td>
</tr>
</tbody>
</table>

**Non-Current Liabilities**

<table>
<thead>
<tr>
<th>Liability</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Borrowings</td>
<td>15</td>
<td>8,000</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td>13,602</td>
<td>17,263</td>
</tr>
</tbody>
</table>

**NET ASSETS**

| 101,826 | 96,822 |

The above Statement of Assets and Liabilities should be read in conjunction with the notes to, and forming part of, the financial statements.
Statement 2: Consolidated Statement of Income and Expenditure

for year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>Recurrent</th>
<th>Equipment</th>
<th>Minor Works</th>
<th>Extraneous</th>
<th>Eliminations</th>
<th>Total 1988</th>
<th>Total 1987</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
</tr>
</tbody>
</table>

**Grants and Other Revenue**

- **Commonwealth Government Grants**: 35,242, 1,506, 490, 1,377, 38,561, 28,135
- **State Government Grants**: 3,739, 171, 3,964, 5,965
- **Higher Education Admin. Charge**: 2,146
- **Other Income**: 243, 1,700, 1,943, 3,003
- **Research Grants**: 1,377, 2,146, 2,146, 587
- **Fees for Short Courses, Seminars & Consultancy**: 1,972, 1,972, 1,972, 3,936
- **Interest on Investments**: 1,090, 1,090, 1,090, 837
- **Rental Income**: 4,636, 4,636, 4,636, 720
- **Printing Income**: 712, 712, 712, 228
- **Donations**: 262, 262, 262, 16
- **Internal Equipment Funds**: 23

**TOTAL OPERATING REVENUE**: 42,082, 1,530, 490, 11,477, (4,773), 50,806, 42,310

**Operating Expenses**

- **Salaries**: 24,981, 2,374, 27,355, 25,549
- **Superannuation Contributions**: 3,353, 24, 3,377, 2,620
- **Annual Leave Provision**: 33, 33
- **Long Service Leave Provision**: 1,479, 138, 1,617, 1,457
- **Payroll Tax**: 262, 58, 320, 256
- **Consultant Fees & Expenses**: 637, 637
- **Other Personnel-Related Costs**: 845, 166, 1,011
- **Staff Development**: 123, 123
- **Practice Teaching Fees**: 223
- **Building Occupancy**: 4,255, 2,965, (4,176), 2,788, 3,941
- **Communications**: 413, 75, 488, 400
- **Financial Charges**: 17, 51, 68, 17
- **Library**: 789, 33, 822, 462
- **Travelling Expenses**: 310, 673, 983, 96
- **Operational Expenses**: 2,544, 841, (597), 2,788, 3,941
- **Equipment Purchases**: 625, 970, 1,595, 1,634
- **Depreciation**: 544
- **Building Projects**: 225, 225
- **Depreciation**: 286

**TOTAL OPERATING EXPENSES**: 40,763, 970, 225, 8,251, (4,773), 45,436, 40,135

**Operating Surplus for Year**: 19, 1,319, 560, 265, 3,226, 5,370, 2,175

**Less Abnormal Items**

- **Annual Leave**: (426)
- **Long Service Leave**: (1,220)

**TOTAL ABNORMAL ITEMS**: (1,546)

**Surplus (Deficit) after Abnormal Items**: (227), 560, 265, 3,226, (3,824), 2,175

**Accumulated Surplus (Deficit) at 1 January**: (249), 202, 60, 11,473, 11,486, 9,185

**Prior Year Adjustments**

- **Transfer to Building Development Fund**: (61)

**Accumulated Surplus (Deficit) at 31 December**: (476), 762, 325, 14,638, (15,249), 11,486
### Statement 3: Sources and Applications of Funds

For the year ended 31 December 1988

#### Sources of Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inflow of funds from operations</td>
<td>51,986</td>
<td>48,254</td>
</tr>
<tr>
<td>Less Outflow of funds from operations</td>
<td>47,849</td>
<td>46,116</td>
</tr>
<tr>
<td><strong>SURPLUS FOR YEAR</strong></td>
<td>4,137</td>
<td>2,138</td>
</tr>
<tr>
<td>Add back non-cash items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provision for employee liabilities</td>
<td>1,532</td>
<td>(1)</td>
</tr>
<tr>
<td>• Provision for Depreciation</td>
<td>286</td>
<td>198</td>
</tr>
<tr>
<td>• Transfer to Building Development Reserve</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td><strong>Less Reduction in Provision for Doubtful Debts</strong></td>
<td>(55)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUNDS FROM OPERATIONS</strong></td>
<td>5,961</td>
<td>2,335</td>
</tr>
<tr>
<td>Contributions from Student Union to Tower Building Project</td>
<td></td>
<td>460</td>
</tr>
<tr>
<td>Major Works Grant Account</td>
<td>861</td>
<td></td>
</tr>
</tbody>
</table>

#### Reductions in Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Accounts and Cash Balances</td>
<td>232</td>
<td></td>
</tr>
<tr>
<td>Debtors and Prepayments</td>
<td></td>
<td>532</td>
</tr>
<tr>
<td>Investments</td>
<td>4,243</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,475</td>
<td>532</td>
</tr>
</tbody>
</table>

#### Increase in Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Tertiary Education Assistance Grants</td>
<td></td>
<td>138</td>
</tr>
<tr>
<td>Deposits and Bonds Held</td>
<td>185</td>
<td></td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td>1,086</td>
<td></td>
</tr>
<tr>
<td>Student fees received in advance</td>
<td></td>
<td>397</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,271</td>
<td>535</td>
</tr>
</tbody>
</table>

#### Non-Current Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Borrowings</td>
<td></td>
<td>5,481</td>
</tr>
</tbody>
</table>

**Total Sources of Funds**

<table>
<thead>
<tr>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,568</td>
<td>9,343</td>
</tr>
</tbody>
</table>

#### Applications of Funds

**Increases in Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors &amp; Prepayments</td>
<td>3,991</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td>1,342</td>
</tr>
<tr>
<td>Bank Accounts and Cash Balances</td>
<td></td>
<td>181</td>
</tr>
<tr>
<td>Inventories</td>
<td>13</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,004</td>
<td>1,553</td>
</tr>
</tbody>
</table>

**Non-Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Investments</td>
<td>56</td>
<td>40</td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>1,295</td>
<td>5,554</td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>749</td>
<td>492</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,100</td>
<td>6,086</td>
</tr>
</tbody>
</table>

**Reduction in Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td></td>
<td>1,704</td>
</tr>
<tr>
<td>Prepaid Tertiary Education Assistance Grants</td>
<td>4,809</td>
<td></td>
</tr>
<tr>
<td>Student fees received in advance</td>
<td>1,685</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6,494</td>
<td>1,704</td>
</tr>
</tbody>
</table>

**Total Applications of Funds**

<table>
<thead>
<tr>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,568</td>
<td>9,343</td>
</tr>
</tbody>
</table>

The above Statement of Sources and Applications of Funds should be read in conjunction with the notes to and forming part of the financial statements.
## Statement 4: Recurrent Grant Account

Revenue and expenditure statement for the year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grants and Other Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commonwealth Government Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Employment, Education and Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Tertiary Education Assistance)</td>
<td>34,576</td>
<td>30,264</td>
</tr>
<tr>
<td>Nurses Development Grant</td>
<td>666</td>
<td>228</td>
</tr>
<tr>
<td>Nurses Education Transfer Grant</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total Commonwealth Grants</td>
<td>35,242</td>
<td>30,655</td>
</tr>
<tr>
<td><strong>State Government Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Tertiary Places</td>
<td>1,953</td>
<td>1,240</td>
</tr>
<tr>
<td>Nurses Education Grant</td>
<td>1,767</td>
<td>566</td>
</tr>
<tr>
<td>Technology &amp; Engineering Initiative</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>Doctoral Program Assistance</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total State Grants</td>
<td>3,739</td>
<td>1,806</td>
</tr>
<tr>
<td><strong>TOTAL GOVERNMENT GRANTS</strong></td>
<td>38,981</td>
<td>32,461</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Education Administration Charge</td>
<td>2146</td>
<td>1,883</td>
</tr>
<tr>
<td>Printing</td>
<td>712</td>
<td>325</td>
</tr>
<tr>
<td>Other</td>
<td>243</td>
<td>175</td>
</tr>
<tr>
<td><strong>TOTAL OTHER REVENUE</strong></td>
<td>3,101</td>
<td>2,383</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>42,082</td>
<td>34,844</td>
</tr>
<tr>
<td><strong>Funded Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>24,981</td>
<td>23,323</td>
</tr>
<tr>
<td>Superannuation Contributions</td>
<td>3,353</td>
<td>2,578</td>
</tr>
<tr>
<td>Payroll Tax</td>
<td>1,479</td>
<td>1,307</td>
</tr>
<tr>
<td>Accident Compensation Levy</td>
<td>262</td>
<td>230</td>
</tr>
<tr>
<td>Practice Teaching Fees</td>
<td>223</td>
<td>211</td>
</tr>
<tr>
<td>Staff Development</td>
<td>123</td>
<td>220</td>
</tr>
<tr>
<td>Other Personnel-Related Costs</td>
<td>845</td>
<td>220</td>
</tr>
<tr>
<td>Building Occupancy Charges</td>
<td>3,403</td>
<td>2,251</td>
</tr>
<tr>
<td>Maintenance – Buildings</td>
<td>852</td>
<td>755</td>
</tr>
<tr>
<td>Maintenance – Equipment</td>
<td>544</td>
<td>211</td>
</tr>
<tr>
<td>Communications</td>
<td>413</td>
<td>357</td>
</tr>
<tr>
<td>Financial Charges</td>
<td>17</td>
<td>16</td>
</tr>
<tr>
<td>Library Acquisitions</td>
<td>789</td>
<td>462</td>
</tr>
<tr>
<td>Travelling Expenses</td>
<td>310</td>
<td>64</td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>625</td>
<td>356</td>
</tr>
<tr>
<td>Operational Expenses</td>
<td>2,544</td>
<td>2,312</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>40,763</td>
<td>34,442</td>
</tr>
<tr>
<td><strong>Operating Surplus for Year</strong></td>
<td>1,319</td>
<td>402</td>
</tr>
<tr>
<td><strong>Less Abnormal Items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave</td>
<td>426</td>
<td>211 C</td>
</tr>
<tr>
<td>Long Service Leave</td>
<td>1,120</td>
<td>211 C</td>
</tr>
<tr>
<td>TOTAL ABNORMAL ITEMS</td>
<td>1,546</td>
<td>211 C</td>
</tr>
<tr>
<td>Surplus (Deficit) after Abnormal Items</td>
<td>(227)</td>
<td>402</td>
</tr>
<tr>
<td>Accumulated Deficit at 1 January</td>
<td>(249)</td>
<td>(651)</td>
</tr>
<tr>
<td><strong>Accumulated Deficit at 31 December</strong></td>
<td>(476)</td>
<td>(249)</td>
</tr>
</tbody>
</table>
**Financial Statements**

**Statement 5: Equipment Grant Account**
Revenue and expenditure statement for year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants and Other Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Government Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tertiary Education Grant Received</td>
<td>1,506</td>
<td>1,293</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Equipment Funds</td>
<td>24</td>
<td>116</td>
</tr>
<tr>
<td><strong>TOTAL GRANTS AND OTHER REVENUE</strong></td>
<td>1,530</td>
<td>1,409</td>
</tr>
</tbody>
</table>

| **Funded Operating Expenditure** | 946 | 1,137 |
| **Unfunded Operating Expenditure** | 24 | 116 |
| **TOTAL OPERATING EXPENDITURE** | 970 | 1,253 |

| **Operating Surplus for Year** | 560 | 156 |
| Accumulated Surplus at 1 January | 202 | 46 |

| Accumulated Surplus at 31 December | 16 | 762 | 202 |

---

**Statement 6: Minor Works Grant Account**
Revenue and expenditure statement for year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Government Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tertiary Education Grant Received</td>
<td>490</td>
<td>346</td>
</tr>
</tbody>
</table>

| **Funded Operating Expenditure** | 225 | 269 |
| **Operating Surplus for Year** | 265 | 57 |
| Accumulated Surplus at 1 January | 60 | 3 |

| Accumulated Surplus at 31 December | 16 | 325 | 60 |

---

**Statement 7: Major Works Grant Account**
Revenue and expenditure statement for year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988 $000</th>
<th>1987 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Government Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tertiary Education Grants Received</td>
<td>1,180</td>
<td>5,944</td>
</tr>
</tbody>
</table>

| **Funded Operating Expenditure** | 861 | 5,981 |
| **Excess of Grants Received over Expenditure** | 319 | (37) |
| Accumulated Deficit at 1 January | (38) | (1) |

| Accumulated Surplus (Deficit) at 31 December | 281 | (38) |
### Statement 8: Extraneous Funds Account

Revenue and expenditure statement for the year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988</th>
<th>1987</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants and Other Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonwealth</td>
<td>1,377</td>
<td>—</td>
</tr>
<tr>
<td>State</td>
<td>171</td>
<td>—</td>
</tr>
<tr>
<td>TOTAL GOVERNMENT GRANTS</td>
<td>1,548</td>
<td>—</td>
</tr>
<tr>
<td><strong>Other Grants and Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Government Research Grants</td>
<td>270</td>
<td>587</td>
</tr>
<tr>
<td>Fees Short Courses &amp; Consultancy</td>
<td>1,972</td>
<td>2,934</td>
</tr>
<tr>
<td>Interest</td>
<td>1,090</td>
<td>837</td>
</tr>
<tr>
<td>Rent – Internal</td>
<td>3,779</td>
<td>2,281</td>
</tr>
<tr>
<td>Rent – Halls of Residence</td>
<td>297</td>
<td>211</td>
</tr>
<tr>
<td>Rent – Plaza</td>
<td>403</td>
<td>479</td>
</tr>
<tr>
<td>Rent – Other</td>
<td>157</td>
<td>—</td>
</tr>
<tr>
<td>Printing</td>
<td>—</td>
<td>317</td>
</tr>
<tr>
<td>Catering</td>
<td>—</td>
<td>576</td>
</tr>
<tr>
<td>Donations</td>
<td>262</td>
<td>—</td>
</tr>
<tr>
<td>Full-Fee Paying Students</td>
<td>23</td>
<td>—</td>
</tr>
<tr>
<td>Other income</td>
<td>1,676</td>
<td>284</td>
</tr>
<tr>
<td>TOTAL OTHER GRANTS AND REVENUE</td>
<td>9,929</td>
<td>8,506</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>11,477</td>
<td>8,506</td>
</tr>
<tr>
<td><strong>Operating Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>2,374</td>
<td>2,226</td>
</tr>
<tr>
<td>Consultants Fees &amp; Expenses</td>
<td>637</td>
<td>—</td>
</tr>
<tr>
<td>Payroll Tax</td>
<td>138</td>
<td>150</td>
</tr>
<tr>
<td>Accident Compensation Levy</td>
<td>58</td>
<td>26</td>
</tr>
<tr>
<td>Superannuation</td>
<td>24</td>
<td>42</td>
</tr>
<tr>
<td>Annual Leave Provision</td>
<td>33</td>
<td>—</td>
</tr>
<tr>
<td>Long Service Leave Provision</td>
<td>14</td>
<td>(48)</td>
</tr>
<tr>
<td>Other Personnel Related</td>
<td>(48)</td>
<td>(1)</td>
</tr>
<tr>
<td>Building Occupancy</td>
<td>2,965</td>
<td>1,791</td>
</tr>
<tr>
<td>Communications</td>
<td>75</td>
<td>43</td>
</tr>
<tr>
<td>Other Operational Costs</td>
<td>841</td>
<td>2,100</td>
</tr>
<tr>
<td>Financial</td>
<td>51</td>
<td>—</td>
</tr>
<tr>
<td>Doubtful Debts Provision</td>
<td>(55)</td>
<td>—</td>
</tr>
<tr>
<td>Travel</td>
<td>673</td>
<td>—</td>
</tr>
<tr>
<td>Library</td>
<td>33</td>
<td>—</td>
</tr>
<tr>
<td>Depreciation</td>
<td>286</td>
<td>198</td>
</tr>
<tr>
<td><strong>Total Operating Expenditure</strong></td>
<td>8,251</td>
<td>6,946</td>
</tr>
<tr>
<td><strong>Surplus for Year</strong></td>
<td>3,226</td>
<td>1,560</td>
</tr>
<tr>
<td>Accumulated Surplus at 1 January</td>
<td>11,473</td>
<td>9,787</td>
</tr>
<tr>
<td>Prior Period Adjustments</td>
<td>—</td>
<td>126</td>
</tr>
<tr>
<td>Less Transfer to Building Development Fund</td>
<td>(61)</td>
<td>—</td>
</tr>
<tr>
<td><strong>Accumulated Surplus at 31 December</strong></td>
<td>14,638</td>
<td>11,473</td>
</tr>
</tbody>
</table>

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Notes to and forming part of the Annual Financial Statements for the year ended 31 December 1988

1 Legal Status and Nature of Activities

I The Council of the Chisholm Institute of Technology is a body corporate established under an Order in Council pursuant to section 23 of the Post-Secondary Education Act 1978, and gazetted on 3 March 1982.

II The Institute is responsible to the State Minister for Education through the Victorian Post-Secondary Education Commission.

III The principal objectives and functions 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.
   C The provision of research, testing, and other facilities and expertise for the professions, business, industry, government and the community in general.

2 Statement of Principal Accounting Policies

The purpose of this statement is to disclose information relating to the Institute's accounting policies and changes in accounting treatment where such matters are material to the financial statements.

I Accounting Basis

The Annual Financial Statements have been prepared on a historical cost basis in accordance with Australian Accounting Standards using accrual accounting, except as stated in the notes to these accounts.

II Format of Statements

A The statements are presented in a format consistent with the requirements of Section 27 of the Post-Secondary Education Act 1978 (Victoria).

B The statements do not conform in total with the requirements of the Annual Reporting (Contributed Income Sector) Regulations 1983 in that the Institute is exempt from the regulations to the Annual Reporting Act. However, the Institute has followed steps towards meeting the regulation requirements. In so doing it has not been possible to provide some comparative figures for 1987 as these figures were included under different account classifications which it was not practical to disaggregate.

C For some years fund accounting has been a feature of the accounting systems of education institutions as the majority of annual income of such institutions comprise individual 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 Consolidated Statement of Income and Expenditure. Each column in the Consolidated 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.

D Institute income and expenditure is accounted for on a specific fund basis under the headings of Recurrent, Equipment Grants, Minor Works Grants, Major Works Grants and Extraneous. The Consolidated Statement of Income and Expenditure summarises all financial transactions occurring under each of these headings except for Major Works Grants, the value of which are capitalised. The detailed supporting statements elaborate on the categories of income and expenditure and provide comparative figures for the previous year.

E In preparing the statements all internal transactions have been eliminated.

III Changes in Accounting Policy

A Accrual of Revenue due to the Institute

In previous years the Institute has not been permitted to accrue superannuation supplantations due but not received in the relevant financial year. During 1988 this policy changed and the Institute has accrued $3,855,066 representing grant monies due to it in respect of 1988. Of this sum $1,535,066 represents funds received in January 1989 and the balance represents supplantation monies due in respect of the Institute's contribution towards superannuation entitlements for employees that is yet to be received.

B Major Works

In 1987 the Institute adopted the policy of showing the value of land and buildings vested in the Crown in the Statement of Assets and Liabilities. The revenue received and expenditure made in 1988 for major works projects has been excluded from the Consolidated Statement of Income and Expenditure and included in the Statement of Assets and Liabilities.

C Liability for Long Service and Annual Leave

The Institute has not previously accrued the value of long service or annual leave due to recurrently funded employees. The Institute has decided that the recurrently funded liability should be recognised on a progressive basis, and for 1988 has accrued $1,120,000 in respect of long service and $426,000 in respect of unused annual leave.

The value of non-accrued leave for recurrently funded employees is:

<table>
<thead>
<tr>
<th></th>
<th>1988 ($)</th>
<th>1987 ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Service</td>
<td>3,672,715</td>
<td>4,811,390</td>
</tr>
<tr>
<td>Annual</td>
<td>2,020,082</td>
<td>1,702,665</td>
</tr>
<tr>
<td>Total</td>
<td>5,692,797</td>
<td>6,514,044</td>
</tr>
</tbody>
</table>

The Institute has made provision (note 14) to cover the liability for unused long service leave $41,000, and annual leave $34,000, for employees working in the extraneous area.

IV Pelletray Pty Ltd

This company was established by the Institute for the purposes set out in note 9 below. The financial transactions of Pelletray Pty Ltd have not been consolidated in the Institute's financial statements for 1988. However, a copy of the audited statements for the company is appended.

V Asset Purchases and Amortisation Thereof

A Apart from works of art, assets purchased from Recurrent, Equipment and Minor Works grants are not capitalised but charged at the time of acquisition against the relevant grant from which the asset was purchased.

B Assets in excess of $500 purchased from Extraneous funds are capitalised and with the exception of Institution buildings and motor vehicles are amortised over a working life of ten years.

C Recurrent funded buildings have not been amortised.

D Motor vehicles are replaced every two years or 40,000 kilometres whichever occurs first. The Institute is exempt from payment of sales tax on vehicles purchased, and as it is normal to recoup the original purchase cost on disposal, the amortisation of motor vehicles is not considered appropriate.

VI Taxation

The Institute is not subject to income tax or sales tax but is liable to other taxes in accordance with Federal and State legislation.

VII Terms and Conditions of Employment

Terms and conditions of employment with the Institute are determined in accordance with the provisions of the Post-Secondary Education Act 1978 and such other Acts as applicable to the Institute from time to time.

VIII Superannuation

No provision has been made for the future pension costs of former employees who are members of the Victorian State Superannuation Scheme. Such costs are accounted for as and when they emerge and are invoiced to the Institute by the Trustees of the Scheme. The impact of this cost has been lessened by the announcement in 1981 by the Minister for Education that the Commonwealth Government had
decided to assist with the additional superannuation costs to institutions for staff in State Government emerging cost schemes such as the Victorian State Superannuation Scheme. This additional funding by way of supplementation relates to costs beyond those incurred in 1981. During the financial year, supplementation amounting to $888,000 was allocated (1987 $653,000). It is estimated that the level of supplementation received is $863,494 below the actual costs paid and an accrual for this shortfall has been made (1987 nil).

8 Investments

All investments are made in accordance with Section 4 of the Victorian Trustees Act 1958 and are stated at cost. Other investments (note 14) are included in the total investments at cost.

9 Long Term Investments

The State Electricity Commission required a security deposit to be lodged in connection with the Technology Tower project and Nursing Building at Frankston. These deposits are refundable with interest over 10 years following occupation of the building. The investment property is shown at its December 1987 valuation figure. The difference between the valuation and cost of the investment has been transferred to the Asset Revaluation Reserve (refer to note 5).

The Institute acquired on 28 November 1986 shares in a shelf company -- Pelletray Pty Ltd to be used as the vehicle for management of the Technology Tower project which became operative in 1987. The investment in this company is represented by two $1 shares held over 10 years following occupation of the building. The investment property is shown at its December 1987 valuation figure. The difference between the valuation and cost of the investment has been transferred to the Asset Revaluation Reserve (refer to note 5).

The balance consists of:

The balance consists of:

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 ($000)</th>
<th>1987 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Deposits</td>
<td>4,088</td>
<td>8,332</td>
</tr>
<tr>
<td>Other Authorised Investments</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>SEC Security Deposit</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>4,094</td>
<td>8,337</td>
</tr>
</tbody>
</table>

The balance consists of:

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 ($000)</th>
<th>1987 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC Security Reserve</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>Other</td>
<td>92</td>
<td></td>
</tr>
<tr>
<td>Investment Property</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Loan -- Pelletray Pty Ltd</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>4,167</td>
<td>4,111</td>
</tr>
</tbody>
</table>

10 Land and Buildings Owned by the Institute

These assets are shown at the valuation established by professional valuers in December 1987. The difference between the cost price of land and buildings owned by the Institute and the valuation is included in the Asset Revaluation Reserve (refer to note 5). Additions in 1988 to land and buildings owned by the Institute totalled $434,000.

11 Other Fixed Assets

The balance consists of:

The balance consists of:

<table>
<thead>
<tr>
<th>Description</th>
<th>1988 ($000)</th>
<th>1987 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>2,864</td>
<td>2,228</td>
</tr>
<tr>
<td>Less provision for depreciation</td>
<td>802</td>
<td>519</td>
</tr>
<tr>
<td>Subtotal</td>
<td>2,062</td>
<td>1,713</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>463</td>
<td>352</td>
</tr>
<tr>
<td>Works of Art</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Fixtures and Fittings</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>2,535</td>
<td>2,072</td>
</tr>
</tbody>
</table>

12 Prepaid Tertiary Education Assistance Grants

Due to changes to the State Grants Act not being passed by the Commonwealth Parliament and receiving Royal Assent in time to enable payment of the January 1989 grants to be made, the level of prepaid grants was substantially reduced.

13 Student Fees Received in Advance

The Higher Education Administration Charge was abolished and payments by students to the Higher Education Contribution Scheme are not due until 1989.

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Financial Statements

14 Provision for Long Service and Annual Leave

To enter into a financing arrangement with National Australia Bank for the Institute. On completion of construction the building was sold to a Unit Trust owned by the two Banks which provided the external funding. This Unit Trust then leased back the building to Pelletray Ply Ltd, which became responsible for the leasing of office space in the tower and the meeting of the lease back obligations to the Unit Trust.

The arrangement was approved by the Treasurer and the Minister for Education of the State of Victoria. The external borrowing is repayable in 1997. Legal ownership of the Technology Tower site remains with the Institute as a considered asset of Revenue and Expenditure of the State Superannuation Board towards the pensions of retired officers.

15 Commercial Borrowings

Under finance arrangements established for the Technology Tower project, construction was initially funded from a combination of internal resources ($7.5 million) and external borrowings ($80 million). To finance the externally funded part of the project, the Institute entered into a financing arrangement with National Australia Bank Leasing Pty Ltd through Pelletray Pty Ltd, a company established by the Institute. On completion of construction the building was sold to a Unit Trust owned by the two Banks which provided the external funding. This Unit Trust then leased back the building to Pelletray Pty Ltd which became responsible for the leasing of office space in the tower and the meeting of the lease back obligations to the Unit Trust.

The arrangement was approved by the Treasurer and the Minister for Education of the State of Victoria. The external borrowing is repayable in 1997. Legal ownership of the Technology Tower site remains with the Institute. The Unit Trust has lodged a caveat on the title.

16 Contractual Liabilities

At 31 December 1988 the Institute had contracted, but not provided for in the financial statements expenditure, in respect of:

<table>
<thead>
<tr>
<th>Type of Contractual Liability</th>
<th>1988 ($000)</th>
<th>1987 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Grants</td>
<td>743</td>
<td></td>
</tr>
<tr>
<td>Minor Works</td>
<td>159</td>
<td></td>
</tr>
<tr>
<td>Major Works</td>
<td>265</td>
<td>364</td>
</tr>
<tr>
<td>Total</td>
<td>1,167</td>
<td>364</td>
</tr>
</tbody>
</table>

17 Contingent Liabilities

The Institute continues to be engaged in litigation which commenced in 1986 and which, if not resolved in the Institute's favour, could involve a payment of up to $62,000 plus costs.

18 Higher Education Administration Charge

Commencing in 1987, the Commonwealth Government introduced by way of amendment to the States Grants (Tertiary Education Assistance) Act 1974, a Higher Education Administration Charge of $250 per enrolment, which was indexed to $263 for 1988, to be collected by the Institute. Under the amending legislation, the Commonwealth Government reduced the amount specified in the legislation as payable to the Institute for Institute purposes by an amount equivalent to 90 per cent of the amount estimated that the Institute would receive from the collection of the Higher Education Administration Charge. The balance, 10 per cent, of the charge was retained by the Institute as a contribution towards its administrative costs. For 1988 the level of recurrent funds forwarded by the Commonwealth Government to the Institute was reduced by $1,894,310 representing part of the 90 per cent of the 1988 collections of $2,146,212 from the Higher Education Administration Charge (HEAC) and $110,700 representing the final adjustment in respect of the HEAC for 1987. A final adjustment in respect of the total HEAC collections for 1988 is to be made in 1989. At 31 December 1988, there were no unpaid Higher Education Administration Charges.

19 Operating Surplus for the Year

The recurrent operating surplus for 1988 includes $883,494 representing an accrual for the first time of the estimated backlog in supplementation due to the Institute to cover payments made to the State Superannuation Board towards the pensions of retired officers.

20 Events Subsequent to Balance Date

Following completion of the Annual Financial Statements, advice was received from the Department of Management and Budget that the Institute's liability for payments made to retired officers in 1988 by the State Superannuation Scheme was understated by $75,601.82.

21 Contingent Asset

The National Australia Bank Ltd is holding a sum of $90,000 in trust for the Institute, which will become payable to the Institute on condition that a number of special requirements are fulfilled in relation to courses to be run during 1989.

22 Gross Inflow of Funds from Operations

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>1988 ($000)</th>
<th>1987 ($000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth Government Grants</td>
<td>39,751</td>
<td>34,079</td>
</tr>
<tr>
<td>State Government Grants</td>
<td>39,664</td>
<td>5,906</td>
</tr>
<tr>
<td>Other</td>
<td>8,250</td>
<td>8,210</td>
</tr>
<tr>
<td>Proceeds from Disposal of Equipment</td>
<td>21</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>51,966</td>
<td>48,254</td>
</tr>
</tbody>
</table>
Your Directors present their report on the accounts of the Company for the year ended 31 December 1988.

The following persons held office as Directors at the date of this report: Mr Paul H. Ramler, Mr John R. Harris, Mr Willy L. Priem.

Activities
The principal continuing activities of the Company during the period from 1 January to 31 December 1988 were property management and investment.

No significant change in the nature of these activities occurred during the period.

Results
The Company reported a loss from these activities of $298,545 and resulting therefrom no provision for income tax was required.

Directors’ Benefits
Since 31 December 1987 no Director of the Company has received or become entitled to receive a benefit.

John R. Harris, Director

Signed at Caulfield East this Tenth day of May, 1989, in accordance with a resolution of the Board of Directors.

Pelletray Pty Ltd – Profit and Loss Statement

For the year ended 31 December 1988

<table>
<thead>
<tr>
<th></th>
<th>1988</th>
<th>1987 (6 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td>$731,021</td>
<td>$</td>
</tr>
<tr>
<td>Operating Surplus (deficit)</td>
<td>(298,545)</td>
<td>(48,974)</td>
</tr>
<tr>
<td>Accumulated losses at 1 January 1988</td>
<td>(48,974)</td>
<td>-</td>
</tr>
<tr>
<td>Accumulated losses at 31 December 1988</td>
<td>(347,519)</td>
<td>(48,974)</td>
</tr>
</tbody>
</table>
## Financial Statements

### Pelletray Pty Ltd – Balance Sheet

<table>
<thead>
<tr>
<th>Note</th>
<th>1988</th>
<th>1987 (6 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>18,398</td>
<td>396</td>
</tr>
<tr>
<td>Prepayments</td>
<td>54,989</td>
<td>—</td>
</tr>
<tr>
<td>Receivables</td>
<td>96,061</td>
<td>—</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>169,448</td>
<td>396</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>36,649</td>
<td>—</td>
</tr>
<tr>
<td>Land and Buildings</td>
<td>2,096,631</td>
<td>—</td>
</tr>
<tr>
<td><strong>TOTAL NON-CURRENT ASSETS</strong></td>
<td>2,133,280</td>
<td>—</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>2,302,728</td>
<td>396</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Received in Advance</td>
<td>6,873</td>
<td>8,253</td>
</tr>
<tr>
<td>Creditors and Accruals</td>
<td>264,879</td>
<td>—</td>
</tr>
<tr>
<td>Borrowings – Chisholm Institute of Technology</td>
<td>1,178,493</td>
<td>41,115</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>1,450,245</td>
<td>49,368</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrowings – State Bank of Victoria</td>
<td>1,200,000</td>
<td>—</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>2,650,245</td>
<td>49,368</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>(347,517)</td>
<td>(48,972)</td>
</tr>
<tr>
<td><strong>Shareholders’ Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share Capital</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Accumulated Losses</td>
<td>(347,519)</td>
<td>(48,974)</td>
</tr>
<tr>
<td><strong>Total Shareholders’ Equity</strong></td>
<td>(347,517)</td>
<td>(48,972)</td>
</tr>
</tbody>
</table>

### Notes to and forming part of the Financial Statements

1. **Summary of Significant Accounting Policies**
   - The accounts of the Company have been drawn up in accordance with the Accounting Standards of the Australian Accounting Bodies, approved accounting standards, the revised form of Schedule 7 and the requirements of the Companies (Victoria) Code. They have been prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.
   - **Depreciation**
     - Depreciation is provided on a straight line basis on all tangible fixed assets at rates calculated to allocate their cost or valuation less estimated residual value, against revenue over their estimated useful lives. Leasehold improvements – five years.
   - **Income Tax**
     - The Company will derive a future income tax benefit attributable to tax losses that have not been recognised as an asset, or in the form of a reduction in the provision for deferred income tax. The Company expects to derive future assessable income of a nature and amount sufficient to enable the benefit from the deduction for the losses to be realised, provided no changes to the taxation legislation occur which will adversely affect the Company in realising the benefit from the deduction for the losses, and the Company continues to comply with the conditions for deductibility imposed by the legislation. The value of the future income tax benefit relating to the reported loss of $298,545 is $116,433 (1987 $19,100).

2. **Non-Current Assets**
   1. **Leasehold Improvements**
      - Leasehold improvements are included in the accounts on the following basis:
      - 1988 ($) | 1987 ($) |
      - Leasehold Improvements at cost | 45,311 | — |
      - Less: Accumulated depreciation | 8,662 | — |
      - **Total** | 36,649 | — |
   2. **Land and Buildings**
      - These assets are shown at actual cost and represent the acquisition of the Lauritz properties. The properties have been purchased from Chisholm Institute of Technology under an assignment of a Terms Contract of Sale, with the title remaining in the name of the Institute. The funds for the purchase are being provided by the State Bank of Victoria under a bill of exchange discount facility, on the security of first registered mortgages over the land being acquired and subject to a caveat in favour of the State Bank of Victoria.

3. **Auditors’ Remuneration**
   - 1988 ($) | 1987 ($) |
   - Total amounts receivable by the auditors of the Company for:
     - I Audit of the Company’s Accounts 1,500 |
     - II Other services, including professional advice relating to Company structure, tax structure and preparation of taxation return 1,975 |
   - **Total** | 3,475 | — |
Pelletray Pty Ltd – Statement of Sources and Applications of Funds

For the year ended 31 December 1988

<table>
<thead>
<tr>
<th>Note</th>
<th>1988</th>
<th>1987 (6 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Funds from Operations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflow</td>
<td>731,021</td>
<td>—</td>
</tr>
<tr>
<td>Outflow</td>
<td>(1,020,904)</td>
<td>(48,974)</td>
</tr>
<tr>
<td>TOTAL FUNDS FROM OPERATIONS</td>
<td>(289,883)</td>
<td>(48,974)</td>
</tr>
</tbody>
</table>

**Increase in Liabilities**

| Current Liabilities | 264,879 | —               |
| Borrowings – Chisholm Institute of Technology | 1,137,378 | 41,115 |
| Rental income Received in Advance | — | 8,253 |

| Non-Current Liabilities | 1,200,000 | — |
| Borrowings – State Bank of Victoria | — | — |

**Total Sources of Funds**

| 2,312,374 | 394 |

**Applications of Funds**

**Increase in Assets**

| Current Assets | 18,002 | 394 |
| Cash | 54,989 | — |
| Prepayments | 96,061 | — |

**Non-Current Assets**

| Leasehold Improvements | 45,311 | — |
| Land and Buildings | 2,096,631 | — |

**Decrease in Liabilities**

| Rental income Received in Advance | 1,380 | — |

**Total Applications of Funds**

| 2,312,374 | 394 |

**Notes**

1 Reconciliation of Funds from Operations with Operating Deficit shown right.

The accompanying notes form part of these accounts.

Pelletray Pty Ltd – Statement by Directors

In the opinion of the Directors of the Company:

1 (I) The accompanying Profit and Loss Account is drawn up so as to give a true and fair view of the results of the Company for the twelve months ended 31 December 1988.

1 (II) The accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Company as at the 31 December 1988.

1 (III) At the date of this Statement there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

2 The accompanying Accounts have been prepared in accordance with Australian Accounting Standards and applicable approved accounting standards.

This statement is made in accordance with a resolution of the Board of Directors and is signed for and on behalf of the directors by:

Paul R. Ramler, Director

John R. Harris, Director

Dated this Tenth day of May, 1989.
Auditors' Report to the Members of Pelletray Pty Ltd

We have audited the attached accounts contained on pages 47 to 50 in accordance with Australian Auditing Standards.

In our opinion, the accounts of Pelletray Pty Ltd are properly drawn up in accordance with the provisions of the Companies (Victoria) Code, and so as to give a true and fair view of:

1. The state of affairs of the Company at 31 December 1988 and of the results of the Company for the year ended on that date;

2. The other matters required by Section 269 of that Code to be dealt with in the accounts;

and are in accordance with Australian Accounting Standards and applicable approved accounting standards.

Duesbury's Chartered Accountants

G.A. Steven, Partner
Dated at Melbourne this Third day of July 1989.

<table>
<thead>
<tr>
<th>Pelletray Pty Ltd – Income and Expenditure Statement</th>
<th>1988</th>
<th>1987 (6 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>39,446</td>
<td></td>
</tr>
<tr>
<td>Property Rentals</td>
<td>501,161</td>
<td></td>
</tr>
<tr>
<td>Car Parking Fees</td>
<td>31,713</td>
<td></td>
</tr>
<tr>
<td>Rentals-Leasehold Improvements</td>
<td>12,563</td>
<td></td>
</tr>
<tr>
<td>Recoveries - Outgoings</td>
<td>94,508</td>
<td></td>
</tr>
<tr>
<td>Recoveries - Cleaning</td>
<td>51,630</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>731,021</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Rentals – NAB Leasing</td>
<td>576,217</td>
<td>47,967</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>1,500</td>
<td>17</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>70,35</td>
<td>875</td>
</tr>
<tr>
<td>Consultants’ Fees</td>
<td>8,350</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>160,692</td>
<td></td>
</tr>
<tr>
<td>Stamp Duty</td>
<td>188</td>
<td></td>
</tr>
<tr>
<td>Legal Fees</td>
<td>433</td>
<td></td>
</tr>
<tr>
<td>Corporate Affairs Fees</td>
<td>217</td>
<td>115</td>
</tr>
<tr>
<td>Rental Business Duty</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td>80,686</td>
<td></td>
</tr>
<tr>
<td>Light, Power &amp; Gas</td>
<td>87,747</td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>5,509</td>
<td></td>
</tr>
<tr>
<td>Building Maintenance &amp; Repair</td>
<td>9,944</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>860</td>
<td></td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>20,518</td>
<td></td>
</tr>
<tr>
<td>Commission</td>
<td>32,544</td>
<td></td>
</tr>
<tr>
<td>Building Superintendence</td>
<td>23,731</td>
<td></td>
</tr>
<tr>
<td>Consumable Supplies</td>
<td>382</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Stationery</td>
<td>154</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>348</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>8,662</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>1,029,566</td>
<td>48,974</td>
</tr>
<tr>
<td><strong>(Deficit)</strong></td>
<td>(298,545)</td>
<td>(48,974)</td>
</tr>
</tbody>
</table>
School of Art and Design

Books
ZIMMER, J. & SAGONY, A. (eds), Images of the Ancient World: Archeology at the University of Melbourne, Chisholm Institute of Technology.

Articles
ZIMMER, J., "Why Aesthetics (and Ethics) Should Be Included in Courses of Study For the Arts", Journal of the Institute of Art Education, vol 12, no 1, pp 27–33, June.

Reports
SELWOOD, C., "Color and Texture in Ceramic Bodies and Slips", Department of Ceramic Design, Chisholm Institute of Technology, May.
SELWOOD, C., "Terra Sigillata Stg Coatings", Department of Ceramic Design, Chisholm Institute of Technology, June.

Conference Proceedings

Conference Papers


Exhibitions and Commissions
BARTLETT, G., sculpture, Chase Company, Auckland, New Zealand.
BARTLETT, G., sculptures, Parliament House, Canberra.
BYRT, R., paintings, Pinecothea, Richmond, March.
DAWS, P., ceramics, Sheridan Gallery, Oregon, USA, October.
DAWS, P., ceramics, Ulitzi Gallery, Richmond, July.
HOPKINS, J., paintings, Macquarie Galleries, Sydney, February.
KELLY, W., prints, Gertrud-Abullah Galleries, Richmond, April.
LA GERCHE, G., paintings, Christine Ahrens Gallery, Richmond, August.
LA GERCHE, G., paintings, Coventry Gallery, Sydney, May.
FYROR, A., sculpture 14ft, Monash Medical Centre.
FYROR, A., sculpture 20ft, Fujitsu Building, St Kilda Road, Melbourne.
FYROR, A., sculpture 60ft, Sororist's Society, Townsville.
FYROR, A., sculptures 3 x 30ft, Bond University, Queensland.
FYROR, A., two sculptures, MEFC, Box Hill.
STAVRANOS, W., marble frieze of 16 200mm square panels, Capital Property, Canberra.
TEASDALE, N., paintings, David Ellis Fine Art, Collingwood, May.
YOUNG, W., prints, Latrobe Valley Arts Centre, August.
ZIMMER, J., curator, Images of the Ancient World: Archeology at the University of Melbourne, Westpac Gallery, October–November.
ZIMMER, J., curator, Episode 1, Caulfield Art Complex, June–July.

Theses Accepted for Higher Degrees
Doctor of Philosophy
NELSON, R., "Physiognomy and Greek Art: Character and Physical Conformation from Pre-Classical to Hellenistic Times", La Trobe University, Melbourne.

David Syme Business School

Books and Monographs
EDWARDS, R., & TUCKER, G., Understanding Cheques and Payment Orders, Serendip.
SMITH, E. & NICHOLS, L., Money & Banking, Nelson.
SMITH, E., Accounting and Financial Decision Making, Edward Arnold.
SMITH, E., Business of Farming, ABC Publications.

Articles in Refered Journals

Other Articles
Publications

DOWLING, P.J. & WELCH, D., "International Human Resource Management: In Australian Companies", Management papers no 13, Monash Graduate School of Management.


SARROS, J., "Teachers Need Help To Handle Stress and Loss of Confidence", The Age, 28 March.

TUCKER, G., "Data Privacy Law in OECD Area: Computing Australia September.


WELCH, D. & DOWLING, P.J., "International Human Resource Management in Australian Companies", Management Paper no 13, Graduate School of Management, Monash University, March.

Conference Proceedings


EDWARDS, R., "Facilitation of Entry of Non-Bank Financial Institutions into the Cheques Field", Inaugural Australian Finance and Banking Conference, Sydney, December.

HICKS, J., "An Analysis of Male-Female Wage Differentials in Geelong, Victoria", presented at the Australian Economics Congress, Surfers Paradise, August, Donald Lee and Philip Maxwell.

TUCKER, G., "Tributions of Cheque/Payment Order Truncation", Inaugural Australian Finance and Banking Conference, University of New South Wales, February.

Invited Lectures


WHELLERD., "Financial Intermediaries", The Securities Institute of Australia: Melbourne, March & August.

Reports

HICKS, J., "The Economic Impact of Resource Withdrawal Upon Tasmanian Communities. A Supplementary Submission to the Commission of Inquiry into the Lomondthyme and Southern Forests", Damos Consultancy Services (Aust.) Pty Ltd with Derek Amos.

HICKS, J., "Jobs and Renewable Resources: The Importance of Tasmania's Timber Industry to the FAPRC Strategic Plan", Melbourne: Damos Consultancy Services (Aust.) Pty Ltd with Ken Gott and Derek Amos.

Theses Accepted for Higher Degrees


Master of Business


School of Education

Articles


TOWNSEND, A.C., "Cultural Exchange in New Zealand", European Community Education Newsletter, vol 1, no 1, August.

TOWNSEND, A.C., "Getting it Together in Rotorua", South Pacific News, vol 1, no 1, pp 4-6, May.

Books

DOPE, J., Beginning to Teach, School of Education, Chisholm Institute of Technology, Melbourne.

MELLOR, E., BILSBOURGH, R. & ALEXANDER, J., What About Us?, Centre for Continuing Education, Chisholm Institute of Technology, Melbourne.


Broadcasts


TOWNSEND, A.C., "The South Pacific Centre for School and Community Development", 3RRR FM, 5.00 pm, 12 February.

Invited Lectures

GUEST, M., "Protective Behaviours for You and Your Child", lectures to various primary and secondary schools.


GUEST, M., "Protective Behaviours Training for School Personnel", lectures and training sessions to various primary and secondary school staff.


Conference Proceedings


TOWNSEND, A.C., "Community Education and School Effectiveness", National Community Education Association Convention, Orlando, Florida, November.


TREMBATH, R., "Difficulties in Understanding the 0.6% BAC Concept", Australian Psychological Society Victoria Police Seminar, Clunes Ross Centre, Parkville, December.
Cassettes

Library
Books

Lectures and Conferences


Theses Accepted for Higher Degrees

School of Social and Behavioural Studies

Articles in Referred Journals


Other Articles


LUCAS, R., Threads of Longing: Anne Tyler’s Dinner at the Homesick Restaurant, Melbourne, Collins Dove.


MUSCHAMP, David J., “Ethical Issues in Surrogate Motherhood”, Australian Rationalist Annual, Melbourne.


Reports

McFARLANE, B., “Research in the Humanities”, Literary Studies After Dawkins, English Department, University of Melbourne, March.

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Publications

Book Reviews


McFARLANE, B., “Perspectives on British Cinema” (a review of three books), Filmviews, vol 33, No. 137.


Conference Proceedings


CORAM, B.T., “State and Political Economy”, Chicago University, March.


CORAM, B.T., “The Welfare State Defended Against Nozick”, University of Western Australia, June.


MURRAY, I., “Examining the View of Social and Welfare Workers Towards Their Profession and Their Jobs”, Latrobe University, August.

MUSCHAMP, D.J., “Ethical Issues in Nursing Practice”, Lincoln Institute, June.

MUSCHAMP, D.J., “Moral Arguments”, Bioethics Conference, Monash University, December.

MUSCHAMP, D.J., “Who Should Sit on Institutional Ethics Committees?”, Monash Centre for Human Bioethics, November.


SMITH, R., “Policing in the South West Pacific”, Conference of the Australia and New Zealand Society of Criminology, August.

WEARN, B., “Is Sociology still be Queen of the Modern Sciences?”, SAANZ Conference, ANU, Canberra, December.


Invited Lectures
CORAM, B.T., “Nosick’s Minimal State”, University of Western Australia, June.

O’GRADY, A.J., Series of lectures on Contemporary Chinese Politics for Department of East Asian Studies, University of Melbourne, 12 July - 11 August.

Theses Accepted for Higher Education
Master of Arts by Publication
McLAREN, I., “A Bibliographical Survey of Australian Colonial Writers”.

Faculty of Technology
Articles in Refereed Journals
BAILEY, P.C.E., “The Effect Of Density and Temperature On The Swimming and Aggregating Behaviour Of the Backswimmer, Anisops deanei (Heteroptera: Notonectidae) and Subsequent Encounter Rate With a Sit-and-Wait-Predator”, Ethology, vol 77, pp 44-57, 1988


Other Articles
DAVIES, T.H., "Report of a visit to USA and United Kingdom", Centre for Stream Ecology, July.
LITHGOW, B., "Single Unit Recordings in the Inferior Colliculus to Electrical and Acoustic Stimulation", research program in conjunction with the Eye and Ear Hospital, Melbourne.
PUGH, R.F., "The Production Engineer and Tribology", Output, p8, August.

Reports
SHANKS, Graeme, "A Strategy For the Use of CASE Tools For Information Management Within Telecom Network Engineering!", June.

Book Reviews

Conference Proceedings
BONE, S., "Educational Value of Chemical Formulae to Nurses!", poster at Nursing Education Conference, Mitchell CAE, Bathurst, November.
CAMPBELL, I., "Australian Streams and Their Ecology!", Department of Fisheries and Wildlife, Utah State University, Logan, Utah, June.
CAMPBELL, I., "The Wonderful World of the Australian Mayfly!", Zoology Department, James Cook University, Townsville, February.
CAMPBELL, I.C., "Seasonal Variation in Leaf Decomposition in Australian Streams!", 27th Annual Congress of the Australian Society for Limnology, Townsville, May.
DAVIS, J.R., "Non-Destructive Material Evaluation Using X-Ray Computed Tomography!", Polymer Characterisation Training Course and Workshops, Chisholm Institute of Technology, February.
DAVIS, J.R., "Reconstruction and Image Processing!", Computer Tomography Conference Auckland, New Zealand, February.
FREEMAN, P.R., MCKELVIE, I.D., HART, B.T., "Development of Field FIA Instrument for Determining Phosphorous in Natural Waters!", poster at Flow Analysis IV – An International Conference on Flow Analysis, Las Vegas, Nevada, USA, April.
HART, B.T., "Chemistry in Natural Waters!", University of Melbourne Chemical Society, September.
HART, B.T., "Role of Dissolved Organic Matter in Natural Waters!", Humic Acid Symposium, CSIRO, Sydney, November.
HILL, S.D., "Discrete-Time, Cartesian-Space Impedance Control!", International Symposium and Exhibition on Robots, Sydney, pp 1082-1101, 6-10 November.
JENNEY, B.W., "Quality by Design – Not Control!", 12th National Conference, Institute of Industrial Engineers, Melbourne, October.

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Publications


SMITH, G.W., "Production of Long Length Beams By Nail-Plate Butt Joining", International Conference on Timber Engineering pp 100–107, Seattle, September.


UNDERWOOD, R.T., "Road Planning: A View of the Future", 14th Conference of Australian Road Research Board, vol 14, part 3, August.

UNDERWOOD, R.T., "The Hume (Melbourne–Sydney) Freeway in the State of Victoria, Australia", in The Proceedings, Institutions of Civil Engineers, vol 84, part 1, April.


Technical Reports


Invited Lectures


DON, C.G., "Impulse Acoustics at Chisholm", Physics Department, Monash University, September.

MCKELvie, I.D. & FREEMAN, P.R., "Flow Injection Analysis & Mountain Streams", Joint presentation, Department of Chemistry, University of Washington, Seattle, USA, April.

MCKELvie, I.D., "Flow Injection Analysis – Principles and Applications", Centre for Environmental Engineering, State University of New York, Buffalo, USA.


WELLS, P., "Computed Tomography", Physics Department, Monash University, October.

Theses Accepted for Higher Degrees

Doctor of Philosophy Dissertations

HILL, S.D., "Trajectory Following for Robot Manipulators", Department of Electrical Engineering, University of Rhode Island, Master of Applied Science.


SHANKS, Graeme, "Analyst Workbenches – An Assessment".

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