

# Annual Report 2003

*For and on behalf of the Council*



Jerry Ellis  
Chancellor

Friday, 26 March 2004

Report of the Council of Monash University  
for the period 1.1.2003 to 31.12.2003

Approved by the Executive Committee of Council under its delegated authority  
on Friday, 26 March 2004

**Monash University**  
**Annual Report 2003**

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# Overview

## Chancellor's statement

Monash University farewelled the vice-chancellor, Professor Peter Darvall, after a distinguished career at our university that spanned more than 30 years. In September, we welcomed eminent researcher and scholar Professor Richard Larkins as the new vice-chancellor.

Our university has had an outstanding year with magnificent achievements at our campuses in Australia and overseas.

An important milestone in the history of the university was reached with the first graduates from our South Africa campus receiving degrees in arts, business and commerce, business systems and computing. These graduates took their place among 9000 others in 34 ceremonies in Australia, Malaysia, South Africa, Hong Kong and Singapore.

To my fellow Council members, Monash staff and students, I express my sincere appreciation for their commitment and dedication to Monash during 2003.

**Jeremy Ellis**  
Chancellor

## Vice-chancellor's statement

The events of the past year saw Monash further demonstrate its position as a leading Australian and international university – achieving excellence in research and teaching, and proudly showing its diversity in location, culture and people.

As a member of Australia's prestigious Group of Eight universities, Monash has achieved a reputation as an internationally recognised tertiary institution that attracts the best and the brightest students and staff.

Notable as the achievements were, I feel that the years ahead will be even more significant. The passage of the higher education reforms bill through parliament will give rise to a number of opportunities, and Monash is particularly well positioned to take advantage of these. The location of the Australian Synchrotron and the Australian Stem Cell Centre at Monash will also present special opportunities.

Over the past year, there have been a number of changes to the senior leadership team at Monash. I became vice-chancellor in September following the retirement of Emeritus Professor Peter Darvall, who had enjoyed a long and distinguished record of academic leadership at Monash. Law dean Professor Stephen Parker was appointed deputy vice-chancellor, Professor Marilyn Liddell took up the position of pro vice-chancellor at Monash Malaysia, Professor Edwina Cornish was appointed deputy vice-chancellor (research), Professor Tam Sridhar became dean of the Faculty of Engineering, and Professor Edward Byrne and Professor Arie Freiberg were appointed dean of Medicine, Nursing and Health Sciences and the dean of Law respectively.

Major achievements at Monash included:

- The completion of the first stage of the \$300 million dollar Monash Science Technology Research and Innovation Precinct (STRIP) at Clayton.
- The commencement of construction of Australia's first synchrotron at the Clayton campus, the Gippsland Education Precinct and the Caulfield Plaza.
- The first graduation ceremony at our newest campus, Monash South Africa, as well as ceremonies in Hong Kong and Singapore and at Monash University Malaysia.
- Our third Victorian Rhodes Scholarship in as many years – won by biological sciences student Mr Lucas Bluff.
- More than \$32 million in research program grants came from the National Health and Medical Research Council (NHMRC) (the largest amount for any university in Australia), and nearly \$19 million from the Australian Research Council (ARC).

- The launch of the Monash University Centre for Brain and Behaviour, the Monash Institute for the Study of Global Movements, and Monash's Master of Business Administration (MBA) and Doctor of Business Administration (DBA) Centre.
- Fulbright Scholarships awarded to four members of the Monash community.
- Law/science student Mr Hugh Evans was named Young Victorian of the Year and Victoria's Young Australian of the Year.
- The Monash Centre in Prato was the location for an international conference on Islamic banking, hosted by Monash University Malaysia.
- The Monash Centre in London held a highly successful series of international seminars.
- Monash received the highest possible ranking in the *2004 Good Universities Guide*.
- The Monash MBA was named among the top MBA programs in Australia and received a five-star rating in the *2004 Good Universities Guide*.
- This university was rated as one of Australia's most family-friendly organisations, securing a top-10 spot in a national survey to identify best practice in implementing flexible work strategies.
- Monash introduced a new rural pharmacy entry scheme to help alleviate the shortage of professional pharmacists in rural Victoria.
- Professor Milton Hearn, director of Monash's ARC Special Research Centre for Green Chemistry, was awarded the Royal Australian Chemical Institute's Applied Research Award and Medal.
- Research fellow Dr James Irving of the Biochemistry and Molecular Biology department received the Premier's Award for Medical Research.
- Monash alumna and Qantas chair Ms Margaret Jackson and Monash University Council member Mr John Laurie were made Companions in the Order of Australia (AC) – in the Queen's Birthday Honours.
- Centenary Medals were awarded to more than 60 members of the Monash community.
- At the World University Games in South Korea, Monash students won 12 medals – two gold, five silver and five bronze.
- A tile mural, designed and painted by Monash students, was unveiled in October in memory of the tragic shooting one year before.

As we stand at the beginning of a new academic year, Monash is ideally positioned to meet the challenges ahead and continue to grow as a leader in the provision of quality education in Australia and overseas.

**Professor Richard Larkins**  
Vice-chancellor and president

## Establishment

### *Guideline 9.1.3 (i) (a)*

Monash University was established under an Act of the Victorian Parliament on 30 May 1958. A body politic and corporate under the name 'Monash University', it had perpetual succession, a common seal and was capable in law of suing and being sued. The responsible minister in the Victorian Parliament was the Minister for Education and Training.

## Objectives, functions, powers and duties

### *Guideline 9.1.3 (i) (b)*

The objectives of the university, as stated in section 5 of division 1 of the *Monash University Act*, were:

- to provide facilities for study and education and to give instruction and training in all such branches of learning as may from time to time be prescribed by the Statutes, including,

without limiting the generality of the foregoing, Pure Science, Applied Science and Technology, Engineering, Agriculture, Veterinary Science, Medicine, Law, Arts, Letters, Education and Commerce;

- to aid by research and other means the advancement of knowledge and the pursuit of the benefits of its practical application to primary and secondary industry and commerce;
- to promote critical enquiry within the university and in the general community;
- to confer after examination the several degrees of Bachelor, Master and Doctor and such other degrees and diplomas as are prescribed by the Statutes; and
- to provide facilities for University education throughout Victoria and elsewhere by the affiliation of existing institutions, organisations or bodies to the University, by the creation of new institutions, organisations or bodies to be affiliated to the University, by the establishment of tutorial classes, correspondence classes, University extension classes and vacation classes and by such other means as the Council deems appropriate - and in the giving of instruction and training in any branch of learning the University shall aim to foster a desire for learning and culture and for a knowledge of the social and cultural as well as the technical and practical aspects of that branch of learning and an understanding of its relation to the whole field of human life and knowledge.

The governing authority of the university was the Council. Its subordinate standing committees, other boards and committees, the vice-chancellor and senior officers of the university advised the Council.

## Services

### Guideline 9.1.3 (i) (c)

The university provided post-secondary education and study facilities primarily to the Victorian community on campuses at Berwick, Caulfield, Clayton, Gippsland, Parkville and Peninsula, and at campuses in Malaysia and South Africa. In addition, the university had more than 100 bilateral institutional links which enabled academic and research collaboration and student exchange programs. It also provided off-campus learning to students in approximately 40 countries.

Faculties of the university were: Art and Design; Arts; Business and Economics; Information Technology; Education; Engineering; Law; Medicine, Nursing and Health Sciences; Science; and the Victorian College of Pharmacy. Each provided undergraduate and postgraduate degrees and diplomas.

In addition to these faculties, there were centres that expressed the research interests of staff members and provided specialised nuclei for postgraduate and some undergraduate study. Many of these acted as a focus for interdisciplinary research. The work of the university was expanded and supported by affiliated institutions, which cooperated in various ways with teaching and research programs at Monash.

This year's report to parliament is substantively different in that it incorporates detailed evaluation of the university's social and environmental performance in accordance with triple-bottom-line reporting. Integration of triple-bottom-line accounts into our standard reporting procedures reflected the university's ongoing commitment to sustainability.

## Administrative structure

### Guideline 9.1.3 (i) (d) (i)

From 1 January 2003 to 31 December 2003, the following members constituted the University Council.

#### • CHANCELLOR

Jeremy Kitson Ellis MA *Oxon* HonDEng *C.Qld* FTSE FAICD FAusIMM Hon.FIEAustCPEng

#### • VICE-CHANCELLOR AND PRESIDENT

Peter LePoer Darvall BE(Hons) *Melb.* MS *Ohio State* MSE MA PhD *Prin.* DipEd FIEAust FTSE to 31 August 2003

Richard Graeme Larkins AO MD BS *Melb.* PhD *Lond.* FRACP FRCP London FRCPI HonFAM Malaysia HonFAM Singapore HonFRCP Thailand HonFACP USA HonFCeylon CP from 1 September 2003

#### • CHAIRPERSON OF THE ACADEMIC BOARD

Alan William Lindsay BSc DipEd MEd(Hons) *Syd.* PhD *Macq.*

#### • THREE PERSONS ELECTED BY AND FROM THE STAFF OF THE UNIVERSITY PRESCRIBED BY THE STATUTES

##### *Professorial staff member*

Tam Sridhar BTech *Madras* ME *IISc* PhD *Monash* FISE FIEAust

##### *Non-professorial academic staff member*

David Suter BSc DipEd *Flinders* GradDipComp *RMIT* PhD *La Trobe*

##### *General staff member*

Dale Halstead BA BSocWork *Melb.* GradDipEdAdmin *HwthnInst*

#### • TWO PERSONS ELECTED BY AND FROM THE STUDENTS ENROLLED AT THE UNIVERSITY PRESCRIBED BY THE STATUTES

##### *Undergraduate member*

Terence Alan Pritchard

##### *Postgraduate member*

Jane Menzies BComm *Deakin* BBus(Hons) *Monash*

#### • SIX PERSONS APPOINTED BY THE GOVERNOR-IN-COUNCIL

June Margaret Hearn MA PhD *Melb.*

John Charles Hutchinson DipMechEng ED FIEAust. MAICD MAIM

Wendy Peter BJuris LLB *Monash* LLM *Cantab.*

Paul Henry Ramler AM DipBusMktg MBus (Hons) *CIT* ACIT FAIM AFAMI

Brian Robinson AM BSc(Hons) *Belfast* PhD *Melb.*

Rhonda Galbally AO BEc *Monash* DipEd HonDSc *La Trobe*

#### • ONE PERSON APPOINTED BY THE MINISTER

Jennifer Samms BEc *Monash*

#### • SIX PERSONS APPOINTED BY THE COUNCIL

Louise Adler BA(Hons) *Reading* MA MPhil *Columbia*

Glenn Barnes BAgrSc *Melb.* CPM FAMI FAIM FAICD FAIBF FRSA

Colin J Bourke MBE BCom BEd *Melb.* LLB *Adel.* MEd *Canb* TPTC *Geelong* FACE FAIM

Penelope FE Hutchinson BA(Hons) *Lond.* CA AMusA AICD

John B Laurie AC BE *Adel.* FICE FIEAust ACEAust AATSE

Dorothy Ruth Pizzey AM BA BEd *Melb.* FACE

- MEMBERSHIP OF AUDIT COMMITTEE

Jeremy Kitson Ellis MA *Oxon* HonDEng *C.Qld.* FTSE FAICD  
FAusIMM Hon.FIEAustCPEng

Robert Chenhall BEc *Monash* MSc *S'ton* PhD *Macq.* FCPA

Penelope FE Hutchinson BA(Hons) *Lond.* CA AMusA AICD

Wendy Peter BJuris LLB *Monash* LLM *Cantab*

Richard Graeme Larkins AO MD BS *Melb.* PhD *Lond.* FRACP  
FRCP London FRCPI HonFAM Malaysia HonFAM Singapore  
HonFRCP Thailand HonFACP USA HonFCeylon CP from 1  
September 2003

- IN ATTENDANCE:

Alison Crook AO BA(Hons) *UNE* MBA *Qld.* DipLib *S.Aust.* DipEd  
*Adel.* HonDUniv *S.Aust.* HonDLitt *Macq.* FALIA FRIPAA FAIM  
FAICD

Greg Connell – executive officer and secretary

## Senior officers

### Guideline 9.1.3 (i) (d) (ii)

- VISITOR

John Landy AC MBE BAgSci *Melb.* HonLLD *UBC* HonDRurSc  
*UNE* FAIAS Governor of Victoria

- CHANCELLOR

Jeremy Kitson Ellis MA *Oxon* HonDEng *C.Qld.* FTSE FAICD  
FAusIMM Hon.FIEAustCPEng

- DEPUTY CHANCELLORS

June Margaret Hearn MA PhD *Melb.*

Paul Henry Ramler AM DipBusMktg MBus (Hons)*CIT* ACIT  
FAIM AFAMI

- VICE-CHANCELLOR AND PRESIDENT

Peter LePoer Darvall BE(Hons) *Melb.* MS *Ohio State* MSE MA  
PhD *Prin.* DipEd FIEAust FTSE to 31 August 2003

Richard Graeme Larkins AO MD BS *Melb.* PhD *Lond.* FRACP  
FRCP London FRCPI HonFAM Malaysia HonFAM Singapore  
HonFRCP Thailand HonFACP USA HonFCeylon CP from 1  
September 2003

- DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT

Stephen Parker LLB(Hons) *Newcastle* (UK) PhD *Wales*

- DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT  
(RESEARCH AND DEVELOPMENT)

Gary Bouma BA *Calvin* BD *Princeton Theol.Sem.* MA *Cornell*  
PhD *Cornell*

- DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT  
(ACADEMIC AND PLANNING)

Alan William Lindsay BSc DipEd MEd(Hons) *Syd.* PhD *Macq.*

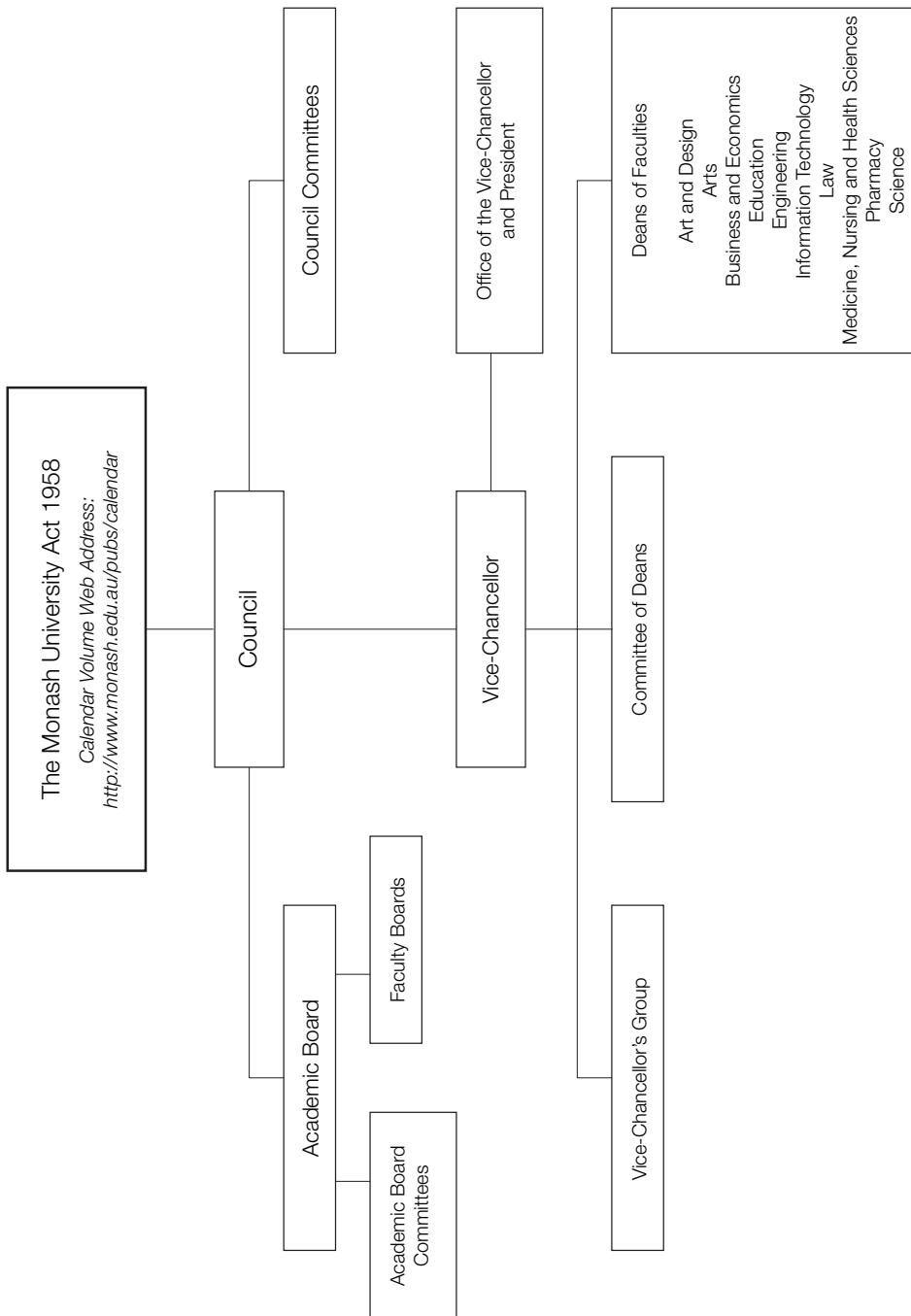
- DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT  
(RESOURCES)

Alison Crook AO BA(Hons) *UNE* MBA *Qld.* DipLib *S.Aust* DipEd  
*Adel.* HonDUniv *S.Aust.* HonDLitt *Macq.* FALIA FRIPAA FAIM  
FAICD

# Organisational charts

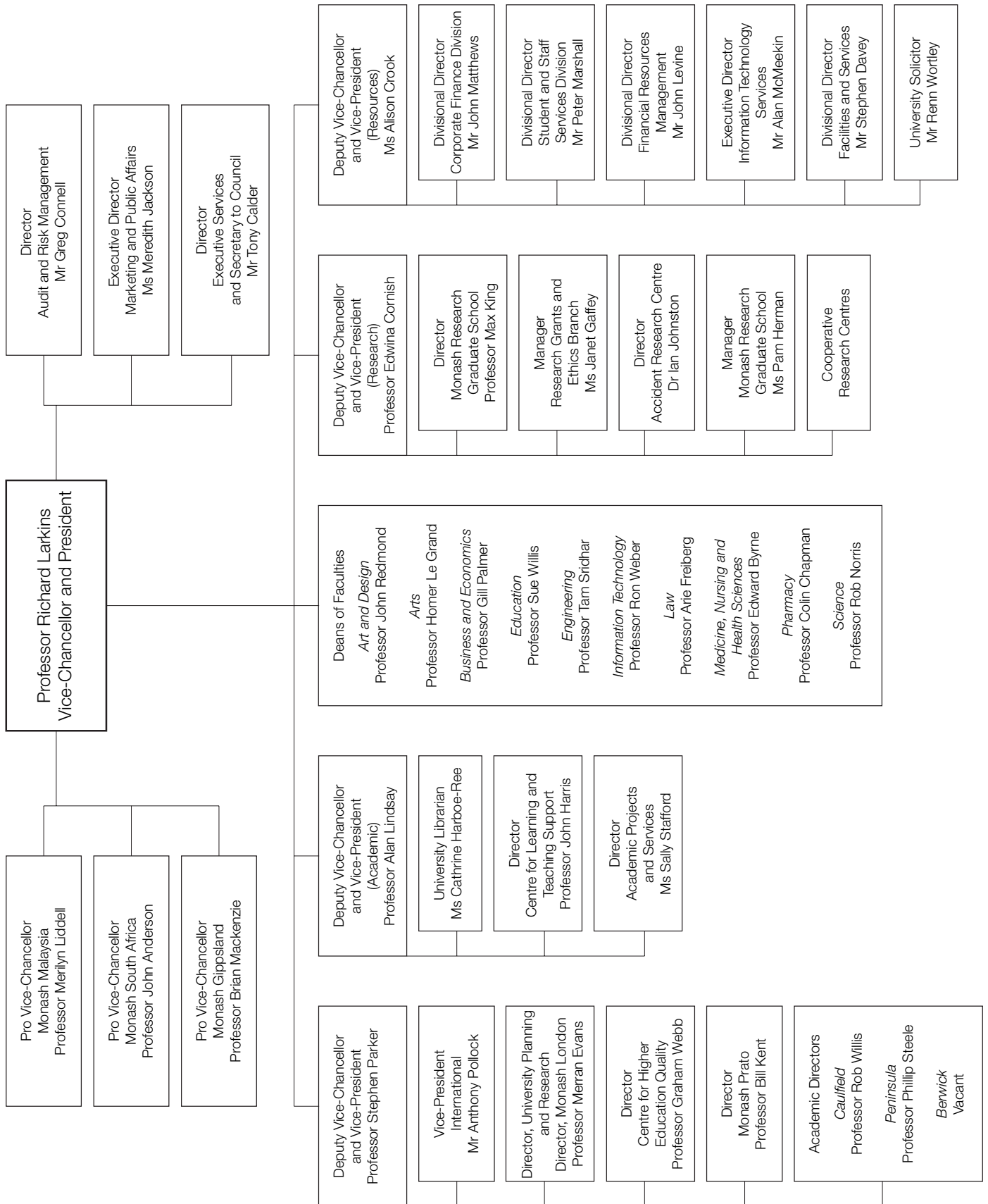
Guideline 9.1.3 (i) (d) (iii)

## Overall governance and management





# Monash University senior management



## Statement on significant initiatives and strategies developed for the university's international operations

PAEC (December 1997)

The university continued to make significant progress against the key outcomes set out in *Global Development: 2002–2006*. It was a year of consolidation of international activities for Monash.

Highlights included the following:

- Monash South Africa produced its first cohort of graduates in November.
- The Monash University Centre in Prato received formal advice that it had been registered in Italy as a foreign academic institution.
- The university confirmed its commitment to a European engagement strategy through *Monash in Europe: 2010: A strategic directions statement*.
- The university, through Monash International, extended its Monash College pre-university programs to the Faculty of Art and Design. It now offers diplomas in business and economics, engineering, information technology, and art and design.
- Monash College delivered its 1000<sup>th</sup> student into Monash University's undergraduate programs.
- A record number of new international students enrolled in Monash award programs.
- There were 4953 international students who studied on our Australian campuses, an increase of 13.2 per cent on 2002.
- An English Language Centre was established at the Monash University Centre in Prato.
- More than 940 students from the university's Australian campuses participated in education overseas via the Monash Abroad program, a 23 per cent increase on 2002.

**Core business:  
teaching and research**

## Operational objectives and initiatives

### Strategic planning

The strategies and objectives of the university were supported by the review of planning architecture and development of planning guidelines to enhance the incorporation of strategic and operational planning across all levels of the university.

Integrated campus planning was facilitated by a 'blue skies' visioning process and the analysis of data, including the Monash Experience Questionnaire (MEQ) administered to students and campus profiling, that subsequently formed the basis for rigorous evidence-based decision-making.

The development of policy included the examination of the higher education reforms, an investigation of demand for places at Monash by prospective students, and a detailed simulation of the Research Training Scheme (RTS) funding model to identify an optimal strategy.

The development of performance indicators continued, with the refining and updating of university-wide key performance indicators. Faculty performance indicators were realigned to increase synergy with university performance indicators, and procedures for the evaluation cycle and implementation of recommendations were developed.

Strategic planning initiatives across all levels of the university were significantly enhanced by the development of new online tools to access an increased range of statistical data from internal, state and national sources, and by the refining of processes for collection, reporting and analysis.

### Quality

The Quality Development Committee continued to manage the university's response to *Still Learning*, the institutional self-review conducted in 2002. The Centre for Higher Education Quality (CHEQ) conducted two major institutional surveys: the MEQ (for coursework students) and the Monash Employer Survey.

Service Level Agreements (SLAs) for approximately half of the central service areas were completed and development of SLAs for the remaining services commenced. The SLAs were based on key performance indicators of service delivery and quality. A Support Services Quality Coordinators' Network was developed to share information and practice and to augment the Faculty Quality Coordinators' Network.

The Offshore Quality Assurance Committee developed its membership and terms of reference and was renamed the Transnational Quality Assurance and Improvement Committee (TQAIC). Members of TQAIC reviewed the courses offered by the TMC Centre for Advanced Education, Singapore, on behalf of Monash. The review included an extensive program self-review process undertaken by faculties.

Monash South Africa underwent a successful reaccreditation and accreditation visit by the South African Council for Higher Education, Higher Education Quality Committee.

### Learning and teaching

The strategies and objectives outlined in the Learning and Teaching Plan 2003–2005 were implemented, with extensive consideration and consultation by a number of university committees and working parties. A total of \$2.7 million was distributed from the learning and teaching pool to faculties for development of learning and teaching initiatives.

The Unit Innovation Grants Scheme (UIGS) was established to complement the Strategic Innovations Fund and to support learning and teaching innovations in coursework units. Funds of \$10,000 were awarded to each faculty for redevelopment of five units by enhancing student-centredness, flexibility and the appropriate use of technology in learning and teaching.

The Exploring Educational Technologies Conference was held for Monash staff to explore the progress and future of learning technologies in higher education, with particular reference to the Learning and Teaching Plan.

To enhance program delivery, orientation for new students was incorporated into the suite of Monash Transition Program activities. To strengthen the mainstreaming of transition and orientation activities across the university and link the program to academic policy processes, the Transition Policy and Planning Committee was made a sub-committee of the university's Education Committee.

### Academic policy, planning and review

The first stage of the online Academic Policy Bank was completed and released for university-wide use. The policy bank facilitates access to the major policies and procedures of the university.

Ongoing development of the Course and Unit Publications and Information Database (CUPID) streamlined procedures for maintenance, storage and distribution of course and unit information across the university, and provided a central source of information for production of online and print handbooks and faculty publications, the *my.monash* portal and online student enrolment. The development of the extract function was completed and faculty and publication owners were able to audit course and unit information stored within CUPID.

Academic promotion procedures were reviewed, with the inclusion of exceptional leadership as a major ground for promotion.

A major restructuring of teaching and learning support services for staff and students was completed, and the Centre for Learning and Teaching Support (CeLTS) undertook a comprehensive self-review under the university's guidelines.

Due to changes in internal and external policies, the processes and committee structures for reviewing courses taught off shore were revised.

A panel of the Transnational Quality Assurance and Improvement Committee conducted a pilot review of the quality, content, standards and delivery of courses delivered on behalf of Monash by the TMC Centre for Advanced Education, Singapore. The review included assessment of student performance and satisfaction in comparison with other modes of delivery and locations, suitability of the contractual arrangements and the effectiveness of their implementation, and assessment of the financial viability of the partnership.

### Library support for teaching and learning

Study areas were improved by upgrades at the Caulfield Library and the Postgraduate Room at the Matheson Library. Further improvements to library services included extended opening hours at several libraries, the expansion of wireless LAN facilities, additional computers in public areas, and new printers and digital photocopiers. Identity and way finding guidelines were developed for all library branches and planning commenced for the refurbishment of the Hargrave-Andrew Library.

The development of online access to the library was enhanced by:

- online catalogues of more than 140,000 books, 20,000 full text journals, and 440 databases;
- the redesign of the library's website and its rollout into the university's Content Management System;
- establishment of the Monash University Electronic Press. The e-press will be managed by the library and provide online publication of research and scholarly journals by staff;
- a successful trial of the Monash ePrints repository; and
- the award of \$3.7 million Department of Education, Science and Training (DEST) funding for the Australian Research Repositories Online to the World (ARROW). ARROW is a national demonstrator project, with the university as the lead institution, and will develop software to support best-practice institutional

digital repositories for electronic prints, digital theses and electronic publishing.

The library undertook a comprehensive quality self-review aligned with the university's guidelines. The report of the review supported current strategies to improve services and facilities. The library conducted a Customer Satisfaction Survey in May, commenced quarterly reporting of performance indicators in the library's SLA with the faculties, and established a help desk in the library in collaboration with Information Technology Services (ITS) Division.

### Centre for Learning and Teaching Support (CeLTS)

CeLTS provided specialist services to the Global Online Learning Development (GOLD) Project, a major initiative to develop online learning through educational design, multimedia development and audiovisual, web and print production. CeLTS also provided support for the UIGS, a program to encourage innovation in on-campus flexible learning.

CeLTS received recertification of its Quality Management System by the International Standards Organisation, commenced a major project to redevelop software systems that support off-campus and flexible learning programs, and conducted a quality review under the university's central services review guidelines.

CeLTS initiated a project to provide support services for the introduction of WebCT Vista from semester one, 2004. Support services for WebCT Campus Edition will continue for at least a year.

## Major research and development activities

### *Guideline 9.1.3 (iv) (f) and 9.1.3 (ii) (c)*

Key strategic initiatives included the establishment of the Monash Institute for the Study of Global Movements, which seeks to advance knowledge of global movements in their diverse economic, social, political and cultural dimensions. The institute commenced four projects with \$1 million funding. Strategic planning connected with the Australian Synchrotron at Monash, including the establishment of a Synchrotron Science Centre, commenced and the university participated in the establishment of the National Stem Cell Centre and the National Centre for Cell Engineering, located at Monash.

### Research applications and funding

Monash researchers submitted 1116 applications to 236 separate schemes, which represented an increase in both applications and schemes. Of these, 371 were successful, a success rate of 33 per cent, which marked a return to the success rate of the late 1990s. Total funding in the first year of funding of these successful applications was \$24.5 million, up from \$22.4 million in 2002.

#### *Australian Research Council (ARC)*

Results for funding in 2004 included:

- 58 Discovery Project Grants were awarded from 196 applications. The total projected allocation is \$15 million for the period 2004 to 2008. Monash ranked sixth in terms of both number of projects and support funding. The drop in ranking from fifth in 2002 was due to the entry into ARC competitive funding rounds of the Australian National University's Institute of Advanced Studies;
- one Australian Professorial Fellowship was awarded from seven applications;
- six Australian Postdoctoral Fellowships were awarded from 19 applications;
- of 27 applications for ARC Linkage Projects Grants, 14 were successful, receiving total of funding of \$3.5 million for 2003 to 2007. Thirty-five applications were submitted to the second round;
- six Linkage International Awards were awarded, with total funding of \$270,763; and

- three of the nine proposals submitted by Monash for Linkage – Infrastructure projects were awarded a total of \$1.79 million. Monash was a partner in a further 15 successful proposals.

The Centre for Green Chemistry had a mini-review and was granted funding for 2004. Monash was the sole institution for a new ARC centre in structural genomics, with total funding of \$4.9 million over five years. Monash, in collaboration with four institutions, participated in a new ARC centre for robotics, with total funding of \$5.6 million over five years.

#### *National Health and Medical Research Council (NHMRC)*

Results for funding in 2004 included:

- 28 new Project Grants, with support funding of \$10.3 million for the period 2004–2006;
- three new Research Fellowships, four renewals and two promotions;
- three Career Development Awards (results for training fellowships are unavailable);
- two Program Grants were awarded, valued at more than \$21 million over a five-year period, commencing in 2004. This result ranked Monash number one in the nation for programs commencing in 2004; and
- a total of \$764,000 was awarded for equipment.

#### *Other external funding schemes*

Monash University received a total of \$9.62 million in Research Infrastructure Block Grants from DEST. This was distributed to faculties based on their share of Australian Competitive Grants funding obtained.

#### *Monash Research Fund*

The university provided \$5.8 million from central resources for the support of research via the Monash Research Fund. This was directed to:

- provision of matching funds in support of successful Linkage Infrastructure and other major bids;
- payment of subscriptions or other participation in research consortia; and
- internal competitive grants (approximately 50 per cent of the funds) – selected faculty proposals to support new or emerging research areas or to address contemporary problems and expected to result in measurable outcomes; central funding for two-year postdoctoral fellowships; bridging funding for research projects which narrowly missed receiving ARC or NHMRC funding; to assist postgraduate students to travel to present research results at international conferences and to publish research results.

In addition, the university established the Monash Fellowship Scheme, offering salary and a research support grant to five postdoctoral researchers currently employed outside Monash.

### Research publications

In its annual reporting to DEST, Monash University reported 2189 publications as having been published in 2002 and having met the criteria for the four publishing categories (books; book chapters; papers published in scholarly refereed journals; and refereed conference proceedings).

### Research training

An initiative announced in the December 1999 White Paper *Knowledge and Innovation*, the Research Training Scheme allocates places on the basis of performance.

#### *Postgraduate research supervision*

Alongside the informal 'apprenticeship' model, a more formalised and streamlined accreditation procedure was introduced in 2002. A trainee supervisor, under the guidance of a senior researcher/mentor, completed nine modules that cover all stages of candidature. Monash Research Graduate School, the Higher

Education Development Unit and faculties developed relevant training workshops, with approximately 100 trainees attending these sessions. Faculties also conducted their own programs, and supervisor training workshops were also conducted at Monash University Malaysia. Procedures were established so that poorly performing supervisors may be deregistered. Further information about supervisor training is available at [www.monash.edu.au/phdschol/forms/trainprog.html](http://www.monash.edu.au/phdschol/forms/trainprog.html).

As a further strategy to improve completion rates and times, mandatory probationary candidature was introduced for all students in their first critical 12 months full-time equivalent of doctoral candidature. The confirmation process required students to make an oral presentation and written summary of their research proposal before an academic panel.

Eight awards, for periods of three to six months, were made in the first selection round for a new Doctoral Completions Scholarship Scheme. The scheme assisted those students needing an intensive period of uninterrupted research in order to complete the final writing of their thesis. Faculties were reimbursed only when thesis submission took place during the tenure of the award, with pro-rata reimbursement for submissions thereafter.

There were 327 doctoral thesis submissions (to be confirmed), compared with 287 in 2002. A total of 334 students (to be confirmed) were awarded the degree, compared to 310 in 2002. Average and median lengths of candidature upon submission were 48.7 and 48 months respectively, representing a general decline in completion times. The average age at submission was 36 years and approximately 90 per cent of examinations concluded without further examination being required.

In excess of \$52 million was allocated for research awards and RTS places. Of the 874 scholarship applications submitted, 48.6 per cent were from female applicants, compared with 46.1 from female applicants from the same number of applications in 2002.

There were 110 Australian Postgraduate Awards (APA) and 107 Monash Graduate Scholarships (MGS) available, with total funding of \$6.1 and \$5.7 million respectively. A total of 262 offers were made, representing a 20 per cent over-offer. Monash retained its fifth rank in the allocation of the Australian Government's APA scholarships. Ten additional MGS awards were made for areas of research priority.

50.2 per cent of ranked applicants were Monash graduates, compared to 49.2 per cent in 2002, while 54.3 per cent of acceptances were from Monash students. 22.8 per cent of ranked applicants had completed their highest qualification at an overseas institution, compared to 25.9 per cent in 2002. International students accepted 52.8 per cent of MGS awards and, for the second time, more eligible applicants failed to receive a scholarship offer in this selection round than received offers – 286 and 262 respectively.

Monash received 23 International Postgraduate Research Scholarships (IPRS) (\$1.04 million) for fee-paying international students, which, together with the university's matching fee scholarship program (\$1.2 million budget), supported approximately 50 scholarship packages.

The university was awarded 15, or 29 per cent, of the 52 Victorian Government Information and Communication Technologies (ICT) Top-Up Scholarships available in 2002, and a further 15 in the 2003 round. Priority was given to applications from female researchers in regional Victoria in designated ICT priority areas. Other awards included the following:

- 26 APA (Industry) scholarships were available (20 in 2002) as part of the Australian Government's Linkage program;
- a budget of \$100,000 supported 10 Postgraduate Teaching and Research Fellowships in areas of research priority;
- 278 postgraduate travel grants (268 in 2002) and 30 Postgraduate Publication Awards were awarded, with total funding of \$400,000 and \$125,000 respectively; and

- a \$10,000 Conference Organisers' fund supported 10 groups of students.

### *Higher degree by research candidature*

Of a total of 2870 students who were enrolled in higher degrees by research programs, 632 new students commenced their studies. Of 2129 students who were enrolled in doctoral programs, 406 new students commenced their studies.

The Doctor of Information Technology program was approved, joining five existing professional doctorate degrees. The MD and higher doctorate programs underwent substantial restructure.

University-wide legislation for masters by research programs was developed, together with guidelines pertaining to admission and thesis examination. The first students were enrolled in the new university-wide Master of Philosophy research program.

Cotutelle and joint-badged doctoral programs allowed participating institutions to strengthen research collaboration, and students gained access to specialist facilities and a PhD from both universities.

Doctoral theses consisting or partly consisting of jointly authored papers may now be included in theses, provided a declaration was attached identifying the nature/percentage contribution of all authors. The aim was to encourage research students to publish their work during candidature.

## Support services

### *Guideline 9.1.3 (ii) (c)*

Financial management initiatives were underpinned by improved understanding of the costs of activities across the university, the development of service level agreements for the provision of support services to faculties and closer integration of the financial planning process with the university's strategic and operational planning processes.

The Caulfield Service Centre was established to provide a single point of delivery for student inquiries to Student Administration, Monash International, the IT Help Desk and the faculties of Business and Economics, Information Technology, and Art and Design. The centre provided self-service access to students together with inquiry responses via counter service, self-service terminals and electronically through the [ask.monash](http://ask.monash) system.

A THRIVE at Work Program, designed to help staff understand and deal with stress through preventative measures, was developed and implemented. The program achieved significant results in its first year. A new Staff Study Support Program was also developed to provide financial assistance and study leave to support the career advancement of university staff.

A successful submission was made to DEST for continuation of funding under the second round of the Workplace Reform Program.

IT Services undertook the lead site role for Victorian universities to help establish the Victorian Education and Research Network (VERN). The development received \$33 million in Commonwealth Systemic Infrastructure Initiative Funds and was planned to occur over a four-year period. It would provide advanced network facilities to support research and higher education institutions within Victoria.

The university's website was redesigned to conform to the new branding strategy and to improve user navigation. The underlying web infrastructure was also upgraded and an IT Skills Matrix and online technical training programs were developed to enhance staff and student skills. An inquiry management system, [ask.monash](http://ask.monash), was implemented to enable students to access online advisory services and to seek assistance from university support staff.

Urban plans, which would provide the framework for capital works planning and expenditure, were developed for Berwick, Caulfield and Clayton campuses. Additional new student residences were

completed at Monash South Africa and construction of a new academic building commenced. Work also commenced on major new building developments on Berwick and Caulfield campuses. Building 1 of the Monash STRIP at Clayton campus was completed, with levels 1 and 2 ready for occupation, and planning for buildings 2 and 3 commenced.

Infrastructure initiatives included the completion of a re-audit of all space at each campus, the refinement of the five-year maintenance plan, and the completion of an 'accessibility audit' at the Berwick, Caulfield, Gippsland, Parkville and Peninsula campuses. In consultation with a wide cross section of university staff, the *Monash Project Design and Management Guidelines* was updated to guide consultants, contractors and university staff in preferred project design and procurement processes. Work also commenced on a transport study at the Clayton campus to enhance the development, provision and operation of transport infrastructure and services within and adjacent to the Clayton campus.

A physical audit and review of security operations was completed at each of the six Victorian campuses. A university security adviser was appointed to oversee implementation of the recommendations of the review and reinforce the development of a whole-of-university approach to security-related issues.

Monash Commercial Pty Ltd completed its first full year of operations and implemented a group management reporting system, improving information received by the Board.

#### Guideline 9.1.3 (ii) (c)

## Faculty of Art and Design

The Faculty of Art and Design continued its focus on improving operational and budgetary efficiencies across all areas. The faculty continued to develop and maintain high-quality education in the disciplines of art and design, and further developed its flexible and student-centred approach to teaching and learning. The faculty also continued to enhance the overall profile of the faculty, its staff and students in an increasingly competitive environment.

Demand for courses offered by the faculty remained high.

The faculty marked the completed refurbishment of the fine arts building, which provided new studio facilities for painting, drawing, tapestry, printmedia and photomedia. The building was officially launched by Ms Elizabeth Ann Macgregor, director of the Museum of Contemporary Art, Sydney, and was attended by a large number of members of the visual arts community.

The visiting artist/designer program continued to grow. Six artists and designers participated in residencies with the faculty throughout the year.

The Faculty Gallery hosted a diverse selection of exhibitions and continued to be an integral feature of the faculty. The gallery raised the faculty's profile by showcasing the works of students, graduates and high-profile artists and designers. Community and media interest in the gallery's exhibitions and activities were documented in a number of print media, television and journal articles. Exhibition highlights during the year included the works of Andrew Sibley, Lyndell Brown and Charles Green and the Monash University Museum of Art (MUMA) exhibition *PAPERCUTS*.

The faculty's schools liaison program continued, with targeted marketing for the key feeder schools of the faculty and its competitors. To increase its profile among the all-important secondary schools of Victoria the faculty initiated both inbound and outbound visits.

Staff research activities and achievements were also acknowledged and promoted throughout the year. These included first prize for the Shell Fremantle Print Prize (Toni Corvino-Beehre, printmedia); a number of solo and group exhibitions; and a prestigious invitation to participate in the Ninth Guilin Yuzi Paradise International Sculpture Symposium in China (Dr Dan Wollmering, sculpture).

The final-year student exhibitions attracted large numbers of parents, students, art and design industry representatives, prospective students and the media.

International undergraduate and postgraduate research applications continued to exceed target levels, as did full-fee-paying international student enrolments.

The faculty entered into a bilateral agreement with the National Institute of Design in India. The agreement was in addition to existing international agreements with HOSEO Computer Technical College, Glasgow School of Art, Chiba University, Kookmin University, Suzhou University, Soong Eui Women's College, Induk Institute of Technology and Kangwon National University, Korea.

It again hosted summer school programs for students from HOSEO Technical College, Kang Won National University and Soong Eui Women's College, Korea. The faculty also explored the possibility of introducing a summer school program for Singapore in 2005.

The Monash University Centre in Prato was well utilised by the faculty and many students from both fine arts and design participated in the faculty's offshore programs. As part of an exchange agreement, students from the Glasgow School of Art also joined Monash students for lectures and tutorials held in Prato.

Strong demand continued for the faculty's higher degree research programs, with increased research student load in the Master of Fine Arts and PhD programs. The promotion of the faculty's postgraduate programs continued and focused on the achievements of existing high-calibre postgraduate students to raise the faculty's profile and attract further high-calibre research students. The importance of ensuring high-quality research supervision continued to be an important consideration with ongoing strategies implemented to achieve desired improvements.

The Faculty of Art and Design continued to expand, develop, and attract increased numbers of quality undergraduate and postgraduate students both locally and internationally. The faculty's profile continued to grow due to its engagement and effective communications with its communities, both locally and internationally. These included the communication of student successes in local and international competitions; targeted schools and gallery programs; lunchtime art forums for the public; Monash Open Day; and an improved international profile in a number of strategic territories.

## Faculty of Arts

The Faculty of Arts progressively implemented a number of strategies to build its research and research training performance, the quality and flexibility of its teaching and its financial strength. Faculty targets were exceeded across several areas, particularly in research performance and recruitment of international students. The international student load increased by 28 per cent overall in comparison to 2002, which consisted of increases of 17 per cent in higher degrees by research, 39 per cent in graduate/postgraduate coursework, and 27 per cent at the undergraduate level, from 483 Effective Full-time Student Units (EFTSU) to 620. The rate of increase was not as high as in 2002 largely because the base was growing but also the SARS epidemic probably had some impact on first semester enrolments.

The Arts Research Graduate School continued with its implementation of the Higher Degree and Research Management Plan with the appointment of all supervisors for the academic year conforming to the accreditation standards. Training programs for new supervisors and 'master' classes for more experienced supervisors were very valuable. As part of the induction of research students, the Tricks of the Trade program was expanded, and schools also offered research induction programs, as well as intensive research colloquia where candidates and staff interacted and discussed research issues, trends and the requirements of particular candidates. Arts research students continued to contribute significantly to the faculty's research profile through DEST-reportable publications and their completion rates continued to increase.

Seven ARC Discovery Project Grants were awarded to the faculty, with total funding received nearly double that of 2002, accompanied by an increase in the number of fellowships awarded in conjunction with the grants. The number of successful ARC Linkage Grant applications increased, as did funding awarded per grant. Monash Arts researchers also participated as investigators on a number of grants administered through other institutions. A range of faculty grant schemes were offered to support new research, with a focus on team projects, early-career researchers and cross-campus research (including the international campuses) enhancing research strengths and enabling the timely completion of projects and the publication of results.

The faculty continued to build its presence internationally. It is an active participant in Monash's Institute for Global Movements. The operations at Monash South Africa and Monash University Malaysia grew steadily, with new key staff appointments. At Monash South Africa, the curriculum was expanded to include honours streams in communications and geography and environmental science (subject to approval for introduction in 2004). With the City University of Hong Kong, the faculty developed a specialised Bachelor of Arts degree to be offered in Hong Kong, focusing on the disciplines of Chinese studies, communications, English in use, international studies and Japanese studies. The course would be jointly taught via a flexible delivery mode incorporating online teaching and face-to-face tutorials. The first intake of students was planned for September 2004. With the support of the University's Global Online Development project, the flexible learning/online teaching materials developed were highly interactive and display sound pedagogical principles, using an array of teaching strategies and would benefit all students, both on and off-campus. Alongside this, the faculty offered more and better targeted IT training courses to staff, with 30 new courses introduced.

Another IT initiative was to lead the university in adopting 'green office' practices, winning the inaugural Monash Environment Institute (MEI) Award for environmentally sustainable office practices.

The Faculty of Arts developed a new double degree, the Bachelor of Music/Bachelor of Performing Arts, for introduction in 2004. This double-degree course would extend the popular Bachelor of Music and Bachelor of Performing Arts degrees taught on the Clayton campus and allowed students to specialise in three main areas of drama and theatre studies, performance studies and music performance. Three new 18-month (post-pass degree) coursework masters courses were introduced to complement the revamped suite of coursework offerings – the Master of Criminal Justice, the Master of Theatre and the Master of Counter-Terrorism Studies.

As part of its ongoing commitment to create a challenging and supportive student learning environment, the faculty continued to develop a number of student support programs, including an extended undergraduate academic mentoring program. For students identified as at academic risk, the Student Progress and Equity Committees were integrated into existing faculty support structures to give students more wide ranging support.

## Faculty of Business and Economics

The review of the faculty's undergraduate course offerings, initiated by the dean in 2002 as part of a strategy to position the faculty's offerings more competitively across a range of segments/niches and global locations, continued.

A report was received from the Open Mind Research Group, the market research company given the task of conducting a comprehensive study of the faculty's undergraduate market. The aim of this survey was to enable the faculty to identify opportunities to move the existing program structure to a position of greater competitive strength both domestically and internationally.

A position paper discussing structural changes to the faculty's undergraduate course offerings that would assist the faculty's multi-campus delivery and strengthen brand-reputation was

prepared. Its recommendations, including proposals for new programs at Gippsland campus and for a restructured Bachelor of Commerce, were considered with faculty-wide consultation.

On 5 March, the Premier of Victoria, The Hon. Steve Bracks, formally opened the new MBA and DBA facilities at Caulfield campus. This event provided an opportunity for the faculty to promote the MBA as a unique, cross-faculty, multidisciplinary, professionally orientated program that was now fully integrated into the university structure, rather than being operated from an independent business school. This enabled the faculty to develop many professional tracks within the MBA, using expertise from this and other faculties. Now that the MBA can be linked with the faculty's other specialist masters programs, the faculty offered postgraduate students the chance to take out two degrees with streamlined timelines, following trends set by many of the faculty's undergraduate students.

The faculty explored options to raise the profile and image of the MBA externally, to strengthen the MBA/DBA and postgraduate business programs and to improve the integration of the MBA program across the faculty's graduate operations. This was significant in view of the ranking of the MBA by several leading business organisations and publications: *Asia Inc.* ranked the Monash MBA as the best in Victoria and third best in Australia, *Australian Financial Review's BOSS* magazine ranked it equally in the top four in Australia, and the Economist Intelligence Unit's world wide rankings placed the MBA at number 75, up from 91 last year and ahead of the MBAs offered by the Melbourne Business School and the Australian Graduate School of Management.

A review of the faculty's graduate studies processes led by the faculty's associate dean (graduate teaching) was completed and the final report was expected early in 2004.

The faculty's research effort and funding continued to focus on improving key performance indicators, ie research funding, research publications, higher degree by research (HDR) load and higher degree by research completions. HDR load increased by approximately 20 per cent, and the number of publications submitted for inclusion in the DEST research publications collection also increased by 20 per cent.

Research was promoted in Singapore and Kuala Lumpur at seminars run by the faculty's deputy dean, Professor Max King, designed to attract higher degree by research students to the Australian campuses and Monash University Malaysia. Research was also the focus of a faculty alumni event in Singapore.

On 1 July, the faculty, along with several other Australian universities, joined the Cooperative Research Centre for Sustainable Tourism. The Federal Government committed \$26.7 million of additional funding for this centre to help tackle the lack of research and development by the tourism industry.

Professor Kim Langfield-Smith and Professor Robert Chenall of the Department of Accounting and Finance and Professor Peter Dixon of the Centre of Policy Studies were awarded ARC Linkage Project Grants. The grant to Professor Langfield-Smith, with a group of five others in conjunction with the University of New South Wales, was for a total of \$750,000. In round 1 (for funding commencing in 2004), two ARC Linkage Project Grants were awarded to staff in the faculty. A team led by Professor Chris Nyland, Department of Management, was awarded \$112,000 over three years, and a team in the Department of Marketing led by Dr Chris Dubelaar was awarded \$116,000 over three years. Professor Robert Faff, Department of Accounting and Finance, was also a member of a successful application submitted through the University of Queensland.

In the recent round of ARC Discovery Project Grants for 2004, the faculty secured 10 awards. Dr Rowena Barrett was awarded Gippsland campus's first-ever ARC Discovery Project grant. Three staff members were also part of successful cross-institutional applications. The faculty was awarded 20 per cent of all ARC Discovery Project Grants awarded in Australia in the main business and economics fields of research.



Professor Jeff Richardson and Dr Anthony Harris in the Health Economics Unit, Centre for Health Program Evaluation, obtained awards from the NHMRC. Dr Bruce Hollingsworth, also in the Health Economics Unit, was awarded a research fellowship from the Victorian Health Promotion Foundation.

In response to an invitation that arose from a cooperation agreement, signed in February between Monash University and Tsinghua University, one of China's top two research universities, the dean visited China to discuss a possible strategic alliance with Monash for a number of initiatives, including postgraduate programs such as the MBA, DBA and other faculty masters programs, off-campus learning in undergraduate programs, and executive development and training courses. Also discussed with other institutions in China were possible links and opportunities for high-quality, mutually beneficial education and research.

The faculty maintained its position as a leading international provider of business education, and there was a significant increase in international students, especially at Caulfield and Clayton campuses, and particularly at the postgraduate level. The increases were the result of the strengthening demand for business degrees along with major enhancements in the recruitment and admission activities and processes within the faculty and by Monash International. Fortunately, the recent expansion and upgrade of the faculty's postgraduate teaching space at Caulfield campus allowed the faculty to accommodate these student numbers in the short term, however the growth trend highlighted the real importance to the Caulfield campus of the new multi-million dollar building development.

The review of the faculty's international and offshore partnership arrangements, led by Professor Graham Webb, director of the university's Centre for Higher Education Quality (CHEQ), continued. Initially, the review focused on the faculty's partnership with TMC in Singapore and considered three streams of activity: the suitability of the contractual arrangements; student performance and satisfaction; and financial viability. The 'self-review' phase of the process was completed with data being collected by those staff who were most involved in our offshore operations along with the relevant associate deans and group managers. Recommendations were submitted to the university's Transnational Quality Assurance and Improvement Committee and addressed how best to manage the operations, what products the faculty might offer in the future and marketing initiatives to promote them. For example, the review identified 'client management' of the TMC relationship and the other offshore partners as an important component in the delivery of the faculty's programs offshore.

Recommendations were referred to relevant departments for further consideration and implementation. The faculty review would now move on to consider its operations with other offshore partnerships in Hong Kong.

The shared Student Services Centre was opened at Caulfield campus. The development of the centre was part of a broader process for integrated service delivery to students based on a 'one-stop shop' concept, extended hours of service and online access to services and aimed to integrate students services currently offered at different locations.

During the year, the faculty commenced an induction program and piloted an Introduction Scheme for staff, organised by the faculty's Human Resources Services Group. These initiatives were well received and of great value in the task of improving communications across the faculty's many locations and areas and ensured that new staff members in the faculty received a sound introduction to their new organisation.

In order to prepare for a forthcoming audit by the Australian Universities Quality Agency of the university in either 2005 or 2006, the faculty established a Quality Management Committee with the aim of ensuring that consistent best practice in teaching, learning and administration was in place across the faculty.

The faculty's financial management continued to focus on the development of careful cost centre planning and frequent review. The university developed activity-based costing and the faculty

created campus-based budgets, both of which improved budget transparency. With the increase in student enrolments, the faculty reviewed many strategic initiatives needed to make the best use of its resources.

Along with several other Australian universities, the faculty joined the Australian and New Zealand School of Government (ANZSOG) consortium. ANZSOG would develop and deliver a series of new programs for senior executives in the public service throughout Australia and New Zealand. The programs included the Executive Master of Public Administration to be delivered, in part, by the Faculty of Business and Economics. Professor Owen Hughes from the faculty's Department of Management was seconded to ANZSOG as its academic director.

Dr Lawrie Dooley, Department of Marketing, led a successful bid in securing a contract with the National Food Industry Strategy (NFIS) to develop and run a new graduate program in food business management. The NFIS contributed commercial funding of around \$345,000 for this project.

The Islamic Banking Conference was held in September at the Monash Centre in Prato, Italy. This initiative of the School of Business at Monash University Malaysia, with support from the Department of Accounting and Finance and the faculty, provided an excellent example of the faculty's global presence and engagement with the wider community. Excellent publication and course development opportunities were likely to arise from this innovative international conference. A second conference, to be held in Malaysia, is planned.

Faculty planning reflected the projected impact of a number of significant economic and social trends on future operations and finances:

- the importance of high-quality research output;
- the further development of Monash's postgraduate business expertise and reputation;
- the faculty's heavy dependence on international students for external revenue;
- the changing international markets for offshore and onshore students; and
- space constraints on the Caulfield campus, the primary campus of choice for the increasing number of international students and where most of the faculty's postgraduate coursework programs were currently delivered.

These issues, and the faculty's strategies for dealing with them proactively, will be addressed in the faculty's Operational Plan 2005–2007.

The faculty established a five-year cycle of departmental reviews to ensure that teaching and research was relevant and of high quality and that the faculty maintained the highest standards in terms of its organisational structures. In February, a review of the Health Economics Unit, Centre for Health Program Evaluation, was completed. In November, a comprehensive academic review of the faculty's Department of Management was undertaken by a panel of external members with appropriate experience and expertise in the management discipline. The panel's report was expected early in 2004. A review of the faculty's wine technology, agribusiness and tourism programs was also completed.

## Faculty of Education

The faculty's broad operational objectives were the provision of:

- initial and further education of teachers for early childhood, primary, secondary and adults;
- undergraduate studies in sport and outdoor recreation;
- postgraduate award and non-award professional and leadership studies for those involved with education and human, organisational and community development;
- postgraduate award and non-award psychology studies in counselling, human development and inclusive/special education;

- research training;
- research into a broad spectrum of educational questions;
- educational and consultancy services; and
- public debate on important issues in education and human and organisational development.

The majority of students in the Faculty of Education were associated with one of the formal education sectors, however, as the objectives above indicate, the faculty's reach was broader than that. The breadth and flexibility of the faculty's courses enabled it to attract a wide range of students and to respond to and capitalise on changing patterns of applications.

The faculty attracted over two-thirds of all first preferences in undergraduate teacher education. Demand for the faculty's programs grew across all three campuses. There was an increase in first preferences of 6.8 per cent for undergraduate teacher education and 27.2 per cent for graduate entry teacher education. The faculty moved a significant number of places into science education, with program load increased from 70 EFTSU in 2002 to a planned load of 116 in 2004. In anticipation of continued demand for places and to reflect its commitment to rural development, the faculty increased the number of places in the primary Graduate Diploma of Education at Peninsula campus, from 55 EFTSU in 2002 to a projected 100 in 2004. A science education double-degree course was offered at the Gippsland and Peninsula campuses and a Bachelor of Early Childhood Studies, which would enable early childhood teachers with two-year TAFE diplomas to gain advanced standing in a specially designed degree program, commenced at Peninsula campus.

The faculty increased the Australian fee-paying load from nine EFTSU in 2000 to 89. This was in part a result of its development of relationships with public and private sector organisations leading to cohort-based enrolments in courses. For example, it contributed to upgrading the skill base of the TAFE sector by delivering its postgraduate courses in leadership and in work and learning studies to cohorts of students identified by and paid for by several TAFEs. The faculty also offered its leadership course from the Gippsland campus with the support of the Gippsland Community Leadership Program.

International student numbers continued to grow. Onshore load in award courses increased from 56 EFTSU in 2000 to 214 with students coming from more than 50 countries. The faculty added to its suite of offshore programs in Singapore and now offered undergraduate sport and outdoor recreation and postgraduate studies in leadership, policy and change and in counselling. It would offer the Bachelor of Early Childhood Studies from 2004. It also delivered a range of short programs (four to eight weeks) for international cohorts, mostly involving Teaching English as a Second Language (TESOL) and formed a partnership to offer, in Auckland, a TESOL short course which articulates into the postgraduate programs.

There was continued growth also in the faculty's local provision of professional development and consultancy services. For example, it carried out more than 40 school reviews, provided languages other than English (LOTE) professional development under contract to Department of Education and Training (DET) Victoria, science professional development and special education courses for the Catholic Education Office, and leadership programs for three DET regions. A wide range of short courses, which provided professional development for teachers, education para-professionals and others, were offered.

The faculty had a large research preparation program with one-eighth of our students enrolled in doctorates and research masters degrees (HDR). In addition, many students undertook honours degrees or a significant research project as part of their coursework masters degree, and in this way gained access to doctoral programs. DEST-funded HDR load stabilised at 168 EFTSU for a total of 340 enrolments, while international HDR load doubled from 11 to 22 in two years.

A commitment to producing knowledge that links academic and professional knowledge in ways that enhance professional practice

was a motivating force for many of our academic staff. The faculty was involved in a series of ARC Linkage Projects that have considered teaching standards in different subject areas, hosted the National Centre for History Education (which has recently been refunded for three years) and enjoyed an excellent reputation for its work in civics and citizenship education. Other staff worked more locally with schools and school clusters in Victoria, and there was a very productive link with a number of Local Learning Employment Networks (LLENs).

The faculty continued to have significant national and international profiles in various fields of academic education. Its research benchmark score against four other Group of Eight competitors continued to improve, at 1.27 (a score of one would place it at the average of the five). The Krongold Centre for Exceptional Children refocused its activities to ensure its place at the forefront of the field was maintained and developed a fundraising strategy for the Krongold and Elwyn Morey centres.

The commitment by the faculty to relationship and visibility building achieved a higher success rate in bids for major projects. The faculty was the lead organisation in securing two \$1 million dollar consortium-based tenders.

The faculty's priorities across all portfolios and each campus for 2004 were established. These included:

- the successful functioning of the program/research clusters;
- quality assurance for all facets of the faculty's teaching;
- the improvement of communication within and beyond the faculty; and
- refining work practices to enhance efficiency.

In addition, the faculty would be undertaking an academic review in 2004, and that review may suggest additional or alternative priorities for the coming years.

## Faculty of Engineering

The central theme of the faculty's objectives, just as it is central to the university's objectives in *Leading the Way: Monash 2020*, continued to be the focus on quality educational objectives delivered within a framework of self-reliance.

DEST contributed \$34.2 million while income from all other sources was \$40.2 million. A significant contributor was fees from international students, which totalled \$12.7 million. Research income from competitive and industrial research grants grew by 12 per cent to \$22.5 million.

Total student enrolments grew by 7.3 per cent and international student numbers increased by 19.6 per cent. The Institution of Engineers, Australia (IEAust), accredited all the undergraduate courses offered by the faculty.

The future of the Gippsland School of Engineering and the low demand for engineering made it uneconomical to offer a diversity of courses for on-campus students in the region. A full independent review of the school and a separate evaluation process was undertaken. Following consideration by the University Council, Council unanimously resolved that a new degree in civil and environmental engineering would be offered at the Gippsland School from 2004 and existing undergraduate courses would be run out. The faculty developed a new course in civil and environmental engineering to be offered at the Gippsland campus from 2004.

Enrolments at the Malaysia campus grew steadily with a current planned load of 403 EFTSU, which was a 14.8 per cent increase over 2002. Students were able to complete the Bachelor of Engineering degree in three disciplines, while for other specialisations a transfer to Australia after one year was possible. The course was accredited by IEAust and the Engineering Accreditation Council of Malaysia.

The faculty received more than \$4.6 million from the ARC for the support of over 55 different research projects. However, this

research activity brought increased pressure on faculty resources and infrastructure. Engineering research was at a crossroads as it sought to pursue research in its traditional areas while actively bringing its skills and resources to tackle problems emanating from recent advances in biology. The faculty has embraced such a shift and would during the coming years shift its resources to these areas. The establishment of the National Centre of Advanced Cell Engineering, the National Centre for Stem Cells, Nanotechnology Victoria created world-class infrastructure to facilitate such interdisciplinary research. Similarly, the establishment of the synchrotron at Monash was leading to new opportunities.

## Faculty of Information Technology

The faculty's operational plan, *Aims and Values*, articulated its vision identifying excellence, scholarship, innovation, diversity, collegiality and community as primary core values. These values were given operational carriage by identifying objectives and performance measures in core activity areas of research, learning and teaching, engagement, quality assurance, global perspective, and people and resources. The faculty reviewed its operational plan for 2004–2006 and further refined its operational goals to incorporate changes to both internal and external environments.

The faculty had operations on seven of the eight Monash campuses, including South Africa and Malaysia. Although these extensive geographic boundaries created difficulties for academic and general staff, the faculty continually worked to create a cohesive and supported environment. During the year, the faculty's School of Computer Science and Software Engineering relocated to the newly completed stage one of Monash's STRIP. Part of the vacated space was returned to the university for redeployment, while the balance enabled consolidation of the School of Business Systems into a more contiguous location.

The faculty offered nine undergraduate degrees, nine masters by coursework degrees and four higher degrees by research. The faculty focused on restructuring its degree profile in response to the changed educational market.

The faculty's focus on research was reinforced through growth in its major strengths of pervasive computing, intelligent computing, multimedia computing and social computing. The collaborative effort generated through these areas of critical mass resulted in an increased research output. The faculty made a determined effort to stimulate research performance and as a result indicators increased across the board, with research grant revenue up 66 per cent and weighted research publications up by 16 per cent while maintaining a zero error rate. Demand also significantly increased for HDR places with current EFTSU reaching 178, indicating growth of 30 per cent.

The downturn in the information technology sector had a significant impact on the faculty, with a reduction in taught load of 6 per cent to 5 806 EFTSU, 341 EFTSU less than 2002. The most significant drop was in the local fee-paying students. Due to budget constraints, academic workloads and staff-to-student ratios remained extremely high, however the faculty diversified its sources of income and remained the largest information technology faculty in Australia.

In 2002, the faculty developed a business plan for Monash IT, a new venture providing intermediate to advanced IT education and skills training, including Cisco and Microsoft certification to university undergraduates, postgraduates, IT professionals, companies and government departments. Monash IT was incorporated as a private company, fully owned by Monash University, with teaching facilities and administration offices conveniently located in the Melbourne central business district.

Quality was integral to the faculty's activities this year. The School of Business Systems was the first of the faculty's schools to achieve ISO9001:2000 certification for both academic and administrative processes. This was in addition to the faculty administration maintaining its certification.

Another faculty initiative was the Faculty of Information Technology History Project, tracking the development of computing and significant events in relation to the faculty since its inception in the 1950s. The history was nearing completion, and it was anticipated that it would be published in July 2004.

Overall it was a year of both successes and challenges for the faculty with the outlook for 2004 focusing on consolidation and improvement in core performance areas.

## Faculty of Law

The faculty revised its operational plan, setting out its primary academic objectives and aligning its financial plan with the operational plan for the next three years.

Under the revised operational plan, the faculty continued to pursue the objective of being a high-quality, innovative law school for a changing world: a law school that was progressive in outlook and approach, professional in focus, ethical and international, and produced excellent graduates for Australian and international employers.

The year saw the introduction of Monash's new strategic costs management budgeting system. This system enabled the faculty to more clearly understand both its costs and revenues and, in the future, would lead to a more comprehensive and better managed approach to budgeting and cost control.

In the undergraduate programs, the faculty maintained its strong position with a clearly-in ENTER of 99 for HECS places and average clearly-in scores of 94.5 for full-fee-paying places. The faculty maintained its levels of full-fee-paying undergraduate students at the maximum allowable limit of 25 per cent of its total enrolment. Continued increases in international enrolments brought the faculty's total international student numbers to its highest ever.

The new skills, ethics and research program, piloted in 2001 and 2002, was fully implemented this year. All students enrolled in Monash Law School's LLB programs were required to complete four specially developed units to ensure they attained practical legal drafting, negotiation and research skills and were well educated in the ethical issues and standards involved in the practise of law. The Prato program continued with students able to choose from nine undergraduate units taught in first semester at the Monash Centre in Prato. Students who undertook the Prato program were joined by students from Osgoode Hall in Canada who enrolled as part of an exchange agreement with Monash University.

The Monash University Law Chambers at 472 Bourke Street, Melbourne, were opened. This major initiative provided members of the legal profession with the opportunity to undertake graduate study in the heart of the city's legal precinct and increased links between the faculty and the legal profession. The chambers' modern and specially designed accommodation included classroom facilities, a fully serviced computer laboratory and offices for administrative support staff.

The Master of Laws and the various specialisations in the masters degree program continued to grow both in terms of the number of members of the legal and other professions undertaking individual courses, as well as the range of offerings in units of interest.

The Master of Laws (Legal Practice, Skills and Ethics) program continued to grow, and admitted its fifth and sixth full intake of students. In January 2004, its first group of students, who commenced this course in 2001, would graduate with all the qualifications they require for admission to practice in Victoria.

Research remained a key focus. The faculty adopted the benchmark targets for academic staff and a Research Management and Training Plan. A new administrative structure was adopted which included a separate director of higher degree studies. The faculty developed processes for review of its research centres. Members of the faculty were involved in interfaculty research

initiatives through the new Monash Institute for the Study of Global Movements.

The faculty undertook its first major external review late in 2002. The report of the review panel was made available to the faculty in April, and staff, students and committees of the faculty were invited to give feedback on the findings and recommendations in the report. Subsequently, the Law Faculty Board endorsed a faculty response document, which took into account the feedback received from all parties, in July. The faculty implemented the actions set out in the faculty response document and progress reports will be sought from committees and staff in semester one 2004.

The faculty continued to provide legal services to the community through the Monash-Oakleigh Legal Service and its involvement in the Springvale Monash Legal Service, and it continued to improve the depth and impact of its undergraduate clinical program. It also reached agreement with a law firm for it to host a student-staffed clinic in human rights, in conjunction with the faculty's Castan Centre for Human Rights, to commence in early 2004. The faculty also commissioned and commenced an internal review of the entire clinical program.

The faculty provided its new online practical legal training program to a major national law firm. This program was a major initiative and was likely to play an important role in the imminent development of the national legal profession regulatory system. The faculty anticipated that other firms would wish to take its program or adaptations of it over the next three to five years.

The established on-campus practical legal training program successfully moved to the faculty's new city premises and contributed to the faculty's profile in the legal profession.

The faculty's student load increased by some 2.6 per cent over the 2002 figures. Most of this growth came about by increases in the number of Australian fee-paying postgraduate students, up by 25 per cent, and a 24 per cent rise in the number of higher degree by research students. The faculty's international student load rose by 36 per cent over the 2002 figure.

The *Monash University Law Review*, the faculty's scholarly 'flagship' and refereed journal, published two issues with the financial sponsorship of the faculty and private law firms.

## Faculty of Medicine, Nursing and Health Sciences

The Faculty of Medicine, Nursing and Health Sciences aimed to prepare its medical and health services graduates for lifelong learning and was orientating its scientific education programs towards vocational activities in the health care services. In this time of great excitement in health sciences research generally, the faculty ensured that its graduates were prepared to make a significant contribution to evolving medical knowledge. The faculty's role extended beyond undergraduate and postgraduate education into continuing education and the delivery of services to the community. All of these are underpinned by the commitment of the faculty to the advancement of knowledge in clinical and biomedical sciences through research. The faculty has developed professional continuing education programs and offered a number off-campus by flexible delivery mode.

The faculty:

- continued with the introduction of the new five-year medical curriculum, following accreditation of the course by the Australian Medical Council. Year two of the course was offered;
- continued to increase international student enrolments across a range of courses;
- introduced the Master of Radiation Therapy, a new course directed towards helping solve the critical shortage of radiation therapists in the Australian health workforce;
- established permanent clinical academic units for the School of Rural Health at Mildura, Bendigo, Bairnsdale and Sale, in

addition to the major centre at Traralgon. A separate School office was established at Moe;

- appointed directors at each unit of the Rural Clinical School and a head of school, Professor Geoff Solarsh;
- refurbished the former Biomedical Library of the Centre for Medical and Health Sciences Education including a large teaching and learning centre;
- continued to investigate a proposal to establish a medical school in Malaysia;
- in late October celebrated the 40<sup>th</sup> anniversary of the opening of the medical school building on the Clayton campus; and
- introduced a number of new undergraduate and postgraduate courses, including a Bachelor of Arts/Bachelor of Social Work combined degree and a number of new graduate certificate and masters degrees.

The Dietitians Association of Australia reviewed the Bachelor of Nutrition and Dietetics course. Provisional accreditation was granted.

Research continued to be a high priority, with the following successes:

- Two new NHMRC Program Grants were received – \$15.25 million to investigate the role of bacteria in human disease and \$6.5 million to investigate the molecular basis of degenerative diseases including dementia and arthritis.
- Monash Departments of Psychological Medicine and General Practice were major recipients included in seven grants worth a total of \$900,000 in research grants awarded by the Victorian Centre of Excellence in Depression.
- The Victorian Premier's Award for Medical Research was awarded to Dr James Irving, a research fellow in the Department of Biochemistry and Molecular Biology.
- The faculty's Commercialisation Office was opened, having recruited experienced staff including the director, Dr Roland Scollay.
- A number of other grants, including grants from the Kidney Foundation and an ARC Centre for Structural and Functional Microbial Genomics grant, were received. Five years of funding was provided in both instances.

In recognition of the importance of quality in the university environment, a Faculty Quality Management Group was established. The group set the agenda for the quality process in the faculty, which included devolution of the review process to those groups that were most aware of, and involved with, a particular activity.

A self-review and an external review were undertaken of the faculty's Bachelor of Biomedical Sciences course, in addition to a self-review of the Bachelor of Behavioural Neurosciences. An extensive analysis and review of student demand and financial viability of the faculty's postgraduate coursework offerings also commenced.

Professor Nick Saunders retired as dean of the faculty and Professor Edward Byrne, pioneering neuroscientist, commenced in this role.

Monash medical students Mr Nathan Grills and Ms Geraldine Buckingham were named the Victorian Rhodes Scholars for 2002 and 2003 respectively.

## Faculty of Science

The faculty's vision, as outlined in the Faculty of Science Operational Plan 2003–2005, was to provide innovative, comprehensive and student-centred programs in science education and to conduct highly original and significant research to the best international standards.

The faculty made significant advances towards this vision. Its international profile continued to grow, with stable continuing load at Monash University Malaysia and with overall growth in the

enrolment of international undergraduate and higher degree by research students. The faculty's Australian fee-paying enrolments increased slightly, particularly in non-award programs. The combined increase in international and Australian fee-paying enrolments broadened the faculty's income base.

For many years, the faculty had noted that student course and taught load always exceeded planning models. The faculty was under its target government-funded load and this necessitated a once-off transfer of load that would be re-established within a managed timeframe. Despite the slight decrease in DEST load, the increase in international enrolments resulted in a slight increase in taught load for most schools within the faculty. The high student-to-staff ratio remained a concern, particularly for the School of Biological Sciences, which continued to attract extremely high enrolments across all year levels.

Overall the demand for the faculty's undergraduate programs remained steady, and the faculty implemented an enhanced communication and marketing strategy to promote the benefits of science as a career of choice. The faculty also introduced a new Bachelor of Science Advanced (Honours) program with a small mid-year intake. The timely VTAC preference data indicated strong demand for this course, and for the first time in three years the first preferences for science courses increased.

The faculty's operational plan had a major emphasis on the expansion of research and research training. Higher degree by research enrolments increased from 261 (200 EFTSU) in 2002 to 285 (216 EFTSU). The most notable increase was at Gippsland campus and could in part be attributed to the appointment in 2002 of a leading environmental scientist to the position of chair of the School of Applied Sciences.

The faculty was again successful in the ARC research grants scheme and achieved a 30 per cent success rate for Discovery Project Grants. This compared favourably with the university-wide success rate of 25 per cent and the national average of 20 per cent. The results were especially impressive for the Schools of Chemistry and Physics and Materials Engineering, which were each awarded several major grants. Staff from the School of Chemistry and School of Applied Sciences were also among those from the university who were awarded ARC Linkage Grants.

The faculty set new standards for encouraging research when it established and awarded a Populate and Publish grant, which was designed to encourage female science academics to maintain the momentum of their research programs during maternity leave.

Other examples of achievements by staff, students and associates of the faculty that demonstrated and acknowledged excellence in scholarship and research included the following:

- Biological science student Mr Lucas Bluff was named the Victorian Rhodes Scholar for 2004.
- Dr Dennis O'Dowd and Dr Peter Green, from the School of Biological Sciences, were awarded the Banksia Award.
- Professor Jim Cull from the School of Geosciences was made a Member of the Order of Australia (AM) for service to Australian geoscience.
- Monash Science Centre and Williams Boag Pty Ltd Architects were awarded the Royal Australian Institute of Architects 2003 Sustainable Architecture Award, for imagination in ecologically sustainable design.
- Professor Keith Murray was awarded the RACI Burrows Award for Inorganic Chemistry.
- Dr Ian McKinnon was named the Chemistry Education Association 'Educator of the Year'.

## Victorian College of Pharmacy

The year was an eventful one for the Victorian College of Pharmacy, with major new research grants, extensive administrative staff changes and the introduction of new programs.

The year began with the formal establishment of the Centre for Drug Candidate Optimisation following the award of a Victorian State Government Science Technology and Innovation (STI) grant of \$4 million in 2002. The centre was a unique venture that aimed to produce optimised, high-quality drug candidates for subsequent pre-clinical and clinical development. The directors of the centre, Professor William Charman and Associate Professor Susan Charman, led a multidisciplinary research team supported by senior academic staff. The Treasurer and Minister for State and Regional Development and Innovation, The Hon. John Brumby, formally opened the centre in December.

Continuing the drug discovery theme, Professor Peter Scammells and Dr Martin Scanlon were awarded an ARC Linkage Grant to support a new high-field nuclear magnetic resonance facility in partnership with the University of Melbourne and RMIT University. This world-class instrumentation would be located at the college and would enable high throughput structural analysis of compounds resulting in the development of new pharmaceuticals, increased local and international collaboration and the training of new scientists in state-of-the-art spectroscopic techniques.

Towards the end of the year, Professor Roger Nation and Dr Craig Rayner from the Department of Pharmacy Practice received more than \$395,000 from the NHMRC for research to minimise the development of resistance to, and improve the safety of, the antibiotics colistin and linezolid. In collaboration with colleagues from the University of South Australia and the Women's and Children's Hospital, Adelaide, they investigated the use of colistin in treating the lung infections of patients with cystic fibrosis, and, with colleagues at the Austin and Alfred Hospitals, researched methods for increasing the lifespan of the new 'last line of defence' drug, linezolid.

Professor William Charman and Professor Colin Pouton were made fellows of the American Association of Pharmaceutical Sciences.

A solid enrolment of research higher degree students was vital to the research culture of the college, and it was pleasing to report a slight increase in numbers over the target set for the year. The college made a strategic decision to enrol 24 honours students in both the Bachelor of Pharmaceutical Sciences (Honours) and the new Bachelor of Formulation Science (Honours). All completed the year, with nine students awarded first class honours. During the end-of-year scholarships round, the number of scholarship applications increased by 30 per cent on 2002. Under the leadership of the Dr David Taylor, associate dean (graduate studies), a research graduate school was being developed to foster our research student culture.

In the area of teaching, five groups of academic staff were successful in gaining awards under the university's UIGS for new initiatives in teaching practice. These included extended utilisation of WebCT, the development of microscale practical classes, clinical simulation for WebCT and self-directed learning, as well as flexible learning modules.

The teaching of microbiology in the Bachelor of Pharmacy and Bachelor of Formulation Science was formally reviewed and Management Committee accepted recommendations, including the streamlining of practical classes and a different pedagogy, for implementation in 2004.

The Bachelor of Medicinal Chemistry, a new undergraduate degree developed in close association with the Faculty of Science at Clayton campus, commenced. Students were selected by direct application, and a pleasing number of well-qualified students commenced in semester one. Nearly all students were likely to transfer to Parkville campus for their second year in 2004.

The Master of Clinical Pharmacy, a new masters by coursework degree, commenced with a small cohort of 14 part-time fee-paying students, and further development of the postgraduate wound care program occurred with the approval by the college board of the Master of Wound Care.

As part of the annual student load negotiations with the university, the college sought and was granted 25 EFTSU for an innovative

postgraduate program designed for pharmacy pre-registrants commencing in 2004. The college board approved the program as a trainee course for Bachelor of Pharmacy graduates undertaking their pre-registration year. The number of applications by December for the program, which is available as a non-award program or a formal Graduate Certificate in Pharmacy Practice, indicated that targets would be met.

A restructure of the college administration, which had been foreshadowed for some time, took place. To support the college's objectives, the growth in teaching and research activity and increased external compliance requirements, new staff positions were created and excellent candidates recruited. A new student services unit was formed which, together with an increased presence of Clayton campus staff from the University Counselling Service, Disability Liaison and Language and Study Skills units, created a foundation on which to build a quality experience for our students. Due to space restrictions, the mid-year examination period was the last to be held at Parkville campus, and all students, except those with special needs, travelled to Caulfield racecourse for the November examination period. In spite of some initial concerns, students reported much satisfaction with the new venue.

The pharmacy profession and health authorities were for some years concerned about the shortage of pharmacists in rural areas, and the college undertook a number of programs to assist with addressing the issue. It formally introduced a rural students entry scheme, which would give students who had lived and attended school in rural areas an enhanced opportunity to enter the Bachelor of Pharmacy course. The scheme was advertised to all schools in Victoria and many members of the profession during a launch program that visited the rural centres of Traralgon, Wangaratta and Hamilton.

Due to the significant growth in student numbers in recent years and increased research activity generated by new heads of department, the college had concerned itself with space utilisation and the need for additional accommodation. During the year, the university agreed to support the construction of a fourth building, provided suitable financial arrangements could be made. However, if construction commenced in 2004, the new building would not be available until the latter part of 2006. In the interim, the college had rented additional space in a building adjacent to the campus.

# Social performance

## Staff engagement

### Staff profile

Monash employed the equivalent of 6325 full-time staff. The number of full-time equivalence (FTE) casual staff employed in

Australia increased by 8 per cent since 2002. Staff located in Australia were covered by enterprise bargaining agreements (EBA) and awards.

Figures 1–3 below provide an overview of staff contract, classification and employment types.

Figure 1

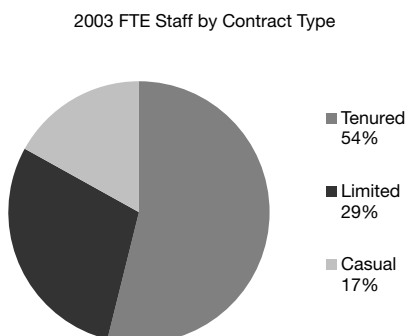


Figure 2

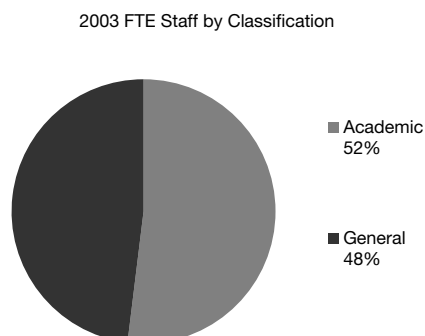


Figure 3

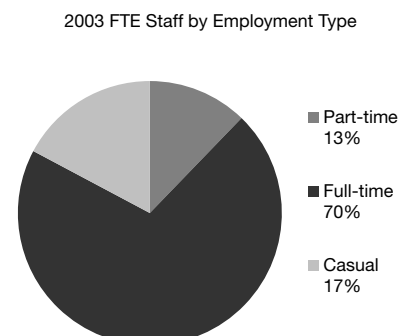


Table 1: Workforce data

Guideline 9.1.3 (i) (e)

	2001			2002			2003		
	FT&FFT	Casual	Total	FT&FFT	Casual	Total	FT&FFT	Casual	Total
<b>Academic</b>									
Female	842	252	1094	901	289	1190	989	331	1320
Male	1332	315	1647	1370	349	1719	1435	388	1823
Total	2173	567	2741	2270	638	2909	2424	719	3143
<b>General</b>									
Female	1553	272	1826	1640	280	1920	1696	273	1,969
Male	997	148	1145	1040	158	1197	1057	157	1214
Total	2550	420	2971	2680	438	3117	2752	430	3182
<b>All staff</b>									
Female	2395	524	2919	2541	569	3110	2685	604	3289
Male	2329	463	2792	2409	507	2916	2492	545	3037
Total	4724	987	5711	4950	1076	6026	5176	1149	6325

The data in table 1 is expressed as FTE, rounded to the nearest whole number, and included staff employed on a fractional basis.

### Staff orientation to vision and engagement in the decision-making process

All operational and strategic departmental and divisional plans were aligned to the Monash vision, outlined in *Leading the Way: Monash 2020*. Performance management reviews of individual staff were aligned to departmental and divisional objectives. The Staff Development Unit provided new staff with an overview of facilities, policies and procedures at the half-day 'Introducing Monash' information session. Attendance was voluntary; approximately 24 per cent of new general staff with fixed-term or tenured contracts and 10 per cent of equivalent new academic staff attended the session. Some faculties also ran their own induction programs for new staff members.

Non-managerial staff engagement in the decision-making processes occurred through membership of faculty, divisional, campus and university-wide committees. Listed below are some of the university-level committees with staff and student representation. These committees have sub-committees with further staff and student representation:

- University Council – the governing body of the university (for membership details see the Administrative Structure section of this report).
- Academic Board – staff committee responsible for making recommendations to Council regarding academic affairs.
- Central Discipline Committee and Central Discipline Committee (Appeals) – responsible for the determination of acts of general or academic misconduct and imposing penalties where necessary.
- Monash University Advisory Committee for People with Disabilities – staff committee responsible for providing relevant advice to the deputy vice-chancellor (academic).
- Occupational Health, Safety and Environment Policy Committee (OHSEPC) – responsible for advising the vice-chancellor on the initiation, development and implementation of Occupational Health Safety and Environment (OHSE) policies, procedures and programs across the university).
- Equal Opportunity Committee - Standing Committee of University Council – responsible for advising Council on all equal opportunity matters concerning education and employment at Monash.



## Staff feedback

Opportunities for staff to provide feedback to management regarding career development and management support were facilitated by the performance management review program, as well as staff questionnaires. These questionnaires are administered on a rotational basis, and therefore not all staff participate every year.

### Head of school/department

To assist school/department heads to monitor and improve their leadership skills, a questionnaire gauging staff perceptions of management performance was available. Two per cent of staff were given the opportunity to complete a head of school/department questionnaire and of those staff, 62 per cent completed the questionnaire.

### Learning and growth

The learning and growth questionnaire, based on the principles of the Balanced Scorecard, provided staff with the opportunity to provide feedback on training and development, communication and involvement, organisational goals and objectives, performance management, innovation, and satisfaction and morale. Five per cent of staff at Monash were invited to complete the questionnaire and 64 per cent of these responded.

### Staff separation from Monash

The staff separation questionnaire, for staff voluntarily leaving Monash, aimed to ascertain why staff members leave and what could be done to improve staff experiences. Staff had the opportunity to request an exit interview as part of this feedback process. Thirty-two percent of eligible exiting staff completed the questionnaire.

### Workplace culture survey

A workplace culture survey, instigated by the Faculty of Arts Equity and Access Committee, was conducted in the faculty. All faculty staff had access to the survey (the response rate from tenured and fixed-term staff was 25 per cent). The survey focused on the key equity issues of women, Indigenous people and people with a disability in the workplace. It also looked at the take-up of the work, life family options by staff, and the relationships between academic and general staff.

## Recruitment and retention

### Recruitment

Staff responsible for recruitment received training in procedures at mandatory courses, with additional support provided via policies and guidelines on the Monash staff website. These policies, guidelines and training programs ensured that:

- equal opportunity and anti-discrimination processes were followed;
- the rights and responsibilities of the applicants and the university were protected;
- the person with the most suitable skills for the job was appointed; and
- there were no human rights violations.

### Public Sector Employment Principles: Section 7(a) Compliance

#### Public Sector Management and Employment Act

The university ensured that employment decisions were based on merit by:

- the application of merit-based advertising, selection and appointment procedures as prescribed in the *Monash University Staff Handbook*;
- the provision of training in merit-based staff selection;
- the exclusion of staff members from selection panels where they have or had a close personal relationship with an applicant;

- the exclusion of staff members from any promotion, reclassification, evaluation or grievance procedures where they have or had a close personal relationship with the staff member concerned; and
- the identification of favouritism as a specific ground for the initiation of disciplinary action against a general staff member.

### Retention

Many factors contributed to staff retention at Monash such as benefits, morale, flexible work practices and development. These issues are discussed further below. Average retention for general staff increased marginally over the past two years from 7.8 years in 2001/2002 to 7.9 years. The average retention rate for academic staff decreased slightly, from 7.5 years in 2001/2002 to 7.3 years.

### Staff benefits

Salary rates, allowances and entitlements for staff that were covered by the major enterprise agreements are presented in the staff handbook. Staff entitlements included superannuation, leave loading, penalties and overtime.

### Staff development

Staff development was an essential part of Monash's operations. Individual staff development needs were identified in consultation with supervisors. Staff development was achieved through formal and informal methods. These included development courses, outside study programs, career development awards and fellowships, on-the-job training, attendance at conferences and seminars, award courses, study leave, coaching, mentoring, self-directed learning, institutional secondments and exchange, international experience, job rotation/lateral transfers, temporarily filling higher positions, membership of committees, working parties or taskforces, and involvement with professional networks and associations.

### Performance reviews

Through the performance review scheme, staff and their supervisors ensured that the performance and development goals of staff addressed their learning needs and aligned with the strategic and operational objectives of the university.\* The annual performance management review scheme applied to all academic staff, unless they were employed for less than one year, and to all general staff above HEW level four. Performance reviews for general staff were implemented. The completion rate for the 2002 academic performance reviews (as at the end of February 2003) was 96 per cent. Compliance with the performance review scheme was monitored and reported to senior management in the annual audit.

\* For general staff HEW levels 1–4, participation in the performance management scheme is currently optional. This will be reviewed as part of the proposed enterprise agreement.

### Learning and development opportunities

In-house programs and services at Monash were offered by the SDU, Integrated Administrative Systems, the CeLTS, the Equity and Diversity Centre, Occupational Health, Safety and Environment, Information Technology Services (ITS) Division, the Centre for Higher Education Quality (CHEQ) and Community Services. These departments provided 7.39 hours of in-house training per tenured and fixed-term staff member, plus additional online training. Other staff development and training activities included the job rotation scheme for general staff, the Women's Leadership and Advancement Scheme (WLAS), and informal lunchtime IT sessions and academic seminars.

Expenditure on formal learning and development programs was \$5.2 million. This included attendance at conferences, training courses and the Outside Study Program (for academic staff). This figure excludes training without direct charges, such as free seminars and on-the-job training, or the incidental costs of training such as travel and accommodation.

Several general and academic staff received Monash awards aimed at encouraging and rewarding career development.

## Employee relations

### Guideline 9.1.3 (i) (e) Personnel and equity issues

#### Personnel and equity issues: merit and equity

In *Leading the Way: Monash 2020*, the university had clearly communicated the principles underpinning staffing policy and practice for the next two decades. One of the major objectives was to provide all Monash staff with an opportunity to work in an environment 'where there is a commitment to equity and the principles of gender equity and equal employment opportunity are given practical effect throughout the institution'. The university's Global Equal Opportunity Policy, ratified by Council in 2001, reiterated Monash's commitment to promoting equal opportunity in education and employment in recognition of global principles of equity and justice.

#### Human resource compliance – legislation

Monash University acknowledged its obligation to comply with the requirements of the following major federal and state employee relations legislation:

- Workplace Relations Act 1996 (Commonwealth);
- Equal Opportunity for Women in the Workplace Act 1999 (Commonwealth);
- Sex Discrimination Act 1984 (Commonwealth);
- Disability Discrimination Act 1992 (Commonwealth);
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth);
- Occupational Health and Safety Act 1985 (Victoria);
- Equal Opportunity Act 1995 (Victoria);
- Racial Discrimination Act 1975 (Commonwealth); and
- Racial and Religious Tolerance Act 2001 (Victoria).

No fines were imposed on Monash University in relation to breaches of the Workplace Relations Act.

#### Grievances – employment conditions

Monash had grievance mechanisms, including procedures, policies and guidelines, for the following issues that may affect staff employment conditions:

- workplace conflicts or grievances;
- staff equal opportunity concerns;
- OHSE issues;
- misconduct (including fiscal misconduct, research misconduct and student misconduct);
- insider trading;
- research ethics (including human ethics and animal ethics);
- cheating or plagiarism;
- trade practices grievance; and
- improper conduct or detrimental action.

#### Staff equity and access

### Guideline 9.1.3 (i) (e) Personnel and equity issues

#### Personnel and equity issues

The university successfully applied for the Employer of Choice for Women citation administered by the Federal Equal Opportunity for Women in the Workplace Agency. Monash University was one of only 114 Australian organisations that received this award. The citation acknowledged the university's efforts in having transparent policies in place that support women across the organisation; in educating staff on their rights and obligations regarding sex-based harassment; and in delivering improved outcomes for women and the institution.

#### Equal opportunity employer

Monash had several schemes, departments and policies in place to ensure that it remained an equal opportunity employer. Some gender statistics in relation to staff are presented in figures 4 and 5.

The proportion of female-to-male staff increased by 1 or 2 per cent in all categories on 2002, except for HEW levels 8 and 10/10 and above, which were unchanged, and HEW levels 1 and 2, where there was a decrease of 1 per cent and 2 per cent respectively. The percentage of female staff at levels E, D, C and B increased by 1 to 3 per cent over 2002 figures. The percentage of females at level A decreased by 2 per cent.

Figure 4

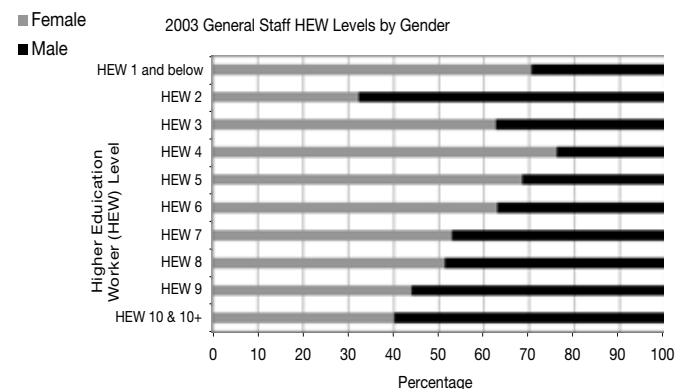
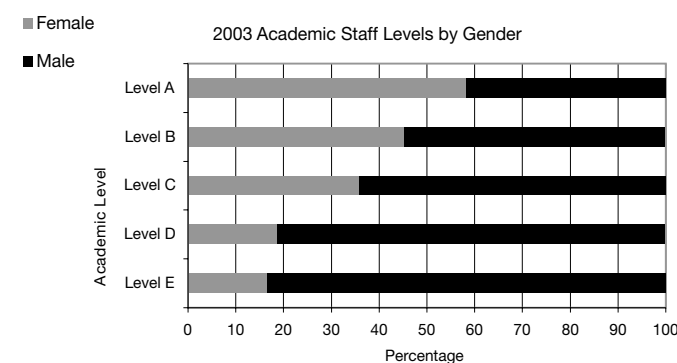


Figure 5



## Indigenous employment

### Guideline 9.1.3 (i) (e) Personnel and equity issues

#### Personnel and equity issues

The university maintained its commitment to increasing the representation of Indigenous people employed in its staffing establishment since completing its initial 1996–2001 Indigenous Employment and Career Development Strategy, implemented in conjunction with the Commonwealth Department of Employment and Workplace Relations.

The university was reviewing the arrangements with regards to pursuing its Indigenous employment goals during 2004. It was establishing targets to recruit, train and engage Indigenous staff in ongoing employment. These targets would be incorporated into faculty strategic plans.

As at December, there were 12 Indigenous staff employed at the university, of which nine were continuing, one was fixed term and two were casuals. Four staff were employed in academic positions, with one professorial chair. Of the remaining staff, including casuals, eight were engaged in administrative positions.

#### Gender equity

### Guideline 9.1.3 (i) (e) Personnel and equity issues

#### Personnel and equity issues

Since 2000, there have been increases in the representation of female staff at senior levels with an on average 6 per cent increase for both senior female academic and general staff. Monash University continued to facilitate a range of initiatives to ensure progress towards employment equity for women. The WLAS, in

partnership with other stakeholders, provided innovative career development programs designed to cater for women at all levels of the organisation. Four research seminars were organised at different campuses for early career female academics. A number of high-profile women were invited to the university to provide keynote addresses to the female constituency. An online information kit on mentoring for women at Monash was developed and assistance provided to individual staff members seeking a mentoring relationship. Two Springboard Women's Development Programs for female general staff in non-management positions were held, and the Senior Women's Forum continued to operate as a key feature of the Women's Leadership and Advancement Scheme, providing networking and professional development opportunities for senior women.

Gender equity continued to be supported at Monash by a number of committees including University Council, the university's Equal Opportunity Committee (EOC) (which reports to Council), and the Subcommittee for Equal Opportunity in Employment and Affirmative Action Coordinating Committee. The university's 10 faculties also supported gender equity and reported to EOC on an annual basis. The university was finalising an Equal Opportunity for Women in the Workplace Plan, to assist Monash to integrate equal employment opportunity for women across all its operations and practices.

### Work Life Family

#### Guideline 9.1.3 (f) (e) Personnel and equity issues

##### Personnel and equity issues

The Work Life Family Unit (WLF) continued to promote Monash policies and workplace practices to assist all staff to combine their work and family responsibilities. Key achievements included the construction of a comprehensive website, promotion of best practice case studies in internal and external publications, incorporation of Work Life Family priorities in the university's Equal Opportunity for Women in the Workplace Plan, an increase in the retention rate on return from parental leave to 93.6 per cent and increased use of all the university's family-friendly policies. Three information sessions were also provided to more than 200 new parents as part of the new parental support program initiated in 2002. There was also a 20 per cent increase per annum over the last three years in the uptake of the Voluntarily Reduced Working Year.

Three seminars and five information sessions were facilitated throughout the year to increase awareness among staff of the Work Life Family Strategy and to develop skills in supervisors on how to effectively manage a flexible work environment. In addition, a qualitative Work Life Family Research Project was undertaken by the WLF in second semester to evaluate the progress of the Work Life Family Strategy since its launch in 2000. This was funded by external funds received from work undertaken by the WLF at a regional university.

Monash University was one of four organisations short-listed for the inaugural Victorian Excellence Award for Better Work Family Balance. Monash was ranked in the top 10 (out of 250 organisations) in the National Work/Life Benchmarking Study: Work/Life Initiatives – The Way Ahead, 6<sup>th</sup> Annual Employer Survey, conducted by Managing Work Life Balance International. Monash was short-listed for the Australian Chamber of Commerce and Industry National Work Family Award 2003/2004.

## Services for health, safety and wellbeing – students and staff

#### Guideline 9.8

### Occupational health and safety

Monash University's Occupational Health and Safety (OHS) Policy stated:

- Monash University is committed to providing employees, students, contractors and visitors with a healthy and safe environment for work and study;
- the university strives, through a process of continuous improvement, to fully integrate health and safety into all facets of its operations and activities;
- the university promotes a proactive health and safety management philosophy based on effective communication and consultation, the systematic identification, assessment and control of hazards and the encouragement of innovation; and
- as an educational and research institution, Monash recognises its responsibility to provide staff and students with appropriate health and safety knowledge, instruction, supervision and role models for application during and beyond their university life.

In support of this statement, Monash's OHS program focused on new initiatives in the areas of:

- workplace safety inspections: these inspections were an important part of university's injury prevention and compliance programs and were aimed at proactively identifying and resolving safety hazards and issues. The frequency, coverage and quality of these inspections significantly improved;
- emergency preparedness: new emergency procedures booklets were distributed to all areas of the university and significant infrastructure improvements to the emergency systems were made;
- chemical and radiation safety management: new policies, procedures, information systems and training material were developed and implemented;
- electrical safety: comprehensive procedures for the testing and tagging of in-service portable electrical equipment were developed and implemented;
- roof-top telecommunication facility safety: comprehensive non-ionising radiation surveys were completed for all buildings with rooftop telecommunication installations. Site management safety plans were completed for all roofs;
- manual handling and ergonomics: continued emphasis on manual handling hazard identification and risk control was a priority. The number of proactive workstation ergonomic assessments increased significantly; and
- prevention of workplace bullying and occupational violence: in response to the release by WorkSafe Victoria of guidelines on the prevention of workplace bullying and occupational violence, the university drafted a policy and supporting procedures on these issues. Implementation of this policy and procedures would be undertaken in 2004.

To support the OHS program, the university's Occupational Health, Safety and Environment Policy Committee (OHSEPC) developed and/or modified the following policies and procedures:

- procedure for in-service inspection, testing and tagging of electrical equipment;
- procedure for incident reporting, investigation and recording;
- ionising radiation safety policy;
- procedure on protecting the unborn child from the effects of ionising radiation;
- procedure for disposal of liquid radioactive waste;
- procedure for disposal of low level solid radioactive waste; and
- draft policy and procedures for the prevention of workplace bullying and occupational violence.

Monash also implemented a comprehensive response to manage the risks and concerns associated with Severe Acute Respiratory Syndrome (SARS).

A comprehensive review of the OHS function within the university was undertaken as part of the approach to quality in teaching, research and all support services. The review included external peer review and comprehensive benchmarking. The review confirmed the university's commitment to OHS and continuous improvement approach to activities designed to ensure a healthy and safe environment for staff, students, visitors and contractors. A

key outcome of the review was a change in the management approach to OHS, from a geographical-based system to a line management system. This change was being implemented in 2003/2004 and would reinforce that the responsibility for the health and safety of staff and students clearly rests with the supervisors, managers and senior executives of the university.

The university's safety performance continued to improve with a further 12 per cent reduction in compensable workplace injuries recorded, which followed the 19 per cent reduction in 2002. The improvement has resulted in reductions in sprain and strain type injuries and contusion/ bruising type injuries (refer to table 2, below).

Sprain and strain type injuries, however, continued to be the most significant injury type, representing 60 per cent of all injuries. Targeted injury prevention programs were conducted in the areas of grounds, maintenance and catering.

A specific manual handling program for IT staff was also conducted, focusing on safe methods to move and install computer equipment and workstations.

Monash notified WorkSafe Victoria of eight notifiable incidents and WorkSafe issued seven improvements notices and two prohibition notices on the university. All directions in the notices were complied with within the specified timeframes set by WorkSafe.

Monash's expenditure on OHS included:

- funding of the university's OHSE unit of 19 dedicated specialist OHS staff with an annual budget of \$900,000; and
- \$4.8 million on OHS and environmental matters from the university's capital works budget. This represented a 34 per cent increase in expenditure on OHS in comparison to 2002.

Close monitoring of the university's positive OHS performance indicators resulted in improved performance by all campuses in conducting:

- workplace safety inspections;
- workplace safety meetings;
- trial building evacuations; and
- OHS training (training hours increased by 17 per cent).

The university also conducted its second annual OHS and Environment Conference. Speakers from government, industry and the university, including the chancellor and chair of the National Occupational Health and Safety Commission (NOHSC), Mr Jerry Ellis, provided an outstanding professional development opportunity for more than 200 staff and students.

Monash's commitment to working with the broader community included participation on an education industry forum conducted by WorkSafe Victoria, which focused on developing strategies to reduce injuries and illnesses across this large industry sector.

**Table 2: Compensable workplace injuries (number of injuries)**

Year	Sprains and strains	Lacerations	Contusions	Burns	Stress	Fracture	Foreign body	Needle stick	Other	Total
2000	76	13	9	13	7	6	3	1	17	145
2001	79	16	18	12	5	1	7	3	8	149
2002	70	10	12	7	9	2	1	0	9	120
2003	63	13	5	5	5	3	0	2	9	105

These figures include Monyx and Monash staff at all locations.

## Counselling

A free counselling service for individuals and groups was provided on an appointment basis to Monash students and staff at Australian campuses. Family and child care-related seminars and support were also available. Chaplains were available at each campus for personal and spiritual counselling, and the religious centre was available to all staff and students at the Clayton campus. Student financial aid officers were available at all campuses.

## Health services

Health and medical clinics for staff and students were provided at the Caulfield, Clayton and Peninsula campuses. Students from other campuses could use these clinics, or a local provider recommended by Community Services.

## Facilities

Sports and recreation facilities at the Caulfield, Clayton, Gippsland and Peninsula campuses were open for use by all staff and students, including the aquatic facilities at Clayton and Gippsland.

## Equity and access

### *Guideline 9.1.3 (i) (e) Personnel and equity issues*

#### **Equal opportunity**

Equal Opportunity – Information and Resolution Services supported the university to achieve equity for students and staff by providing leadership through its policies, knowledge through

information, and empowerment through training and support services.

The Inclusive Practices Advisory Committee (IPAC) provided advice on strategies and procedures for creating an inclusive environment for all students and staff, particularly those with a disability. The IPAC reported regularly to the Student Equity and Access and the Equal Opportunity in Employment subcommittees.

Monash University's Discrimination and Sexual Harassment Grievance Procedures were revised and provided staff and students with an internal mechanism for raising concerns about issues that relate to discrimination, sexual harassment, racial and religious vilification, or victimisation on an informal and formal basis.

Information and communication of policies, procedures and services remained a high priority. Promotional material was developed for university-wide distribution – including the revised Discrimination and Sexual Harassment Grievance Procedures and posters proscribing sexual harassment – web-based information was updated and numerous opportunities were created to address various student and staff groups.

Training opportunities were expanded to reach an increasing number of students and staff across all campuses. Additionally, specific training programs were developed for a number of faculties and various student groups. The networks of advisers and conciliators who support the university community through the Discrimination and Sexual Harassment Grievance Procedures were further developed. Students and staff both in Australia and, on occasion, from international campuses accessed these networks to

affirm their rights to fair treatment and their responsibilities to others.

Equity and Diversity Centre staff continued to respond to invitations to speak to committees and staff meetings and welcomed approaches by managers and supervisors for advice and support on equity-related matters when they arose.

Continuing to support the university's commitment to diversity awareness, the Equity and Diversity Centre maintained a cultural calendar for staff and students and reinforced ongoing diversity awareness by promoting the need for inclusive practice in all its communications.

### **Child care**

There were six university-affiliated child care services available at Caulfield, Clayton, Gippsland and Peninsula campuses, operated by parent management committees or sponsored by student unions. Students and staff received priority access, and salary packaging of fees was available. For Monash University community families unable to access campus-affiliated services, there was a range of services based in the local community. Due to changes in child care service regulations, the university committed \$4.5 million to the redevelopment of services.

The Family and Child Care Service, based at Clayton campus, administered policies and services that enabled staff and students to combine employment and study with family responsibilities. The Koonawarra Playgroup was established to assist students and staff to develop networks within the local community and provide an opportunity for social interaction, English conversation support and cultural exchange.

### **Access to buildings**

As all new buildings must include provision for those with disabilities, plans were initiated for the creation of disability access in existing buildings that were not equipped. Buildings at Caulfield and Clayton campuses were audited to determine levels of physical accessibility.

Mapping and assessment of all buildings, on a floor-by-floor basis, was completed and all spaces were graded based on quality. Forty-seven per cent of overall space in university buildings was given a condition rating of high to premium, while the remainder was rated at low to medium.

### **Privacy**

Monash was required to comply with the Information Privacy Act 2000 (Vic), the Health Records Act 2001 (Vic) and the Freedom of Information Act 1982 (Vic).

Monash was committed to the protection of personal information and established a privacy regimen that strived to:

- promote an understanding and acceptance of the privacy principles and their objectives throughout the university community;
- educate people within the university about information privacy;
- handle any complaints received in an efficient and appropriate manner; and
- monitor privacy compliance and keep the university informed of updates to procedures.

Guidelines and advice on privacy regarding staff and students were provided to staff via the Monash intranet. Most faculties and divisions had privacy coordinators, and staff could contact the university privacy officer if they had any questions or complaints.

There were no substantial complaints regarding breaches of staff or student privacy.

## **Freedom of information**

### **Guideline 9.1.3 (i) (f) Freedom of information**

Monash University processed 22 requests under the Freedom of Information (FOI) Act 1982 as against 20 in the previous year. Of these:

- 19 were applications for access to, or for amendment of, personal records; and
- three were matters considered before the Victorian Civil and Administrative Tribunal (VCAT) after the university denied access to or refused to amend documents and were carried forward from the previous year. One was struck out; one had the university decision affirmed and the third had an amendment granted in part. Two of those VCAT decisions were then appealed by the applicant to the Supreme Court, Court of Appeal by the applicant. Both appeals were dismissed.

The university maintained a high level of administrative contact with a number of Commonwealth and State Government agencies that had considerable influence on policy for which the university may be adjudged accountable. These included the Commonwealth DEST, the ARC and the NHMRC.

Departments within the central administration maintain most vital records relating to institutional policy and administration. The principal hardcopy records series are set out below:

- student files 1961 to current;
- student record cards 1961–1990;
- administrative correspondence 1962 to current; and
- staff files 1962 to current.

Major database record series (including archived systems) were:

- Monash archived accounting systems (MARS 1978–1999); (ARIES 1983–1999);
- integrated human resources systems (ISIS 1981–1999); (SAP 2000 to current);
- Monash University student information systems (MUSIS 1982–2000); (Callista 2000 to current); and
- accounting and funds management system (SAP 2000 to current).

Reports from these systems were not accessible online by members of the public.

University Council and Academic Board agendas and minutes, which were the most accessible records series reflecting policy and procedures, have long been available in near complete form in the Sir Louis Matheson Library, Clayton campus, and may be consulted without notice during normal library hours (generally 9 am to 6 pm Monday to Friday during term). These and other principal university record series available were as follows:

- University Council minutes 1958–2000;
- Academic Board minutes 1960–1996;
- Council Annual Reports 1961 to current;
- Annual examination papers 1961 to current; and
- Faculty handbooks 1962 to current.

The university website ([www.monash.edu.au](http://www.monash.edu.au)) was also a rich source of information and contained a considerable range of material including:

- University Council minutes 1990 to current;
- Academic Board minutes 1993 to current;
- Committee of Deans minutes 1991 to current (previous minutes in archives); and
- Education Committee minutes 1994 to current.

In addition, the university website could be used to access a wide range of information about the university and its archives. Areas of interest include teaching, research, policy information, course and unit information, and a wide range of faculty and campus specific

information. Members of the public without access to the web could use terminals at the State Library of Victoria or at any Monash University library to access the site.

The university has included material as set out in part II of the Freedom of Information Act 1982 on the university website. Use of the search facility enabled access to the relevant information.

Monash produced a wide range of publications covering all aspects of the university's teaching and learning and research activities. The undergraduate and postgraduate handbooks provided a thorough guide to the university's academic programs with details on degree requirements, courses and units.

A range of publications that provided information on specific aspects of the university's key functions supports the handbooks. These included a guide to the university for international students and various publications on research and research outcomes. The university also produced a large range of brochures, booklets and presentation kits describing the activities and expertise of faculties, departments and research centres.

The university's Marketing and Public Affairs division produced a range of publications that were distributed throughout the university and to the media, secondary schools, and the business sector and community leaders. A wide range of the university's publications, including course and unit information, were available online via the university website. General guides to the university's activities and services were also available in print and video formats.

Should formal FOI access be required, preliminary inquiries may be made to the FOI officer on +61 3 9905 5137. Formal FOI requests for access to university records under the Freedom of Information Act 1982 must be made in writing addressed to the FOI officer and be accompanied by the \$20 application fee prescribed by the Act. Such requests for access should contain sufficient detail to enable the specific documents required to be identified. Applicants would be notified in writing of the decision on a request as soon as possible but at least within 45 days of the application being received. If access was granted, the applicant would be advised at this time of the arrangements for gaining access to the requested documents.

Charges for access were in accordance with the Freedom of Information (Access Charges) Regulations 1993. The charges would cover time spent searching for documents and the cost of providing access.

Requests should be sent to:

Mr Tony Allan  
Freedom of Information Officer  
University Secretariat  
Building 3A  
Monash University  
Victoria 3800

Further information about Freedom of Information could be found at the Secretariat website at [www.adm.monash.edu.au/unisec/](http://www.adm.monash.edu.au/unisec/).

#### **Compliance with section 104 of the Whistleblowers Protection Act 2001**

##### *Whistleblowers Protection Act (section 104)*

Monash University was committed to the aims and objectives of the Whistleblowers Protection Act 2001. It did not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who came forward to disclose such conduct. The university took all reasonable steps to protect people who made such disclosures from any detrimental action in reprisal for making the disclosure.

The Monash University Whistleblower Procedures were established in accordance with the Act. The procedures established a system for reporting disclosures of improper conduct, corrupt conduct and detrimental action by employees, public officers or members.

These procedures were available from the university website at [www.adm.monash.edu.au/sss/pc/whist/index.htm](http://www.adm.monash.edu.au/sss/pc/whist/index.htm).

The number and types of disclosures made to the public body during the year.	Nil
The number of disclosures referred during the year by the public body to the Ombudsman for determination as to whether they are public interest disclosures.	Nil
The number and types of disclosed matters referred to the public body during the year by the Ombudsman.	Nil
The number and types of disclosed matters referred during the year by the public body to the Ombudsman to investigate.	Nil
The number and types of investigations of disclosed matters taken over by the Ombudsman from the public body during the year.	Nil
The number of requests made under section 74 during the year to the Ombudsman to investigate disclosed matters.	Nil
The number and types of disclosed matters that the public body had declined to investigate during the year.	Nil
The number and types of disclosed matters that were substantiated on investigation and the action taken on completion of the investigation.	Nil
Any recommendations of the Ombudsman under this Act that related to the public body.	Nil

#### *Statement on the number of complaints made to and investigated by the Ombudsman and made to and involving the university*

There were no whistleblower complaints received by the university. We were not aware of any whistleblower complaints made to the Ombudsman which involved the university.

#### **Compliance: Public Sector Employment Principles**

##### *Public Sector Management and Employment Act*

##### *Section 7(b) Compliance*

The university ensured that its staff members were treated fairly and reasonably by:

- complying with its statutory employment obligations;
- complying with its obligations under awards and certified agreements of the Australian Industrial Relations Commission;
- the application of dispute resolution, performance management, and disciplinary procedures as appropriate;
- regular consultative meetings with staff and union representatives;
- regular review and development of policies and procedures to maintain up-to-date and compliant practices;
- the maintenance of a dedicated Employee Relations and Consultancy Branch; and
- the maintenance of superior customer service standards in the delivery of all staff services.

##### *Section 7(c) Compliance*

The university ensured that equal opportunity was provided by:

- the maintenance of a dedicated Equity and Diversity Centre;
- the application of merit-based advertising, selection and appointment procedures as prescribed in the *Monash University Staff Handbook*;
- access to paid adoption leave, maternity leave, special family leave and voluntary reduced working years for all staff;
- access to paid paternity leave for all staff;
- the prescription of the following equal employment opportunity policies in the *Monash University Staff Handbook – Equal Opportunity in Employment*; Affirmative Action Programs for Female Staff Members; Discrimination and Sexual Harassment

Grievance Procedures; and Work, Study and Family Responsibilities;

- the implementation in 1998 and the continuing operation of the Women's Leadership and Advancement Scheme; and
- the introduction of the Work Life and Family Strategy in 2001 to assist staff in balancing their work, life and family responsibilities.

#### Section 7(d) Compliance

The university ensured that staff members had a reasonable avenue of redress against unfair or unreasonable treatment by:

- the development of draft procedures in line with its commitment to develop new grievance procedures based on the principles contained in the Monash University Enterprise Agreement (Academic and General Staff) 2000;
- the availability of dispute-settling procedures for all staff under the Monash University Enterprise Agreement (Trades and Services General Staff) 1997, the Monash University Enterprise Agreement (Trades and Services Staff – Catering and Retail, Cleaning and Care taking, and Miscellaneous Services Staff) 2000, and the Monash University Enterprise Agreement (Academic and General Staff) 2000;
- regular consultative meetings with staff and union representatives; and
- the maintenance of a dedicated Employee Relations and Consultancy Branch.

#### Section 8 Compliance

The university sought to ensure compliance with the prescribed public sector conduct principles by:

- compliance with sections 7(a) and 7(c) of the Public Sector Management and Employment Act 1998;
- the application of performance management provisions to all staff of the university as prescribed by certified agreement; and
- the initiation of disciplinary proceedings where appropriate.

471.40 EFT days were lost due to an industrial dispute. The dispute was nationwide and in response to the proposed reforms by the Commonwealth Government to the higher education sector.

## Student engagement

### Student profile

Monash had 47,707 students enrolled in Australian courses; an increase of 3 per cent on 2002 and 14 per cent on 1999 student numbers. These figures included those students enrolled in off-campus learning (OCL), but did not include students enrolled at international campuses. Forty-five per cent of students were male, 25 per cent were fee-paying international students (overseas fee-paying) and 72 per cent were enrolled in undergraduate courses. The average age of students was 25 years, and 69 per cent of students had a permanent home residence in Victoria (60 per cent in Melbourne). Enrolments by attendance type and campus are reported in table 3.

**Table 3: Enrolment types by campus**

	Full-time	Part-time	External	Total
Berwick	1337	379	40	1756
Caulfield	6630	4948	1263	12,841
Clayton	14,927	5339	1640	21,906
Gippsland	1577	564	5479	7620
Parkville	800	66	46	912
Peninsula	1544	987	141	2672

### Enrolment, orientation and transition

The objectives of the Monash Transition Program, the university's Transition Policy and the Transition Policy and Planning Committee

were to identify and provide for the needs of all students, with a particular focus on new undergraduate students. Since 2002, orientation has been recognised as the official commencement to the academic year for first-year undergraduate students, and students who qualified for Austudy/Youth Allowance received financial support for this week.

### Student learning experience

Monash offered extensive learning support and resources to students through language and learning services, writing and study skills workshops, and research assistance. Other support services for students included accommodation, financial aid, student progress coordinators, study support and resources. Student associations at each campus provided support to students including travel services, support groups, welfare assistance, clubs and societies, and training.

A housing advisory service operated at each campus except Parkville (students at Parkville could use services at any other campus). Student associations provided the services offered at Caulfield and Peninsula campuses.

Students were provided with email and internet access via the *my.monash* portal that also included links to library facilities, news, re-enrolment facilities, the university calendar and the 'ask.monash' service. The site provided students with direct access to online services such as admissions, enrolment, examinations, information on scholarships and fees, graduation applications and information, and transcripts.

Monash Abroad, in partnership with the faculties, provided financial and administrative assistance to coursework students wishing to study overseas to enhance their academic experience.

### Student feedback

Formal student evaluation of teaching quality was provided via the Monash Questionnaire Series on Teaching (MonQueST). The MonQueST was comprised of 11 surveys, and staff were encouraged, but not obliged, to administer a MonQueST assessment every two to four years, although faculties could impose their own MonQueST completion requirements. Outcomes of these surveys were used as a performance indicator by the University Council.

Students provided feedback on their overall experience at Monash via the annual Monash Experience Questionnaire (MEQ). The MEQ was introduced in 2003 and all programs were included in the survey. The questionnaire was accessible to 87 per cent of students and the response rate was 40 per cent.

### Student equity and access

The Student Equity Unit assisted the university in providing a supportive learning environment that was open to the perspectives and experiences of disadvantaged or under-represented individuals and groups from diverse backgrounds. These groups included:

- people from socio-economically disadvantaged backgrounds;
- Aboriginal and Torres Strait Islander people;
- people from non-English-speaking backgrounds;
- people from rural and isolated areas;
- people who have a disability; and
- women in non-traditional courses (courses in which female enrolment is less than 40 per cent).

Examples of entrance schemes at Monash that promoted access for these groups included the following:

- The Monash University Schools Access Scheme (SAS), designed to increase access to tertiary education for students from rural and isolated areas and disadvantaged socio-economic backgrounds.
- The Diploma of Foundation Studies, a one-year full-time course designed as an alternative entry pathway to university study, was developed as a response to the needs of the Gippsland region.

- The Monash Indigenous Access Scheme, which allowed Indigenous university applicants to provide additional information to strengthen their application.
- The Castan Centre for Human Rights in the Faculty of Law introduced the Arnold Bloch Leibler Australian Indigenous Student Scholarship.

Monash also provided staff training in equity and access principles and practices. This training was not compulsory and did not form part of a staff member's performance requirements.

The percentage of students who were in a low socio-economic bracket has decreased by 1 per cent since 2002 (based on new enrolment figures). The average number of people with a disability in Victoria was 4 per cent of the population; new enrolments of students with a disability was 3.66 per cent. This was an improvement, based on the previous years' enrolment figures. The average number of Aboriginal or Torres Strait Islanders (ATSI) in Victoria was 0.4 per cent and 0.49 per cent of Monash enrolments were ATSI students; this was an improvement on 2002 enrolments.

In the past five years, the percentage of students living in rural and isolated areas had remained at 10 per cent of total student enrolment numbers. Since 1999, the percentage of domestic fee-paying students has remained within 8 to 10 per cent of total student numbers. The percentage of federally funded domestic students has decreased by approximately 3 per cent per annum over the past five years. When the Postgraduate Loan Scheme (PELS) was introduced in 2002, 3 per cent of students participated; this increased to 5 per cent.

Other departments and programs promoting equity and access were:

- the Centre for Aboriginal and Indigenous Studies (CAIS);
- the Monash University English Language Centre (MUELC);
- the Disability Liaison Unit (DLU), (committed to ensuring Monash adhered to the Commonwealth Disability Discrimination Act); and
- Student Financial Aid offices.

#### **Facilities**

Other provisions to promote equity and access were university resting rooms for staff and students who required a quiet area for sleeping and resting as well as several adaptive technology rooms for people with disabilities.

#### **Compliance**

##### ***Education Services for Overseas Students Act 2000 (ESOS)***

Monash University and its controlled entities complied with the Education Services for Overseas Students Act 2000 and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students*.

#### **Graduation and beyond**

##### ***Graduate students***

Monash Research Graduate School provided office facilities and training to postgraduate research students to complement the assistance they received from their faculty/department.

##### ***Graduate feedback***

Postgraduate research students had the opportunity to provide feedback on supervision and departmental support once every four years via the Postgraduate Research Supervision Survey. The last survey was conducted in 2002 and 39 per cent of postgraduate research students participated.

Students who completed postgraduate research in Australia were given the opportunity to provide feedback to their university and DEST via the Postgraduate Research Experience Questionnaire (PREQ). All graduating students nationwide were provided with the opportunity to provide feedback to universities and DEST via the Course Experience Questionnaire (CEQ).

#### **Career assistance**

Monash Careers and Employment, located at the Berwick, Caulfield, Clayton, Gippsland and Peninsula campuses, provided an online jobseeker's guide on employment and career issues relevant to tertiary students.

The Employer Survey was initiated and will be conducted every five years. It aims to solicit feedback from more than 300 employers of recent Monash graduates to assess employer satisfaction with students' skills.

The Graduate Destination Survey is a national survey of all recent university graduates undertaken approximately six months after graduation to obtain feedback on their employment status, the type of work they perform and further study undertaken. In 2001/2002, the employability of Monash graduates who completed the survey was 81 per cent.

#### **Alumni**

Monash alumni totalled 166,693 and of these, 133,338 regularly received communications about university events and news from the Development Office and Alumni.

## **Human rights**

Monash University was committed to promoting equal opportunity in education and employment in recognition of global principles of equity and justice according to the United Nations and International Labor Organisation (ILO) Conventions, Covenants and Declarations. Human rights issues regarding staff and students within Australia were implicit in the legislation Monash must comply with. Monash is also a signatory to the UN Global Compact.

Human rights concerns were not built into the assessment criteria for decisions relating to purchases and contracts, investment opportunities or the evaluation of organisations providing research funding to Monash. Therefore not all human rights issues were officially monitored.

## **Community engagement**

Monash has a responsibility to contribute to the public good and provides one of its greatest services to the broader community through the application of the knowledge and skills of students, graduates and staff. Monash developed a new Community Service Policy encompassing all university activities, programs and facilities that involve interaction with individuals, groups and organisations external to the university. Community service was a key area of staff activity and the performance management review scheme recognised the contributions of academic staff.

Many general and academic staff were members of professional bodies, contributed at conferences, or donated time to be guest presenters, judges and hosts for an array of external events. In addition, academic staff organised seminars for staff and students and offered their services to educational and advisory boards.

Examples of community service included the following:

- In October, Caulfield campus organised a guest speaker and lunch attended by 90 staff to raise funds for the Cancer Council Victoria.
- The ITS division supported staff participating in fundraising events, including the 'Around the Bay in a Day' 210 km cycle event for the Smith Family and the Relay for Life, a 24-hour walk, for Cancer Council Victoria.
- Gippsland campus donated used computers for refurbishment and distribution to school students without these facilities.
- The Faculty of Business and Economics and the Berwick campus director hosted three breakfasts for the local business community in Berwick.
- The Faculty of Art and Design provided in-kind staffing support to a joint project with the Melbourne City Council to exhibit work by fine arts Monash honours students at Melbourne Town Hall.



- The Faculty of Science hosted the Chemical Murder Mystery Program. Attended by 600 students from throughout Victoria, the program was designed to expose high school students to the principles of forensic chemistry.
- The Monash Transition Program undertook school and regional visits to assist secondary school students to achieve improved outcomes in their transition to university and provided an opportunity to discuss issues with current Monash students.
- The Faculty of Arts German studies program worked closely with the Goethe-Institut and organised visits by German scholars and writers. The program was represented on the Victorian/German Joint Standing Committee on Educational Cooperation and had close links with the Department of Education and Training (DET). The program provided teacher-upgrade courses and VCE preparation classes, developed teaching material and trialled teaching material in Victorian state schools.
- The Monash Institute of Reproduction and Development, in the Faculty of Medicine, Nursing and Health Sciences, provided work experience and summer student programs in laboratory environments.
- The Monash Environment Institute (MEI) ran two forums on sustainable rural futures for Australia. Speakers and audiences participated in Melbourne, Shepparton and Gippsland via video link-up.

## Facilities

The Monash Science Centre at Clayton campus was open to the public and hosted children's parties and guided tours for schools and groups. Members of the general public became members of the sports and recreation centre and used the related facilities on each campus. Several arts and entertainment venues at Monash were also available for use by the public and university community, such as the Robert Blackwood Concert Hall, which hosted 108 events.

## Committees

The Standing Committee on Ethics in Research Involving Humans advised the deputy vice-chancellor (research) and assisted Monash in conforming to the requirements of the National Statement on Ethical Conduct in Research Involving Humans. This committee was comprised of three committees (A, B and C), and each committee included one independent female and male member of the general public.

The Monash University Animal Welfare Committee was responsible for advising the deputy vice-chancellor (research) and assuring the university that the Animal Ethics Committee's activities are in conformity with state law and NHMRC guidelines and that university policy was being implemented consistently. Committee membership included two representatives of animal welfare organisations and one external lay member who was not an animal researcher or associated with Monash to represent the general public.

## Media

The Marketing and Public Affairs unit monitored public perception of Monash by noting positive and negative mentions in the media. Monash had 6833 positive mentions and 1340 negative mentions.

## Purchasing

Monash University's purchasing policy was based on negotiating competitive prices. Domestic suppliers were preferred to ensure that Australian businesses were supported, Monash received local service, and that exposure to exchange rate fluctuations was minimised.

### *National Competition Policy*

#### *Guideline 9.1.3 (ii) (k)*

The university continued to implement its established policies consistent with our obligations in relation to National Competition Policy.

The Trade Practices Compliance Manual clearly set out both individual and university obligations in relation to the Trade Practices Act (C'wth) 1974.

Early in 2004, the university would call tenders and appoint a consultant to review its compliance manual and other aspects of its compliance program. This would help maintain and enhance the existing compliance framework.

The university was not the subject of any National Competition Policy-related actions.

## Employing locally

Gippsland campus was the second-largest employer in the region and generally advertised vacancies up to HEW level 5 in local media only.

Staff employed at Berwick, Gippsland and Peninsula campuses commuted over a greater distance each day (on average) than staff employed at Caulfield, Clayton and Parkville campuses.

## Statutes made and/or amended in 2003

Statute 4.1 – Discipline (Amendment No. 1, 2003)

# Environmental performance

## Commitment

Monash University's commitment to the environment is indicated in many ways, including the university's Environmental Policy, voluntary membership of environmental improvement agreements such as the Australian Greenhouse Office's (AGO) Greenhouse Challenge (GHC), and the level of resources dedicated to environmental improvement. The Environmental Policy was reviewed and expanded to be more inclusive and prescriptive, including an outline of the responsibilities of environment officers (EnvOs) (see 'Staff', below).

### Committees

The Environmental Policy Task Force Committee reported to the VC via the OHSEPC and oversaw the objectives the Environmental Policy via the following committees:

- Green Purchasing Committee – encouraged environmentally friendly purchasing at all campuses. The committee was successful in negotiating a competitive price for recycled content paper with the university's preferred supplier.
- AGO GHC Committee – membership included representation from the Clayton and Gippsland campuses, and it focused on reducing greenhouse gas emissions.
- Water Conservation Committee (WCC) – based at Clayton campus, it monitored water use and coordinated the development of strategies to reduce water consumption and increase water recycling.
- Waste Wise Task Force Committee – oversaw Monash's ongoing status as an EcoRecycle Waste Wise Business as well as waste reduction and recycling initiatives on all campuses.

### Memberships

Clayton campus was a signatory to the EcoRecycle Waste Wise Program and the AGO GHC.

### Staff

Three FTE staff were directly employed in environmental improvement and compliance. Almost 200 staff were involved in working on office-based behavioural change and served as members of relevant committees. Monash spent more than \$250,000 per annum on environmental improvement and compliance, including direct staff costs (the three FTE) and capital expenditure. This did not include the cost of staff not focusing solely on environmental issues, such as departmental EnvOs, nor did it include capital works such as water recycling systems, tanks and other environmentally preferable infrastructure.

To further embed environmental performance in the decision-making and reporting processes, Monash's revised Environmental Policy mandated that every department nominate an EnvO to represent environmental issues on the zone OHSE committees. EnvOs acted as a focal point for all environmental matters arising in their work area, promoted environmental awareness, provided advice on environmental issues, helped address environmental risks and impacts, worked with the volunteer Green Office representatives (GO-Reps) and liaised with OHSE. By the end of the year 36 EnvOs were nominated and an EnvO training program was piloted.

### Green Office Program (GOP)

The Monash GOP improved environmental behaviours in the workplace by encouraging changes to employees' daily work practices. The program focused on raising staff and student awareness of the environmental impact of day-to-day behaviours, such as waste disposal, recycling and paper use, and provided environmentally friendly alternatives.

There were 198 GO-Reps representing 90 departments, a 50 per cent representation of departments.

## Awards

Monash won the state-wide Savewater! Award for innovation and achievement in water efficiency in the business, retail and services providers' category. The Savewater! Award, sponsored by the Victorian Department of Sustainability and Environment and water authorities and suppliers, was a result of Monash's achievements in completing a range of water-saving initiatives.

The Victorian chapter of the Royal Australian Institute of Architects presented the 2003 Sustainable Architecture Award to Monash for the Monash Science Centre building at Clayton campus. The building, designed by Williams Boag Architects and completed in 2002, was based on Environmentally Sustainable Design (ESD) principles.

## Environmental compliance

Monash had a trade waste discharge failure rate of 1.5 per cent and received one initial Trade Waste Notice for Non-Compliance at Clayton campus, which was immediately rectified.

Level two water restriction requirements were applied throughout the university; but there was one recorded issue of non-compliance (pressure cleaning of pavement areas).

There were no other known environmental non-compliance issues.

## Effluent

Effluent was not monitored and measured by type except the category of prescribed trade waste, such as liquid waste from laboratories (see 'Environmental compliance'). Trade waste and emissions were dealt with according to the Melbourne Trade Waste Advisory Acceptance Committee requirements and agreements with local water suppliers.

### Initiatives to reduce effluent

In general, effluent volume reduction is achieved as a direct outcome of reducing total water use. Grey water and black water recycling facilities were not required as part of any building construction or refurbishment. Most Monash campuses did not use fertilisers for environmental and financial reasons, except on high-use grass areas.

## Energy use

The major sources of energy used at Monash were natural gas and electricity. The amount and combination of gas and electricity at each campus varied from 42 per cent electricity at Caulfield, to 85 per cent at Parkville (Table 4).

**Table 4: Gas and electricity use (gigajoules), by campus and per EFTSU**

	Gas total	Gas per EFTSU	Electricity total	Electricity per EFTSU
Berwick	3960	2.98	4534	3.42
Caulfield	56,562	6.56	40,976	4.75
Clayton	176,563	9.86	157,319	8.79
Gippsland	19,599	4.31	19,120	4.20
Parkville	1718	2.07	9558	11.52
Peninsula	12,006	6.43	9878	5.29

Gas use increased at Berwick, Clayton, Gippsland and Peninsula campuses and decreased at Caulfield and Parkville campuses. Average use of energy per EFTSU, across all campuses, was 7.70 gigajoules of gas and 6.87 gigajoules of electricity. Electricity use increased at all campuses, except Clayton, where it decreased by 7 per cent.

## Initiatives to reduce energy use

The major uses of electricity on campus were lighting, air conditioning and air handling. These functions used approximately 60 per cent of all electricity. Initiatives to reduce electricity use took place at both the infrastructural and behavioural levels of the university. At an infrastructural level, all campuses measured their power correction factor and aimed to maintain a level of 0.9 (1 being the most efficient). Level one energy audits were conducted at Caulfield, Gippsland and Peninsula campuses to identify the high users of electricity, so that energy reduction plans could be formulated and applied. Gippsland campus recently replaced just over half of all fluorescent tubes with lower energy using triphosphorus tubes.

A joint initiative between the GOP and Faculty of Arts IT Service Department aimed to ensure all new computers in the faculty had low-energy plasma monitors and automatic power-down functions installed, before the computers were allocated to users. The GOP assisted with the role-out of the education program so staff without new computers could install energy saving power down functions themselves. Several faculties leased low-energy equipment and some installed laboratory computers with shut-down functions. The GOP also worked with staff to encourage positive behaviours such as turning lights, urns, computers and other equipment off when not in use.

Initiatives to reduce gas use involved improvements in the efficiency of heating and cooling systems. Although the GOP addressed the behavioural issues of energy use, it was difficult for individual staff members to affect the use of gas-powered heating and cooling systems, as they usually applied to a broad floor area or an entire building.

## On-campus renewable energy

The Monash Science Centre and the Halls of Residence at Clayton campus have solar panels. Additional photovoltaic electricity collectors were installed on the Monash Science Centre, increasing the capacity by 2100 watts to 3150 watts. Two solar street lighting units were installed outside the Sports and Recreation Centre.

## Emissions

### Greenhouse challenge

Emissions were measured at Clayton campus as part of the commitment to the AGO GHC. The emissions reported included those from natural gas, electricity and Monash-owned vehicles, as well as those from waste generated on campus that goes to landfill.\* An outcome of Monash joining the AGO GHC was the implementation of several emission-reducing activities.

\* Landfill includes all waste that was not recycled.

### Emissions from transport

To offset the impact of emissions from Monash-owned vehicles, the university subscribed to Greenfleet. Greenfleet offset the carbon dioxide equivalent (CO<sub>2</sub>-e) emissions per vehicle from an averaged amount of travel\* by planting 17 native trees for every vehicle registered. Approximately 97 per cent of Monash-owned vehicles were subscribed to Greenfleet at an approximate cost of just over \$12,000. More than 7500 trees were planted on behalf of Monash in Victoria, as part of the Murray-Darling River Rescue Project. Staff with vehicles on a novated lease were not required to join Greenfleet.

Total emissions from staff air travel were 6495 tonnes of CO<sub>2</sub>-e, an increase over 2001 of 3 per cent.

\* Calculated by Greenfleet.

### Emissions from energy

Emissions from electricity and gas use at Monash were based on the type, amount and source of the energy. In Victoria, coal-based electricity production generated more greenhouse gas emissions than natural gas. To reduce emissions from energy at Monash,

some of the heating and cooling systems were converted from electricity to gas. Total emissions for all campuses are recorded in table 5.

Another initiative undertaken to reduce emissions from electricity was the purchase of electricity generated from renewable resources, also known as 'green power'. Green power made up 10 per cent of the electricity purchased at Clayton and Gippsland campuses.

**Table 5: Emissions as tonnes of CO<sub>2</sub>-e, by campus**

	Gas	Electricity
Berwick	233	1847
Caulfield	3332	16,698
Clayton	10,400	57,697
Gippsland	1154	7012
Parkville	101	3895
Peninsula	707	4025

Emissions have increased at Berwick, Parkville and Peninsula campuses and decreased at Caulfield, Clayton and Gippsland campuses. The lower emissions at Caulfield were due to the 20 per cent decrease in gas usage. The decrease at Clayton was due to the reduction in electricity use, and Gippsland's emissions were lower due to the purchase of 10 per cent renewable energy.

### Integration into planning

Although Clayton campus has joined the Australian Greenhouse Office's Greenhouse Challenge a policy for the reduction of emissions was not fully integrated into planning at Monash. For example, a recently constructed building at Berwick campus operated on 100 per cent electrical plant and appliances, including heating and cooling, as no gas appliances were incorporated into the planning or building process.

## Water use

Water use was monitored and measured at Monash at a campus level (Table 6). All buildings at Clayton were monitored individually, as were some departments, but this has not yet been implemented at all campuses.

**Table 6: 2002 Water use (kilolitres), by campus and per EFTSU**

	2003 total KI	2003 per EFTSU
Berwick	8866	6.68
Caulfield	82,662	9.59
Clayton	363,856	20.32
Gippsland	33,404	7.34
Parkville	19,165	23.10
Peninsula	19,993	10.72

Overall water consumption decreased by 14 per cent. Consumption at Clayton decreased by 18 per cent overall, and 20 per cent per EFTSU. Water use per EFTSU increased at Caulfield, Gippsland and Parkville campuses.

### Initiatives to reduce, reuse and recycle water

As Clayton consumed more water than the other campuses combined, the Water Conservation Committee (WCC) was established to address the reduction of water use at Clayton. The WCC has achieved mains water savings via the following projects:

- Collection of swimming pool filter backwash for onsite treatment and recycling as toilet flush.

- Improved efficiency of grounds' irrigation achieved by installing a Micromet automated irrigation system to optimise garden and lawn irrigation.
- Installation of 2000 water-efficient valves onto plumbing fixtures.
- Installation of three 45 kilolitre tanks to utilise stormwater and recycle irrigation runoff to water the main sports oval.
- Recycling boiler house pump cooling water and harvesting roof run-off.
- Recycling water from compliance testing of the fire service pump system.

### Integration into planning

There were very few water-saving initiatives integrated into new building construction.

## Land use and biodiversity

Monash's Australian campuses occupied more than 2.2 square km of land. Monash leased buildings and operated property outside these campuses, but these operations have not been included in the 'Environmental performance' section of this report.

There is no university-wide monitoring of wildlife on campuses. Monash's Environmental Policy states that biodiversity will be preserved and enhanced; however, biodiversity of flora and fauna is not incorporated into operational and strategic planning. Some campuses had local programs to protect and encourage wildlife on university grounds and these initiatives are discussed below.

### Initiatives to preserve and enhance biodiversity

Campus grounds staff took a low-chemical approach to grounds maintenance; though weed-killer chemicals were still used. Native plantings were favoured by grounds departments due to their lower resource requirements, such as water, and the habitat they provide to native fauna.

Gippsland continued with its Landcare program and, along with the adjoining animal services farm, maintained its Land for Wildlife accreditation. Gippsland campus, in conjunction with local stakeholders, introduced a project to alleviate erosion along Eel Hole Creek.

Peninsula campus was a member of the World for Wildlife program and some of the academic staff on campus were working on the preservation of small mammals in the area.

## Materials

There were environmentally friendly purchasing guidelines for high-use office items such as copy paper and printer cartridges. The Green Purchasing Committee promoted and developed guidelines for the purchase of environmentally preferred products and discouraged the purchase of environmentally unsound products. These were guidelines only and not all departments applied them. Where appropriate, tenders managed by Procurement Services included a statement of environmental requirements. It was difficult to monitor all material purchases as they were not all managed centrally; supplier contracts not managed by Procurement Services generally did not include environmental statements.

The environmental performance of suppliers' operations was not taken into consideration when making purchasing decisions.

### Packaging

Photocopiers and IT equipment tenders and proposal agreements included a condition that suppliers need to reduce packaging.

Monyx, the major catering provider, used more than 1,143,305 take-away items that were not made from recycled materials and that were not recyclable in Australia. The number and types of items used at the university over a 10-month period is recorded in table 7. Not all on-campus catering services were provided by Monyx; data from non-Monyx sources was unavailable. A total of

372,425 drink containers (cans and bottles) and 110,000 plastic bags, which are recyclable in Australia, were supplied on-campus. Monash does not have a policy on the use/recycling of plastic bags. Monyx outlets sold plastic eco-cups (insulated cups with lids), which are reusable, and customers could take their own cups to Monyx outlets.

**Table 7: Non-recyclable catering items used at Monash over a 10-month period**

Item description	Number of items
Polystyrene cups	345,000
Cup lids	90,000
Plates	16,500
Plastic cutlery	360,000
Polystyrene containers	33,000
Stirrers and straws	190,000
Plastic take-away containers	108,805

### Initiatives to reduce material use

Monash's GOP and Green Purchasing Committee were the main promoters of the purchase of low environmental impact materials. There were several initiatives to reduce the environmental impact of products at Monash, including:

- Toilet paper and hand towels manufactured from recycled office paper were purchased for Clayton campus.
- Renegotiated the price of copy paper with recycled content to the same price as the most common copy paper purchased (from the preferred supplier).
- Gippsland campus, which maintained a local purchasing policy for paper, began purchasing recycled content paper and negotiated a lower price to encourage uptake.
- All campuses could purchase remanufactured printer toner cartridges from Monash's preferred office products supplier without voiding printer warranties.
- The Green Purchasing Committee arranged for a quote for recyclable and biodegradable packaging to be provided to Monyx.

In 2002, recycled content copy paper constituted approximately 13 per cent of all copy paper purchased; in 2003 this figure increased to 23 per cent. Re-manufactured printer cartridges constituted approximately 1 per cent of printer cartridges purchased from the preferred supplier.

## Buildings and major works

The Monash Green Building Specification was drafted and the definition of a Monash sustainable building was finalised. These were not integrated into the policies and procedures for the procurement of buildings, building services or associated contracts in 2003.

### Compliance – buildings

#### *Guideline 9.1.3 (ii) (h)*

#### *Report under section 220 of the Building Act (1993)*

Monash University's Facilities and Services Division was responsible for all buildings, grounds and service infrastructure on its Victorian campuses.

Monash Property Management (MPM) managed new buildings, with existing building refurbishment and major maintenance arranged through campus-based Facilities and Services managers.

Set out below are the responses to questions raised under guideline 5: Reporting to Parliament:

i (a) The university, by engaging independent building surveyors, ensured that all works requiring building approval had plans certified and on completion had Certificates of Occupancy issued in compliance with the Building Act 1993.

i (b) Works such as building maintenance, replacement of equipment, civil works, landscaping and such were the types of project which are exempt from the 10-year liability.

## **Compliance – major works**

Monash University continued the development and maintenance of its infrastructure with an emphasis on efficient, low-maintenance, safe and environmentally sound facilities.

Significant projects consisted of the following:

### ***Berwick campus***

The installation of a bore and associated works to water the soccer pitch and campus grounds was completed and reduced the consumption of water from the domestic supply.

Security systems and lighting were improved to enhance personal safety and building security.

### ***Caulfield campus***

#### ***Service Centre, building A, level 1***

The Student Service Centre was refurbished to provide a one-stop-shop for prospective and current students. The building's striking facade and colourful interior had a positive visual impact and were a highlight on campus. This project was completed in mid-September at a cost of \$1.68 million.

#### ***Installation of a third lift and upgrade of two existing lifts, building S***

This project involved the installation of a third lift in building S and the upgrade of the cars, drives and controls to the existing two lifts at a cost of \$500,000. The third lift provided access to all nine floors.

#### ***Relocation of Community Services***

The relocation of Community Services to building B, level 1, was completed on schedule. The project provided a modern facility to accommodate reception and doctors' and counsellors' suites as well as facilities for ancillary services and a religious centre. Total project budget was \$1.32 million.

#### ***Refurbishment of buildings D and E for the Faculty of Art and Design***

The refurbishment of buildings D and E provided state-of-the-art facilities for the Faculty of Art and Design's School of Fine Arts. The project successfully combined the external, street-side heritage facade with an internal, campus-side spire of brilliant yellow to stand as an architectural icon. Total project budget was \$4.78 million.

### ***Clayton campus***

#### ***Extension to Monash Children's Centre, Beddoe Avenue, Clayton***

Work on the \$900,000 redevelopment of the Monash Children's Centre at 62–66 Beddoe Avenue commenced, with the stage one extension planned for lock-up by the end of the year. The work will be undertaken in a series of stages, which would require certification from the Department of Human Services before each subsequent stage could commence. As a consequence, the proposed program of works would continue through to May 2004. The new centre, when completed, will have 100 places as opposed to the current facility, which had 60 places.

#### ***Building 15, Centre for Medical and Health Sciences Education***

The \$4.8 million refurbishment of the former Biomedical Library in building 15 was completed. Works involved provision of new specialist teaching spaces, consultancy training and observation rooms, and a new entry and lift for the building.

### ***High voltage system upgrade***

The high voltage system upgrade serving the medical precinct was completed this year, enabling safer operation and future growth opportunities within this area of the campus. The program would continue in 2004 with the development of an overall strategy on high voltage supply across the campus in line with the initiatives from the Clayton campus Urban Plan and regional power supply upgrades associated with the synchrotron project.

### ***New fire ring main***

The new fire ring main serving the Clayton campus was completed. The entire campus is now protected by the new service, identifiable by the new silver-coloured dual head hydrants. The majority of buildings on campus were also directly connected to this new fire service. At a cost of \$3 million, the ring main included the laying of approximately nine km of pipes and the installation of 60 additional fire hydrants across the campus. This new facility provided the campus with a reliable fire service of the required pressure and capacity to serve all buildings across the campus. A program of connecting campus buildings that share fire and domestic water services is now being developed.

### ***Refurbishment of Menzies building, level 2 west***

Refurbishment of level 2 west of the Menzies building has provided modern office spaces for Faculty of Arts staff and additional centrally programmed teaching spaces. The new space was fully air-conditioned and equipped with a fire sprinkler system.

### ***New multifunctional biolab, building 18***

Development of a new multifunctional biolab is currently under way, with the new spaces being re-fitted with required benches, services, fittings and fixtures. The total project cost was \$950,000 and included complete air-conditioning to the facility.

### ***Refurbishment of Menzies building, level 8 south***

The refurbishment of level 8 south, of the Menzies building was in progress, with the old music auditorium roof demolished and fit-out of the office space with air conditioning and fire sprinkler system under way. The Faculty of Business and Economics would occupy the space, which would consist primarily of staff and postgraduate offices and spaces.

### ***Emergency Warden and Intercommunication System (EWIS) upgrade to accommodate PA facility***

The upgrade of the EWIS with a public address facility throughout the campus progressed significantly, with panel replacements occurring throughout individual buildings. Works were scheduled for completion early in 2004.

### ***Gippsland campus***

Construction of the \$12.5 million Gippsland Education Precinct continued. Site works were completed in October, and construction of the buildings commenced in November. The expected completion date of the project is November 2004.

The key strategies of the Gippsland Education Precinct were to address the low educational and employment outcomes of young people in the Gippsland region and the high level of youth disengagement and low levels of transition from school to tertiary education, training and employment, as well as to redress the drift of secondary students to institutions outside the local area.

### ***Parkville campus***

Refurbishment of the second floor of the Manning building for the Centre for Drug Candidate Optimisation was completed at a cost of \$280,000.

Upgrading of the Pharmacology teaching labs, study areas and offices located on levels three and four of the Manning building was completed. Work commenced on further refurbishment of laboratories on the first floor of the Manning building, with completion expected by the start of first semester 2004.

## Peninsula campus

An early childhood centre was constructed on two blocks of land owned by the university adjacent to the campus. This created a Centre of Excellence for Early Childhood Teaching and Childcare at the university.

## Transport

All campuses had car parking facilities on site and were accessible by public transport; however as they are located outside the central business district, public transport access often involved two forms of transport and/or a change of train line. Ease of bicycle and pedestrian access depended upon departure points; however bicycle lane coverage from any one point was often inadequate as not all access roads had bike lanes or paths.

### Motor vehicles

All vehicles purchased by Monash were sourced from companies that had manufacturing plants in Australia and used unleaded fuel (some special-purpose vehicles used diesel). Eligible staff at Monash could lease vehicles under a novated leasing scheme. Novated leases were an alternative to Monash's employment contract vehicles and could be salary packaged. Staff could have more than one vehicle, and there were no requirements that they be leased from Australian manufacturers, fuel efficient, or new. Statistics for Monash fleet vehicles are reported below in table 8.

**Table 8: Monash fleet statistics**

Category	Amount
No. of fleet vehicles	460
No. of fleet vehicles in Greenfleet	447
No. of LPG vehicles in fleet	8
Total fuel use (litres)	865,834

### Car parking

Car parking was available at all campuses; availability and price depended upon the campus location.

### Initiatives to reduce the environmental impact of transport

The Transport Strategy Committee focused on promoting alternative transport options for staff and students travelling to and from Monash and accessibility for staff and students, particularly those with a disability. The current focus is on promoting public transport to staff and students at Caulfield and Clayton campuses and to reduce the reliance on cars, particularly single-occupant vehicles. A survey of the travel habits of Clayton staff and students was conducted. The results will be available in 2004 and will form the basis for future work by the committee.

#### Car pooling

A car pooling service was run by the Student Union (MONSU) on Peninsula campus. Use of the service was low as the cost of participation was approximately the same as a parking permit. A free car pooling service at Clayton campus was administered by the MSA Transport Office. Funding assistance was provided by the Alternative Transport Fund (an initiative of the Security and Transport office and supported by the sale of parking permits). The number of car pool parking spaces was 144 and 1426 participants were registered in the program.

#### Public transport

A pilot program of the Victorian Government's TravelSMART program was introduced. TravelSMART developed a program and a set of materials to encourage first-year students to use public transport or to cycle, walk or car pool.

Peninsula campus, along with local stakeholders such as the Frankston Hospital, was lobbying the Victorian Government for the

implementation of a circular bus route to improve public transport access between Frankston Railway Station, the campus and other facilities within Frankston.

## Waste

The Waste Wise Task Force Committee extended recycling facilities to include additional campuses and locations within campuses. Waste at the Clayton campus was audited to determine the types and amounts of waste going to landfill and being recycled each year. Waste to landfill from the Clayton campus increased by approximately 6 per cent, to 585 tonnes. Of the measurable waste to landfill from the Clayton campus, more than 40 per cent was waste paper that could have been recycled.

Construction and refurbishment waste was disposed of by contractors and was not included in campus waste statistics. The construction and demolition industries contribute approximately 40 per cent of Australia's waste to landfill annually; specification of waste management and disposal arrangements were not required when organisations were tendering for Monash contracts.

### Initiatives to reduce waste to landfill

Recycling services were available on each campus, but not all campuses had comprehensive recycling systems (see below for further details). There were no composting facilities available on any campus.

Office bottle and can recycling was available at Berwick and Clayton campuses and was trialled in two buildings at Caulfield. Berwick, Clayton and Gippsland campuses had bottle and can recycling facilities in public areas. More than 18 tonnes of bottles and cans were recycled at the Clayton campus; this was a decrease of 1 per cent on 2002 figures. At the Clayton campus, an additional 30 tonnes of recyclable bottles and cans were sent to landfill.

Cardboard box recycling facilities were provided at Clayton and Peninsula campuses. Approximately 78.4 tonnes were recycled, an increase of 23 per cent on 2002.

Office paper recycling services were available on all campuses and approximately 228.5 tonnes of paper, from five campuses were recycled; this was a 5 per cent increase on 2002. Facilities for printer cartridge recycling were available on all campuses as a free service, provided by Corporate Express.

An e-waste service, to remove unwanted computer and other electrical component waste, was introduced in 2002 at the Clayton campus. The e-waste service was extended to include all campuses, and 1668 items were recycled.

# Financial performance



## Report on financial operations

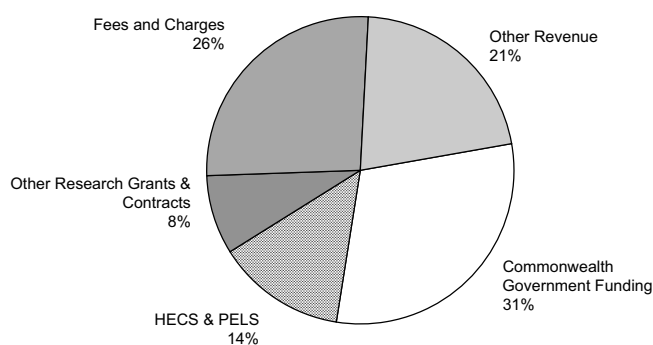
The consolidated result for Monash University and its controlled entities is \$31.8 million for 2003 compared to \$1.6 million in 2002. The improved result provides a safety margin of 3.7% which is within the DEST benchmark of 3% to 5%. More importantly it supplements borrowings that enable the university to provide funds for additional buildings and refurbishments. This is reflected in the increased value of property, plant and equipment. In 2003, revenue of \$861.2 million and expenses of \$827.0 million show an increase of \$71.1 million and \$40.9 million respectively on 2002 values.

### Statement of financial performance for the year ended 31 December

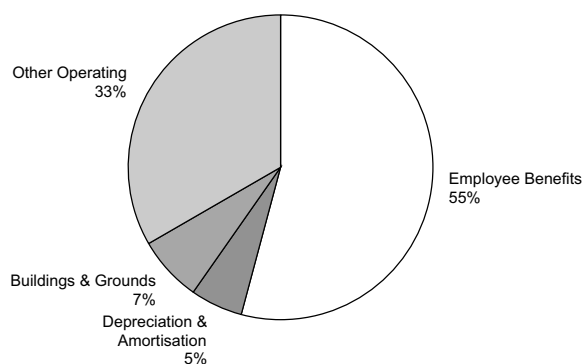
	2003 \$million	2002 \$million	2001 \$million	2000 \$million	1999 \$million
<b>Revenue from operating activities:</b>					
Commonwealth Government funding	261.5	252.7	244.9	241.7	224.0
HECS & PELS	117.0	108.9	98.1	90.4	92.4
Other research grants & contracts	71.9	62.2	51.4	39.3	43.0
Fees and charges	226.9	192.6	166.7	159.4	145.6
Other revenue	183.8	173.7	150.6	164.7	122.7
<b>Total</b>	<b>861.2</b>	<b>790.1</b>	<b>711.7</b>	<b>695.5</b>	<b>627.7</b>
<b>Expenses from ordinary activities</b>					
Employee benefits	450.3	421.1	386.3	371.9	338.5
Depreciation & amortisation	44.6	41.0	37.9	35.7	32.9
Buildings & grounds	58.9	52.1	46.2	40.8	33.9
Other operating	273.2	276.5	231.9	213.2	187.9
<b>Subtotal</b>	<b>827.0</b>	<b>790.7</b>	<b>702.3</b>	<b>661.6</b>	<b>593.2</b>
Income tax	(1.0)	0.4	(0.3)	-	-
Outside equity interest	(1.4)	1.8	1.2	-	-
<b>Net result*</b>	<b>31.8</b>	<b>1.6</b>	<b>10.3</b>	<b>33.9</b>	<b>34.5</b>

\* Attributable to the parent entity

Revenue 2003



Expenses 2003



A number of factors contributed to the result including increased student fee income generated from increases of 1,207 EFTSU fee-paying international students, 41 domestic fee paying undergraduates and 137 domestic postgraduate students. Funding has increased for research purposes from the NH&MRC, and from other research grants and contracts of \$9.7 million. There has also been an improvement in the returns from the university's investment portfolio including increases in the value of the portfolio of \$6.3 million to partially offset the 2002 diminution in the value of investments.

The only significant movement in expenses is an increase in employee benefits of \$29.2 million.

### Statement of financial position as at 31 December

	2003 \$million	2002 \$million	2001 \$million	2000 \$million	1999 \$million
<b>What the Monash group owns</b>					
Other financial assets	263.9	250.6	283.0	277.5	310.9
Property, plant and equipment	1,231.6	962.4	898.7	863.1	685.6
Deferred government superannuation contributions	118.9	124.5	122.9	120.7	113.1
Other	117.6	81.4	68.6	53.8	53.8
<b>Total</b>	<b>1,732.0</b>	<b>1,418.9</b>	<b>1,373.2</b>	<b>1,315.1</b>	<b>1,163.4</b>
<b>What the Monash group owes</b>					
Interest bearing liabilities	116.6	83.5	76.3	46.2	43.3
Provisions	99.5	94.3	85.2	79.5	75.0
Deferred employee benefits for superannuation	118.9	124.5	122.9	120.7	113.1
Other	92.8	65.6	58.9	49.5	104.0
<b>Total</b>	<b>427.8</b>	<b>367.9</b>	<b>343.3</b>	<b>295.9</b>	<b>335.4</b>
<b>Net assets</b>	<b>1,304.2</b>	<b>1,051.0</b>	<b>1,029.9</b>	<b>1,019.2</b>	<b>828.0</b>

### Statement of cashflows for the year ended 31 December

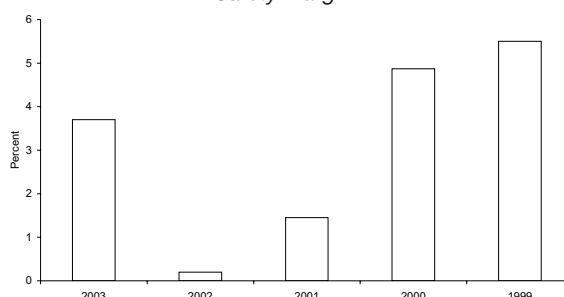
	2003 \$million	2002 \$million	2001 \$million	2000 \$million	1999 \$million
Net cash inflows from operating activities	92.1	52.2	26.3	57.0	47.5
Net cash inflows (outflows) from investing activities	(115.7)	(53.3)	(67.3)	(65.1)	(36.9)
Net cash inflows (outflows) from financing activities	44.6	5.9	41.4	4.7	(2.2)
<b>Net Increase/decrease in cash assets held</b>	<b>21.0</b>	<b>4.8</b>	<b>0.4</b>	<b>(3.4)</b>	<b>8.4</b>

### Safety margin

2003	2002	2001	2000	1999
3.7	0.2	1.45	4.87	5.5

The safety margin is defined as the institution's total operating surplus attributable to the parent entity over total revenue. (Benchmark 3% to 5%).

Safety margin

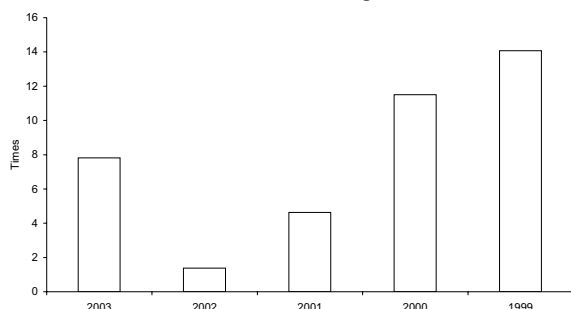


## Interest coverage

2003	2002	2001	2000	1999
7.82	1.38	4.63	11.5	14.07

Interest coverage is the result attributable to the parent entity plus interest expense over the interest expense. (Benchmark 3 times).

Interest coverage



## Statement on risk management

### Government response to the Review of University Governance

In 1997, on the recommendation of its Audit Committee, the Monash University Council approved a proposal for the implementation of operational risk management across the university with the project to be facilitated by a newly established specialist risk management unit.

Since that time, the university has made steady progress in incorporating risk management into its operations and activities. These included the following:

- Operational risk management projects were conducted at all faculties and administrative divisions and at a number of the university's controlled entities. In each case, a risk profile was developed which detailed the strategic and operational risks impacting on the area and the agreed strategies to mitigate the higher-level risks. These profiles were signed off by the relevant head.
- Separate risk management projects were conducted on key functions and activities including online learning, international, occupational health and safety and information technology.
- Crisis management planning, essentially a risk management exercise, was implemented on all campuses, including South Africa and Malaysia.
- A formal compliance framework was implemented to enable the university to better manage its legal compliance risks. A compliance office was established to facilitate the implementation of a compliance framework across all areas of the university including its controlled entities.
- Risk assessment templates were developed to enable staff to prepare risk assessments to support project proposals.
- A risk management policy was developed and issued to university management. A copy of the policy and risk management guidelines was held on the university network.
- A training course on risk management was developed and included in the university's staff development and training program.
- The university's Audit and Risk Management Unit had well-established processes and a system for the conduct of risk management projects based on the relevant Australian/New Zealand risk management standard and had also implemented a comprehensive database of current and emerging risks facing the university.

To ensure risk management is further integrated into the university's planning and business processes, Council approved arrangements whereby divisional heads (deans and divisional/executive directors) were required to annually review and update the risk registers for their divisions. An electronic version of the latest risk profiles for

each division was sent out in June/July each year, with a request that the registers be amended to reflect the status of actions taken to address previous years' risks and to take account of new and emerging risks.

The outcomes from the process were then aggregated into a university-wide risk profile and reported to Council on an annual basis.

## Risk analysis – controlled entities

The following table is an indicative summary of the risks related to controlled entities of the university where Monash had a capital investment in excess of \$100,000.

Controlled Entity	Objects	Investment \$
Monash International Pty Ltd	Provision of recruitment services, development of international projects and the delivery of overseas access programs	500,000
Monash Commercial Pty Ltd	Marketing and promotion of commercially viable projects developed predominantly by Monash University	7,162,000
Monash Southern Africa Pty Ltd/ Monash University South Africa	Operation of Monash University's South African campus in Roodeport, Johannesburg	2,000,000
Monash IVF Pty Ltd	Provision of infertility medical services	1,226,979

All companies had some exposure to risk but in the context of Monash University's asset base the level of financial and reputational risk was modest.

Monash University and its controlled entities had a suite of policies designed to mitigate risk. These included:

- regular monitoring of controlled entities' performance and outlook;
- crisis management and recovery processes;
- occupational health and safety policies;
- business continuity strategic plan;
- physical security;
- good staff management, training and development practices with a sound staff selection process;
- segregation of duties; and
- financial delegation policy.

## Statement on allocation of public funds

Public funds allocated to the university were allocated to the purposes specified by the government or other funding body.

## Major financial and performance statistics

### Guideline 9.1.3 (ii) (a)

The financial statements comprise a separate section of the report. Table 9 sets out a summary of the financial results with comparative results for the preceding four financial years.

**Table 9: Major financial results**

Year	Net result*	Revenue	Expenses	Assets	Liabilities	Equity
	\$000	\$000	\$000	\$000	\$000	\$000
2003	31,829	861,234	827,002	1,732,047	427,826	1,304,221
2002	1,603	790,096	790,716	1,418,925	367,953	1,050,972
2001	10,296	711,686	702,344	1,373,226	343,271	1,029,955
2000	33,882	695,492	661,615	1,315,135	295,967	1,019,168
1999	34,510	627,743	593,233	1,163,432	335,375	828,057

\* After tax and outside equity interests

## Socially responsible economic considerations

There were no policies to ensure that standard purchasing guidelines and criteria took into account assessment of potential human rights, environmental or social considerations with regard to vendors, suppliers or sponsors. There was no policy regarding the investment of university money in socially responsible investment (SRI) funds.

## Consultants

*Guideline 9.1.3 (ii) (f) and (g)*

The university engaged a wide range of consultants to assist in the implementation of new management and student administration systems, and to provide information for business development and a variety of research projects encompassing many fields of endeavour, including management, administrative, organisational and scientific activities. Table 10 below is the listing of the consultants used by the university and the fees paid for their services during the year ended 31 December 2003.

**Table 10: Consultants**

Name/description of service	\$	Future commitments
<b>Big Time Media</b> Information technology project	102,909	n/a
<b>Neil Harrington Consulting Pty Ltd</b> Internet billing and quota management system	103,092	n/a
<b>Woodbine Associates Pty Ltd</b> Data management programme project	105,025	68,000
<b>Lock Roberts Australia Pty Ltd</b> Human resource advisory services	106,800	n/a
<b>Department of Defence</b> Study of corrosion of aircraft	114,232	n/a
<b>Balmoral Hill Pty Ltd</b> Specialised project management services and software	117,892	7000
<b>Callista Software Services</b> Student information system update and maintenance	119,500	n/a
<b>D J Gilmour Nominees Pty Ltd</b> Business planning	132,000	n/a
<b>Geyer Pty Ltd</b> Libraries master plan	132,822	115,000
<b>Yarrambat Consulting Pty Ltd</b> Victorian education research network project	135,260	105,000
<b>Bayside Health Service</b> Medical consulting services	152,266	n/a
<b>Wilde And Woollard</b> Develop maintenance plan	163,077	n/a

Name/description of service	\$	Future commitments
<b>Oxley International Pty Ltd</b> APEC support services	163,145	n/a
<b>Lubrosoft</b> Development and delivery of training programs	184,657	n/a
<b>Neil Pope &amp; Associates Pty Ltd</b> Industrial relations	189,509	n/a
<b>Southern Health</b> Medical consulting services	193,911	n/a
<b>Deakin University</b> Access audits for Victorian campuses	202,495	n/a
<b>CMA Training</b> Training services for students and staff	248,183	170,000
<b>Greythorn Pty Ltd</b> Information database project	289,019	n/a
<b>Chris Perks Designs Pty Ltd</b> Monash brand manual	289,921	47,000
<b>Centre For Clinical Studies</b> Clinical trials	760,000	n/a
<b>Subtotal (accounts &gt; \$100,000)</b>	4,005,715	
<b>863 Consultancies at &lt; \$100,000</b>	10,657,442	
<b>Total Consultancies Fees</b>	14,663,157	

## Statement on compulsory non-academic fees

The Tertiary Education Act 1993 at Section 121 requires the university to publish, as part of its annual report, details of compulsory non-academic fees collected, the purposes to which these funds have been applied, moneys provided to student organisations and the manner in which those student organisations spent the funds. The amount of compulsory non-academic fees - referred to as Compulsory Amenities Fees (CAF) - collected by Monash University from students and prospective students during the year ended 31 December 2003 is shown in the CAF Statement below. This statement also shows the purposes for which the university distributed those fees and the moneys made available to student organisations and university-related operations.

Item	\$
<b>Fees Collected</b>	12,677,163
<b>Disbursements:</b>	
Student Organisations:	
Monash Student Ass. (Clayton) Inc. (MSA)	2,270,000
Monash University Student Union Inc. (MONSU)	3,879,268
Monash University Gippsland Student Union Inc. (MUGSU)	1,003,000
Monash Union of Berwick Students Inc. (MUBS)	276,000
Victorian Pharmacy Students Association (VPSA)	78,000
<b>University Operations:</b>	
Sport and Physical Recreation	1,674,704
Student Employment Services	466,000
Building Services & Maintenance (Campus Center)	415,273
Insurance & Risk Management	147,867
Capital Development Payments and Provisions	2,022,484
<b>Total Disbursements</b>	12,232,596
<b>Balance Carried Forward</b>	444,567

In accordance with unaudited financial statements received from the student organisations, the table below lists the purposes for which these organisations spent the money made available to them.

The student organisations made no CAF money available to other bodies during the year ended 31 December 2003.

Item	Clayton MSA	Caulfield MONSU	Gippsland MUGSU	Berwick MUBS	Parkville VPSA	Total
<b>Income</b>						
CAF	\$2,270,000	\$3,879,268	\$1,003,000	\$276,000	\$78,000	\$7,506,268
Other - CAF Related	165,262	64,834	19,571		30	249,697
<b>Total Income</b>	<b>\$2,435,262</b>	<b>\$3,944,102</b>	<b>\$1,022,571</b>	<b>\$276,000</b>	<b>\$78,030</b>	<b>\$7,755,965</b>
<b>Expenditure</b>						
Academic Support	253,839	498,056	184,664	1605		938,164
Administration	1,211,902	2,346,625	244,963	150,469	7616	3,961,575
Building Services	136,777	310,758		6304		453,839
Capital Provisions & Expenditure		162,741	83,407	21,299	13,713	281,160
Child Care Subsidies	103,205	12,790				115,995
Clubs & Societies	143,202	48,109	3578	11,646	9115	215,650
Distance Education			98,750			98,750
Employment Service	6404		11,043			17,447
Environmental Services						
Food Outlet Subsidies	18,350			724		19,074
Health Services						
Orientation Activities		42,000	47,867	25,455	2019	117,341
Publications (inc Diaries/Planners)	6428	40,165	106,049	16,192		168,834
Radio Station						
Recreation Activities	40,853					40,853
Social Activities & Functions	27,646	24,000	143,133	33,997	15,662	244,438
Sport & Physical Recreation		235,311	115,943	9109	1539	361,902
Student Accident Insurance		22,075	5723	7969	6050	41,817
Student Employment		15,000				15,000
Student Theatre	12,004					12,004
Welfare Services	60,919	32,980		5545		99,444
<b>Total Expenditure</b>	<b>\$2,021,529</b>	<b>\$3,790,610</b>	<b>\$1,045,120</b>	<b>\$290,313</b>	<b>\$55,714</b>	<b>\$7,203,286</b>

# Compliance index

## Guideline 9.1.3 (ii)(f)

The annual report of Monash University was prepared in accordance with:

FMA	Financial Management Act 1994
MFD	Directions of the Minister for Finance issued under section 8 of the Financial Management Act 1994
TEA 1993	Tertiary Education Act 1993
PAEC	Decision of Public Accounts and Estimates Committee of Parliament
RUG	Victorian Government response to the Review of University Governance
ESOS	Education Services for Overseas Students Act 2000
WPA	Whistleblowers Protection Act 2001

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

Clause	Disclosure	Page
<b>Report of operations</b>		
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MFD 9.1.2 (ii)	Signature of chancellor and date of Council meeting that approved annual report.	3
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MFD 9.1.3 (i) (b)	Objectives, functions, powers and duties	3
MFD 9.1.3 (i) (c)	Services provided and persons or sections of community served	4
MFD 9.1.3 (i) (d)	Administrative structure	4
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MFD 9.1.3 (i) (d) (iii)	Chart setting out organisational structure	6-7
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TEA (section 121)	Statement on compulsory non-academic fees, subscriptions and charges	41-42
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Clause	Disclosure	Page
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MFD 9.4.2 (x) (d)	Other benefits derived by Council members from transactions	NA

## Other relevant information available on request

Consistent with the requirements of the Financial Management Act 1994, details of the following items are available on request:

- MFD 9.1.3 (iv) (a) – statement regarding declaration of pecuniary interest
- MFD 9.1.3 (iv) (b) – shares held by senior officers
- MFD 9.1.3 (iv) (c) – publications.
- MFD 9.1.3 (iv) (d) – changes in prices, fees, charges, rates and levies
- MFD 9.1.3 (iv) (e) – major external reviews
- MFD 9.1.3 (iv) (f) – research details (additional faculty specific information is available)
- MFD 9.1.3 (iv) (g) – overseas visits
- MFD 9.1.3 (iv) (h) – promotional, public relations and marketing activities
- MFD 9.1.3 (iv) (i) – occupational health and safety assessments and measures
- MFD 9.1.3 (iv) (j) – industrial relations issues
- MFD 9.1.3 (iv) (k) – major committees sponsored by Monash University

Inquiries regarding the above should be addressed to:

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 University Secretariat  
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 Victoria 3800  
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# Financial statements

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2003**

		Consolidated		Monash University	
	Notes	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>Current Assets</b>					
Cash Assets	20	40,260	19,287	2,284	5,495
Receivables	22	45,493	50,139	51,902	51,948
Other Financial Assets	24	39,365	23,359	14,981	21,824
Inventories	21	5,960	3,376	512	3,175
Other	23	10,685	7,540	7,085	6,656
<b>Total Current Assets</b>		<b>141,763</b>	103,701	<b>76,764</b>	89,098
<b>Non-Current Assets</b>					
Other Financial Assets	24	224,497	227,288	137,043	125,159
Property, Plant and Equipment	25	1,231,607	962,443	1,203,107	941,067
Deferred Government Superannuation Contributions	39	118,869	124,533	118,869	124,533
Intangible Assets	26	15,197	880	-	-
Other	23	114	80	46,946	27,286
<b>Total Non-Current Assets</b>		<b>1,590,284</b>	1,315,224	<b>1,505,965</b>	1,218,045
<b>Total Assets</b>		<b>1,732,047</b>	1,418,925	<b>1,582,729</b>	1,307,143
<b>Current Liabilities</b>					
Payables	27	70,553	48,353	54,964	41,885
Interest Bearing Liabilities	28	8,637	7,726	7,600	7,600
Prepaid Rental		716	716	-	-
Student Fees Paid in Advance		19,850	13,958	14,585	10,488
Provisions	29	41,632	36,361	38,295	35,100
<b>Total Current Liabilities</b>		<b>141,388</b>	107,114	<b>115,444</b>	95,073
<b>Non-Current Liabilities</b>					
Interest Bearing Liabilities	28	107,944	75,814	104,230	75,530
Prepaid Rental		1,789	2,505	-	-
Provisions	29	57,836	57,987	56,514	57,081
Deferred Employee Benefits for Superannuation	39	118,869	124,533	118,869	124,533
<b>Total Non-Current Liabilities</b>		<b>286,438</b>	260,839	<b>279,613</b>	257,144
<b>Total Liabilities</b>		<b>427,826</b>	367,953	<b>395,057</b>	352,217
<b>Net Assets</b>		<b>1,304,221</b>	1,050,972	<b>1,187,672</b>	954,926
<b>Equity</b>					
Capital	30	114,452	114,134	83,102	83,102
Reserves	31	801,972	592,844	795,490	587,469
Retained Surplus	32	375,704	345,260	309,080	284,355
<b>Total Parent Equity Interest</b>		<b>1,292,128</b>	1,052,238	<b>1,187,672</b>	954,926
Outside Equity Interests	33	12,093	(1,266)	-	-
<b>Total Equity</b>		<b>1,304,221</b>	1,050,972	<b>1,187,672</b>	954,926

The accompanying notes form part of these financial statements.



**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2003**

		Consolidated		Monash University	
	Notes	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>Revenue from ordinary activities:</b>					
<b>Revenue from operating activities:</b>					
Commonwealth Government Operating Financial Assistance	2	234,984	230,918	234,984	230,918
Higher Education Contribution Scheme	3	100,803	99,857	100,803	99,857
Postgraduate Education Loans Scheme	4	16,223	9,061	16,223	9,061
Other Commonwealth Government Funding	5	25,297	13,270	17,785	13,060
Victorian Government Funding	6	14,609	17,676	13,759	17,676
Other Research Grants and Contracts	7	71,879	62,220	71,646	62,639
Fees and Charges	9	226,878	192,643	197,509	174,500
Other Revenue	10	127,661	116,898	91,008	90,417
<i>Superannuation:</i>					
Deferred Government Contributions	39	(5,664)	1,590	(5,664)	1,590
Commonwealth Supplementation	2	6,916	6,895	6,916	6,895
<b>Revenue from outside operating activities:</b>					
Investment Income	11	30,067	19,212	11,890	10,703
Donations and Bequests	8	9,308	15,443	9,308	15,443
Foreign Exchange Gain on Conversion		2,273	4,413	126	4,211
<b>Total revenue from ordinary activities:</b>		<b>861,234</b>	790,096	<b>766,293</b>	736,970
Less:					
<b>Expenses from ordinary activities:</b>					
Employee Benefits	12	450,340	421,124	416,158	397,891
Depreciation & Amortisation	13	44,649	41,008	40,907	38,062
Borrowing Costs	14	4,665	4,184	4,275	3,963
Buildings & Grounds	15	58,887	52,084	56,964	51,005
Bad & Doubtful Debts	16	1,279	661	2,586	679
Auditing & Other Services	17	1,383	1,309	923	990
Other Operating	18	269,696	257,352	222,957	214,228
Diminution in Value of Investments		(6,291)	8,459	(5,951)	8,459
Foreign Exchange Loss on Conversion		2,394	4,535	2,002	-
<b>Total expenses from ordinary activities</b>		<b>827,002</b>	790,716	<b>740,821</b>	715,277
<b>Net result for the year from ordinary activities before income tax</b>		<b>34,232</b>	(620)	<b>25,472</b>	21,693
Income tax	19	1,006	(368)	-	-
<b>Net result for the year from ordinary activities after income tax</b>		<b>33,226</b>	(252)	<b>25,472</b>	21,693
Net result attributable to outside equity interest		(1,397)	1,855	-	-
<b>Net result attributable to the parent entity</b>		<b>31,829</b>	1,603	<b>25,472</b>	21,693
<b>Non-owner transaction changes recognised directly in equity</b>					
Increase/(decrease) in reserves	31	209,128	21,379	208,021	18,171
Adjustment to prior period for adoption of new Accounting Standard AASB 1028 Employee Benefits	32	(747)	-	(747)	-
<b>Total valuation and expense adjustment</b>		<b>208,381</b>	21,379	<b>207,274</b>	18,171
<b>Total changes in equity attributable to the parent entity</b>		<b>240,210</b>	22,982	<b>232,746</b>	39,864

The accompanying notes form part of these financial statements.

**STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	Notes	Consolidated 2003 \$000	2002 \$000	Monash University 2003 \$000	2002 \$000
<b>Cashflows from operating activities</b>					
<b>Inflows</b>					
Commonwealth Government Financial Assistance		274,150	250,873	259,685	250,873
State Government Financial Assistance		14,704	17,676	13,759	17,676
Higher Education Contribution Scheme:					
- Higher Education Trust Fund		83,728	93,304	83,728	93,304
- Student payments		17,075	15,614	17,075	15,614
- Postgraduate Education Loans Scheme		16,223	9,061	16,223	9,061
Receipts from student fees and other customers (inclusive of GST)		462,981	377,863	388,407	329,644
Investment income received		3,897	4,821	4,281	192
<b>Outflows</b>					
Payments to suppliers and employees (inclusive of GST)		(773,009)	(711,311)	(699,460)	(659,462)
Borrowing costs		(7,603)	(5,723)	(6,484)	(5,124)
<b>Net cash inflows from operating activities</b>	40	<b>92,146</b>	<b>52,178</b>	<b>77,214</b>	<b>51,778</b>
<b>Cashflows from investing activities</b>					
<b>Inflows</b>					
Proceeds from sale of property, plant and equipment		21,671	6,109	11,629	6,060
Proceeds from sale and redemption of other financial assets		477,534	353,651	396,622	330,400
Other receipts		6,575	1,660	-	-
Acquisition of subsidiary		3,124	-	-	-
<b>Outflows</b>					
Payments for property, plant and equipment		(119,848)	(83,838)	(105,127)	(78,482)
Payments for other financial assets		(473,243)	(330,051)	(385,893)	(305,350)
Other payments		(31,484)	(850)	(30,428)	(3,200)
<b>Net cash inflows/(outflows) from investing activities</b>		<b>(115,671)</b>	<b>(53,319)</b>	<b>(113,197)</b>	<b>(50,572)</b>
<b>Cashflows from financing activities</b>					
<b>Inflows</b>					
Proceeds from interest bearing liabilities		51,458	11,852	36,300	12,200
Other		24,383	128	4,072	3,947
<b>Outflows</b>					
Repayment of interest bearing liabilities		(8,030)	(5,608)	(7,600)	(14,056)
Other payments		(23,229)	(444)	-	-
<b>Net cash inflows/(outflows) from financing activities</b>		<b>44,582</b>	<b>5,928</b>	<b>32,772</b>	<b>2,091</b>
Net increase/(decrease) in cash assets held		21,057	4,787	(3,211)	3,297
Effects of exchange rate changes on cash assets		(84)	269	-	-
Cash Assets at 1 January		19,287	14,231	5,495	2,198
<b>Cash Assets at 31 December</b>	40	<b>40,260</b>	<b>19,287</b>	<b>2,284</b>	<b>5,495</b>

The accompanying notes form part of these financial statements.

# Notes to the Financial Statements

## 1. STATEMENT OF ACCOUNTING POLICIES

### (a) Basis of Preparation

The general purpose financial reports have been prepared in accordance with:

- Australian Accounting Standards and relevant AASB standards, except where stated otherwise,
- other authoritative pronouncements of the Australian Accounting Standards Board,
- Urgent Issues Group Consensus Views,
- the disclosure requirements of the Financial Management Act 1994, and,
- directions from the Minister of Finance of the Parliament of Victoria.

The financial reports are prepared on an accrual basis and the accounts are based on historical cost unless otherwise stated.

The accounts have been consolidated on the basis of the University's controlling and beneficial interest in controlled entities as per AASB1024 'Consolidated Accounts'. Outside interests in equity and results of the controlled entities are shown separately in the consolidated financial statements.

The financial statements of controlled entities are included from the date control commences until the date control ceases. Note 44 shows required disclosure of controlled entity's financial data.

All transactions and balances between controlled entities have been eliminated on consolidation.

### (b) Rounding

All values in these accounts are expressed in rounded thousands with the exception of directors and executives remuneration.

### (c) Revenue Recognition

Commonwealth Government Operating Financial Assistance, under the Higher Education Funding Act 1988, received in respect of future periods are treated as income in the period they are received as per AASB 1004 'Revenue'.

Revenues received from other Government sources in respect of future periods are treated as income in the period they are received where the Financial Assistance is considered non-reciprocal in nature.

Donations and bequests are recognised when the right to receive the funds has been established.

Revenue from rendering a service or sale of goods is recognised upon delivery to the customer.

Interest revenue is recognised on a proportional basis taking into account the interest rates appropriate to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

### (d) Taxation

The University and certain controlled entities are exempt from income tax under Part 50.1 of the Income Tax Assessment Act 1997. The controlled entities subject to income tax adopt the liability method of tax effect accounting.

### (e) Goods & Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to the ATO is included as a current asset or liability in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

# Notes to the Financial Statements

## 1. STATEMENT OF ACCOUNTING POLICIES (continued)

### (f) Classification of Assets and Liabilities

Assets and liabilities are classified as current and non current. Current assets are those assets where there is a reasonable expectation that the value of the asset will be realised as cash or cash equivalent within the next 12 months. Current liabilities are where there is a reasonable expectation of a requirement to use cash or cash equivalents to satisfy these liabilities within the next 12 months.

### (g) Inventories

Only materials which are purchased and controlled centrally have been reported in the Statement of Financial Position. Materials purchased by the University for departmental use and held under the control of individual departments are expended at the time of purchase.

Stock is valued using the lower of cost or net realisable value method and stocktakes were completed at 31 December 2003.

### (h) Foreign Currency

#### *Transactions*

Foreign currency transactions are converted to Australian dollars at the date of the transaction using the rate of exchange applicable on that day.

Amounts receivable and payable in foreign currencies at the end of the year are translated at the rates of exchange ruling at balance date.

Exchange differences relating to amounts payable and receivable in foreign currencies are brought to account as exchange gains or losses in the Statement of Financial Performance in the financial year in which the exchange rates change.

#### *Translation of Foreign Controlled Entities*

The assets and liabilities of foreign operations are translated at the rates of exchange ruling at balance date. Equity items are translated at historical rates. The Statement of Financial Performance is translated at a weighted average rate for the year. Exchange differences arising on translation are taken directly to the Statement of Financial Performance.

### (i) Receivables

Receivables represent debts on behalf of invoiced student fee income, sundry and student loan debtors. The collectability of all debts is assessed at balance date and provision is made for any doubtful debt.

Receivables from related entities resulting from commercial dealings, are made on commercial terms and conditions and are settled regularly.

### (j) Other Financial Assets

Other financial assets are valued at the lower of cost or net realisable value. Market values are provided in Note 43.

Monash University Foundation, as an investment entity and controlled entity, has used market values except for managed cash assets which are valued at cost.

### (k) Intangibles

Occupancy rights are long term lease and licence agreements assigned to Monyx on 31 December 2003 under the Deed for the Provision of Student Services dated 11 September 2001, and give the right to possession/occupation of premises at rates substantially less than market rates. The value of the benefit has been determined as the difference between the market rates for the rights to occupy (as advised by Monash Property Management Pty. Ltd.) and the stipulated rates over the lease/licence term, discounted for risk. The values of these occupancy rights will be reviewed on an annual basis.

Intellectual property is valued in the accounts at cost of acquisition and is amortised over the period in which its benefits are expected to be realised.

# Notes to the Financial Statements

## 1. STATEMENT OF ACCOUNTING POLICIES (continued)

### (1) Property, Plant and Equipment

#### **Acquisitions**

Assets are initially recorded at cost to the economic entity. Software development, constructed building and equipment values include labour, materials and borrowing costs. Expenditure is only recognised as an asset when the entity controls future economic benefits as a result of the costs incurred, it is probable those future economic benefits will eventuate, and the costs can be measured reliably.

#### **Revaluations**

Accounting Standard AASB 1041 "Revaluation of Non-Current Assets" and the Victorian Government's Policy "Revaluation of Non-Current Physical Assets" requires reporting entities to measure assets within each class of non-current asset on either the cost basis or on a fair value basis

Subsequent to initial recognition as assets, land, buildings, cultural assets are measured at fair value being the amounts for which the assets could be exchanged between willing parties in an arms length transaction. Revaluations are made with sufficient regularity to ensure that the carrying amount of these classes of assets does not differ materially from its fair value at the reporting date. Independent annual assessments are made of the values of land and buildings, and revaluations are carried out at least every 3 years.

#### **Borrowing Costs**

Borrowing costs are expensed as incurred unless they relate to a qualifying asset. Qualifying assets are assets which take more than 12 months to develop and are for internal use.

Borrowing costs are capitalised when the qualifying asset is greater than \$0.5M, the expected useful life of the asset is 3 years or greater, and the period of construction or development of the qualifying assets is 12 months or more. As the University's borrowings support the general capital program, interest is capitalised at a weighted average rate. Borrowing costs not capitalised are expensed in the period in which they are incurred.

Borrowing costs have been recognised as part of the carrying value of property and software development assets. The capitalisation rate used to determine the amount of capitalised borrowing costs is 6.09% (2002, 5.61%).

#### **Depreciation/Amortisation**

Depreciation on property, plant and equipment is included in the Statement of Financial Performance as an expense item. Depreciation is computed on the straight line method over the useful life of the asset to the economic entity. Rates are outlined in each of the following asset categories.

#### **Property**

The fair value of land and buildings was established by formal valuation by certified practising valuers of Urbis JHD Pty Ltd as at 31 December 2003. The property has been valued using a depreciated replacement cost approach utilising the reducing balance method. The land has been valued on the basis of market value for a large scale residential property development sale. Work in progress is valued at cost.

The fair value of the South African campus land and buildings has been assessed by B R Ryle, a registered local valuer, and an incremental adjustment made to the asset revaluation reserve.

Property is capitalised when expenditure exceeds \$250,000. To capitalise additions to existing buildings, expenditure must meet this threshold on a project basis and increase the area or useful life of the building.

Depreciation on buildings completed during the year is calculated from the date of completion of the building. All buildings have a useful life of 33 years (2002, 33 years) with the exception of South Africa which uses 20 years (2002, 20 years).

In 2003, property includes capitalised borrowing costs of \$2.209M (2002, \$1.161M).

#### **Equipment**

Equipment is capitalised where the cost is greater than \$5,000. Items less than this threshold are expensed. Useful lives to the economic entity of equipment range from 2 years to 20 years.

#### **Software Development**

Internal use software is capitalised and amortised where the expected useful life is 3 years or greater and the costs to be capitalised exceed \$0.5M. Where costs do not exceed \$0.5M, they will be expensed as incurred. Software capitalised to date has a useful life of 7 years (2002, 7 years).

Web development costs are expensed as incurred. Where web development costs are significant, they are capitalised in line with Software Development guidelines.

In 2003, software development did not include capitalised borrowing costs (2002, Nil).

# Notes to the Financial Statements

## 1. STATEMENT OF ACCOUNTING POLICIES (continued)

### **Library Books**

Library books are valued at cost and depreciated over their estimated useful life. Library books have useful lives ranging from 5 years to 50 years (2002, 5 to 50 years).

### **Cultural Assets**

Cultural assets include artworks and rare books. These assets have been valued at 'fair value' as at 31 December 2002 and have been valued by expert university staff with reference to market values of comparative items. These items are not depreciated as they appreciate in value.

### **Leased Assets**

Leases are treated in the financial statements as either operating, or finance leases. Assets acquired under finance leases are included under property, equipment and library books in the balance sheet. Financial leases effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased property. Where assets are acquired by means of finance leases, the present value of the minimum lease payments is recognised as an asset at the beginning of the lease term and amortised on a straight line basis over the expected useful life of the leased asset. A corresponding liability is also established and each lease payment is allocated between the liability and the finance charge.

Other leases are classified as operating leases as the risks and benefits of ownership remain with the lessor. Payments are amortised on a straight line basis over the period of expected benefit.

### **Leasehold Improvements**

Leasehold improvements are carried at cost or formal valuation and amortised over the useful lives of the improvements, which is 10 years or over the term of the lease which ever is the lesser period. Leasehold improvements are capitalised in line with the property capitalisation policy. This policy is consistent with the prior year.

### **(m) Interest in Cooperative Research Centres**

The University has an interest in 20 Cooperative Research Centres. The University has provided funding to the Cooperative Research Centres through cash contributions of \$10.954M (2002, \$9.234M) and the provision of research resources (in-kind support). The value of the in-kind support of \$80.010M (2002, \$68.029M) has been established using Commonwealth Government guidelines.

### **(n) Payables**

Payables are recognised for amounts to be paid in the future for goods or services received. Trade accounts payable are normally settled within 30 days from the month of billing.

### **(o) Financial Instrument Disclosures**

Accounting policy and other disclosures under Australian Accounting Standard AASB 1033 'Presentation and Disclosure of Financial Instruments' related to financial assets and liabilities are shown in Note 43.

### **(p) Employee Benefits**

#### **Annual Leave**

Annual leave has been calculated on an individual liability basis based on salary rates when the leave is expected to be taken as per AASB 1028 'Employee Benefits' and includes related on-costs.

Initial adoption of this standard has resulted in an adjustment of \$747,000 to the calculated Annual Leave provision as at 31 December 2002. This amount is shown in the Statement of Financial Performance as an adjustment to the equity attributable to the parent entity.

#### **Long Service Leave**

The provision for employee entitlements to long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from employees' services provided up to the balance date.

Provisions for employee entitlements which are not expected to be settled within twelve months are discounted using interest rates applicable to Commonwealth Government Securities at balance date, which most closely match the terms of maturity of the related liabilities.

In determining the provision for employee entitlements, consideration has been given to future increases in wage and salary rates, and the consolidated entity's experience with staff departures. Related on-costs have also been included in the liability.

# Notes to the Financial Statements

## 1. STATEMENT OF ACCOUNTING POLICIES (continued)

### Other Employee Benefits

The other employee benefits provisions include remuneration withheld until termination of employment contracts and bonus payments.

### Superannuation

Employee contributory superannuation funds exist to provide benefits for the University's employees and their dependants on retirement, disability or death. The contributions made to these funds by the University are recorded in the Statement of Financial Performance. Further details are provided in Note 39.

Accounting for unfunded superannuation liabilities under the State Superannuation Fund is described in Note 39.

### (q) Cash Flow

For the purposes of the Statement of Cash Flows, cash includes cash on hand, in banks, at call deposits and net of bank overdrafts. Cash at the end of the financial year is shown in the Statement of Cash Flows and is reconciled to the related items in the Statement of Financial Position.

### (r) Investment in Associates

Associates are those entities over which the consolidated entity exercises significant influence, but not control. Investments in associated entities are accounted for in the consolidated financial statements using the equity method. Under this method, the consolidated entity's share of the post-acquisition profits or losses of the associate is recognised in the consolidated Statement of Financial Performance, and its share of post-acquisition movements in reserves is recognised in consolidated reserves. The post-acquisition movements are adjusted against the cost of the investment.

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>2. COMMONWEALTH GOVERNMENT OPERATING FINANCIAL ASSISTANCE</b>				
<b>Pursuant to the Higher Education Funding Act 1988:</b>				
Operating purposes excluding HECS	203,015	199,990	203,015	199,990
Teaching Hospitals	572	559	572	559
Australian Research Council				
Discovery Projects (Large Research)	9,358	8,369	9,358	8,369
Linkage Projects	2,696	2,275	2,696	2,275
Discovery Fellowships	667	1,088	667	1,088
Linkage International Research Exchange	241	131	241	131
Linkage Centres	1,341	921	1,341	921
Research Infrastructure Equipment & Facilities	179	2,537	179	2,537
DEST				
Infrastructure Block	9,753	8,203	9,753	8,203
Australian Postgraduate Awards	6,111	5,908	6,111	5,908
International Postgraduate Research Scholarships	1,051	937	1,051	937
<b>Total Commonwealth Government Operating Grants</b>	<b>234,984</b>	<b>230,918</b>	<b>234,984</b>	<b>230,918</b>
Commonwealth Government Superannuation Supplementation	6,916	6,895	6,916	6,895
<b>Total Commonwealth Government Financial Assistance</b>	<b>241,900</b>	<b>237,813</b>	<b>241,900</b>	<b>237,813</b>

## 3. HIGHER EDUCATION CONTRIBUTION SCHEME

Received from Higher Education Trust Fund	83,728	84,243	83,728	84,243
Received from Students	17,075	15,614	17,075	15,614
<b>Total Higher Education Contribution Scheme</b>	<b>100,803</b>	<b>99,857</b>	<b>100,803</b>	<b>99,857</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>4. POSTGRADUATE EDUCATION LOANS SCHEME</b>				
PELS received from Commonwealth Government	16,223	9,061	16,223	9,061
<b>Total Postgraduate Education Loans Scheme Contributions</b>	<b>16,223</b>	<b>9,061</b>	<b>16,223</b>	<b>9,061</b>
<b>5. OTHER COMMONWEALTH GOVERNMENT FUNDING</b>				
Research	9,255	9,115	8,731	8,922
Non-research	16,042	4,155	9,054	4,138
<b>Total Other Commonwealth Government Funding</b>	<b>25,297</b>	<b>13,270</b>	<b>17,785</b>	<b>13,060</b>
<b>6. VICTORIAN GOVERNMENT FINANCIAL ASSISTANCE</b>				
Operating	3,170	2,965	3,170	2,965
Research	9,435	8,859	9,435	8,859
Non-research	2,004	5,852	1,154	5,852
<b>Total Victorian Government Financial Assistance</b>	<b>14,609</b>	<b>17,676</b>	<b>13,759</b>	<b>17,676</b>
<b>7. OTHER RESEARCH GRANTS &amp; CONTRACTS</b>				
NH&MRC	25,253	21,504	25,253	21,504
Other Research Grants	26,307	24,972	26,074	25,391
Research Contracts	20,319	15,744	20,319	15,744
<b>Total Other Research Grants &amp; Contracts</b>	<b>71,879</b>	<b>62,220</b>	<b>71,646</b>	<b>62,639</b>
<b>8. DONATIONS &amp; BEQUESTS</b>				
Research	4,956	4,915	4,956	4,915
Non-research	4,352	10,528	4,352	10,528
<b>Total Donations &amp; Bequests</b>	<b>9,308</b>	<b>15,443</b>	<b>9,308</b>	<b>15,443</b>
<b>9. FEES AND CHARGES</b>				
Fee-paying Overseas Students	139,726	111,935	138,329	111,093
Fee-paying Domestic Postgraduate Students	11,384	14,441	11,384	14,441
Fee-paying Domestic Undergraduate Students	14,314	11,650	12,506	10,878
Non-Award Course Fees	25,201	18,311	2,437	2,612
Short Course Fees	6,899	5,198	5,598	5,198
External Programs	8,802	9,664	8,791	9,664
Royalties	2,688	3,482	2,688	3,482
Student Amenities Fees	4,050	5,896	4,025	5,888
Halls of Residence	7,866	6,842	7,162	6,746
Parking Fees	1,736	1,497	1,732	1,495
Other Fees and Charges	4,212	3,727	2,857	3,003
<b>Total Fees and Charges</b>	<b>226,878</b>	<b>192,643</b>	<b>197,509</b>	<b>174,500</b>



## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>10. OTHER REVENUE</b>				
Monash University Foundation	-	-	4,072	3,947
Commercial Operations	37,771	28,654	18,142	24,997
Rentals & Hirings	13,657	27,073	10,700	10,193
Consulting	12,005	9,396	9,931	9,334
Other Non-Research Grants	5,591	7,642	5,591	7,642
Sales of Goods & Services	19,345	10,052	7,716	7,224
Proceeds on Disposal of Property, Plant & Equipment	11,644	10,740	11,629	10,736
Other Income	26,384	22,288	21,963	15,335
Proceeds on Sale of Investment	-	44	-	-
Scholarships and Prizes	1,264	1,009	1,264	1,009
<b>Total Other Revenue</b>	<b>127,661</b>	<b>116,898</b>	<b>91,008</b>	<b>90,417</b>
<b>11. INVESTMENT INCOME</b>				
Dividends	8,879	8,623	8,336	5,221
Interest	3,157	5,141	4,266	5,482
Realised Profit	5,659	348	(712)	-
Unrealised Profit/(Loss)	12,372	5,100	-	-
<b>Total Investment Income</b>	<b>30,067</b>	<b>19,212</b>	<b>11,890</b>	<b>10,703</b>
<b>12. EMPLOYEE BENEFITS</b>				
Academic Staff				
Academic Staff Salaries	202,689	181,699	195,906	177,588
Superannuation	26,999	24,484	26,381	23,933
Payroll Tax	12,059	11,173	11,781	10,986
WorkCover	1,638	1,885	1,602	1,862
Recreation Leave Loading	1,846	1,667	1,825	1,651
	<b>245,231</b>	<b>220,908</b>	<b>237,495</b>	<b>216,020</b>
Non-academic Staff				
Non-Academic Staff Salaries	170,090	154,102	148,821	139,646
Superannuation	22,507	20,089	19,899	18,219
Payroll Tax	10,873	8,946	9,841	8,375
WorkCover	1,310	1,436	1,192	1,388
Recreation Leave Loading	1,590	1,438	1,498	1,349
	<b>206,370</b>	<b>186,011</b>	<b>181,251</b>	<b>168,977</b>
Other				
Fringe Benefits Tax	2,354	2,200	2,284	2,155
Long Service Leave Provision	(1,475)	6,993	(1,898)	6,799
Recreation Leave Provision	3,524	3,422	2,690	2,350
Deferred Benefits for Superannuation	(5,664)	1,590	(5,664)	1,590
	<b>(1,261)</b>	<b>14,205</b>	<b>(2,588)</b>	<b>12,894</b>
<b>Total Employee Benefits</b>	<b>450,340</b>	<b>421,124</b>	<b>416,158</b>	<b>397,891</b>

## Notes to the Financial Statements

Notes	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>13. DEPRECIATION &amp; AMORTISATION</b>				
<i>Depreciation</i>				
Property	19,958	18,523	19,420	18,236
Equipment	16,137	14,971	14,022	13,303
Library Books	3,425	3,001	3,307	2,914
	<b>39,520</b>	<b>36,495</b>	<b>36,749</b>	<b>34,453</b>
<i>Amortisation</i>				
Software Development	3,255	3,357	3,135	2,960
Leasehold Improvements	1,253	759	1,023	649
Goodwill and Intellectual Property	621	397	-	-
	<b>5,129</b>	<b>4,513</b>	<b>4,158</b>	<b>3,609</b>
<b>Total Depreciation &amp; Amortisation</b>	<b>44,649</b>	<b>41,008</b>	<b>40,907</b>	<b>38,062</b>
<b>14. BORROWING COSTS</b>				
Loans from Banks and Other Non-related Sources	6,794	5,317	6,484	5,124
Finance Charges from Finance Leases	80	28	-	-
Less :				
Capitalised Borrowing Cost	(2,209)	(1,161)	(2,209)	(1,161)
<b>Total Borrowing Costs</b>	<b>4,665</b>	<b>4,184</b>	<b>4,275</b>	<b>3,963</b>
	1 (l)			
<b>15. BUILDINGS &amp; GROUNDS</b>				
Maintenance	22,433	22,293	21,808	21,994
Other Services & Charges	36,454	29,791	35,156	29,011
<b>Total Buildings &amp; Grounds</b>	<b>58,887</b>	<b>52,084</b>	<b>56,964</b>	<b>51,005</b>
<b>16. BAD &amp; DOUBTFUL DEBTS</b>				
Bad Debts written off	1,220	717	1,046	563
Increase/(Decrease) in Provision for Doubtful Debts	59	(56)	1,540	116
<b>Total Bad &amp; Doubtful Debts</b>	<b>1,279</b>	<b>661</b>	<b>2,586</b>	<b>679</b>
<b>17. AUDITING &amp; OTHER SERVICES</b>				
Audit Services				
Auditor General Victoria	337	250	142	107
Other Auditors	128	136	36	53
Other Services	918	923	745	830
<b>Total Auditing &amp; Other Services</b>	<b>1,383</b>	<b>1,309</b>	<b>923</b>	<b>990</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>18. OTHER OPERATING EXPENSES</b>				
Motor Vehicles Related	4,308	3,025	4,195	2,960
Student Related	36,033	36,690	34,569	35,282
Laboratory & Other Operating	24,913	24,228	24,849	24,228
Equipment Related	7,658	7,232	7,288	6,878
Communication Related	11,445	11,841	10,001	10,288
Information Technology Related	26,662	23,587	25,963	23,257
Printing & Stationery	13,519	12,884	12,833	12,360
Books & Library Related	12,136	11,881	9,403	11,681
Travel & Related	21,824	21,715	20,132	20,025
Financial & Administration	54,135	47,142	32,931	28,685
Other expenses	57,130	57,127	40,793	38,584
Revaluation Decrement	(67)	-	-	-
<b>Total Other Operating Expenses</b>	<b>269,696</b>	<b>257,352</b>	<b>222,957</b>	<b>214,228</b>
<b>19. INCOME TAX</b>				
Tax Payable on net result of tax paying controlled entities before income tax	1,145	(735)	-	-
Tax effect of permanent differences	(455)	566	-	-
Under (over) provision in previous year	193	(199)	-	-
Write off of FITB timing differences not recoverable	123	-	-	-
<b>Income Tax</b>	<b>1,006</b>	<b>(368)</b>	<b>-</b>	<b>-</b>
<b>Aggregate income tax comprises :</b>				
Current taxation provision	989	-	-	-
Deferred income tax provision	6	(433)	-	-
Future income tax benefit	16	56	-	-
Under/(over) provision in prior year	(5)	9	-	-
<b>Income Tax</b>	<b>1,006</b>	<b>(368)</b>	<b>-</b>	<b>-</b>
<b>20. CASH ASSETS</b>				
Cash at Bank and on hand	26,602	15,094	2,284	5,495
Short Term Investments	13,658	4,193	-	-
<b>Total Cash Assets</b>	<b>40,260</b>	<b>19,287</b>	<b>2,284</b>	<b>5,495</b>
<b>21. INVENTORIES</b>				
Monyx Books & Retail (Formerly Monash Businesses)	5,003	2,599	-	2,599
Central Building Maintenance Store	239	302	239	302
Stationery Store	161	165	161	163
Academic Services	38	104	38	104
Other	519	206	74	7
<b>Total Inventories</b>	<b>5,960</b>	<b>3,376</b>	<b>512</b>	<b>3,175</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003	2002	2003	2002
	\$000	\$000	\$000	\$000
<b>22. RECEIVABLES</b>				
Sundry Debtors (see below)	26,019	32,034	21,635	26,356
Student Loan Debtors (see below)	404	376	404	371
Monash International Pty Ltd	-	-	1,560	1,911
Monash Commercial Pty Ltd	-	-	671	130
Monash Ed Pty Ltd	-	-	1,568	1,491
Monash Property Management Pty Ltd	-	-	177	292
Monash Digital Media Pty Ltd	-	-	-	110
Montech Pty Ltd	-	-	96	415
Monash Southern Africa Pty Ltd	-	-	228	4,004
Monyx Pty Ltd	-	-	83	-
Other Amounts Receivable	16,417	13,771	23,044	13,077
GST Refundable	2,653	3,958	2,436	3,791
<b>Total Receivables</b>	<b>45,493</b>	<b>50,139</b>	<b>51,902</b>	<b>51,948</b>
Sundry Debtors	27,380	33,337	24,258	27,460
Provision for Doubtful Debts	(1,361)	(1,303)	(2,623)	(1,104)
Net value at 31 December	26,019	32,034	21,635	26,356
Student Loan Debtors	476	428	476	423
Provision for Doubtful Debts	(72)	(52)	(72)	(52)
Net value at 31 December	404	376	404	371
<b>23. OTHER</b>				
<b>Current</b>				
Payments in Advance	10,669	7,540	7,079	6,656
Other	16	-	6	-
<b>Total Current Other Assets</b>	<b>10,685</b>	<b>7,540</b>	<b>7,085</b>	<b>6,656</b>
<b>Non-Current</b>				
Loans Unsecured:				
Monash Commercial Pty Ltd	-	-	1,950	750
Montech Pty Ltd	-	-	-	250
Monash IT Pty Ltd	-	-	750	-
Monash Southern Africa Pty Ltd	-	-	15,318	5,241
Monash University South Africa	-	-	25,191	17,138
Sir John Monash Business Centre Pty Ltd	-	-	-	150
Other	114	80	3,737	3,757
<b>Total Non-Current Other Assets</b>	<b>114</b>	<b>80</b>	<b>46,946</b>	<b>27,286</b>

## Notes to the Financial Statements

Notes	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>24. OTHER FINANCIAL ASSETS</b>				
<b>Current</b>				
<b>Managed Funds:</b>				
Westpac Investment Management Pty Ltd, at cost	14,981	21,824	14,981	21,824
	<b>14,981</b>	<b>21,824</b>	<b>14,981</b>	<b>21,824</b>
<b>Monash University Foundation:</b>				
Westpac Investment Management Pty Ltd, at cost	-	391	-	-
at market value	-	797	-	-
Macquarie Funds Management at cost	3,716	-	-	-
Property at valuation by independent valuer as at 31 December 2003	20,200	-	-	-
	<b>23,916</b>	<b>1,188</b>	<b>-</b>	<b>-</b>
<b>Common Fund:</b>				
Westpac Investment Management Pty Ltd, at cost	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other:</b>				
Other Investments, at cost	468	347	-	-
	<b>468</b>	<b>347</b>	<b>-</b>	<b>-</b>
<b>Total Current Other Financial Assets</b>	<b>39,365</b>	<b>23,359</b>	<b>14,981</b>	<b>21,824</b>
<b>Non-Current</b>				
<b>Managed Funds:</b>				
MLC, (formerly National Asset Management) at cost	98,771	94,445	98,771	94,445
Less Provision for diminution in value	(2,068)	(5,407)	(2,068)	(5,407)
	<b>96,703</b>	<b>89,038</b>	<b>96,703</b>	<b>89,038</b>
<b>Monash University Foundation:</b>				
Westpac Investment Management Pty Ltd, at market value	-	71,158	-	-
Macquarie Funds Management	74,343	-	-	-
Property at valuation by independent valuer as at 31 December 2003	22,010	36,700	-	-
	<b>96,353</b>	<b>107,858</b>	<b>-</b>	<b>-</b>
<b>Common Fund:</b>				
Westpac Investment Management Pty Ltd, at cost	-	30,882	-	30,882
Less Provision for diminution in value	-	(3,052)	-	(3,052)
Macquarie Funds Management	27,184	-	27,184	-
	<b>27,184</b>	<b>27,830</b>	<b>27,184</b>	<b>27,830</b>
<b>Other:</b>				
Shares in controlled entities	-	-	10,732	5,933
Open Learning Agency of Australia Pty Ltd, at cost	200	200	200	200
Monash Sunway Campus Malaysia SDN BHD, at cost	503	503	503	503
Other Investments, at cost	3,554	1,859	1,721	1,655
	<b>4,257</b>	<b>2,562</b>	<b>13,156</b>	<b>8,291</b>
<b>Total Non-Current Other Financial Assets</b>	<b>224,497</b>	<b>227,288</b>	<b>137,043</b>	<b>125,159</b>
<b>Total Other Financial Assets</b>	<b>263,862</b>	<b>250,647</b>	<b>152,024</b>	<b>146,983</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>25. PROPERTY, PLANT AND EQUIPMENT</b>				
<b>Equipment</b>				
At Cost	186,699	177,557	173,636	167,859
Work in Progress, at Cost	305	420	299	420
Provision for Depreciation	(123,820)	(116,580)	(116,099)	(111,265)
<b>Total Equipment</b>	<b>63,184</b>	<b>61,397</b>	<b>57,836</b>	<b>57,014</b>
<b>Software Development</b>				
At Cost	23,062	21,515	22,701	21,154
Work in Progress, at Cost	439	-	569	-
Provision for Amortisation	(11,635)	(8,494)	(11,635)	(8,484)
<b>Total Software Development</b>	<b>11,866</b>	<b>13,021</b>	<b>11,635</b>	<b>12,670</b>
<b>Library Books</b>				
At Cost	145,190	134,201	144,771	133,881
Provision for Depreciation	(32,743)	(29,742)	(32,493)	(29,610)
<b>Total Library Books</b>	<b>112,447</b>	<b>104,459</b>	<b>112,278</b>	<b>104,271</b>
<b>Cultural Assets</b>				
At Cost	300	-	300	-
At Valuation as at 31 December 2002	29,469	29,469	29,469	29,469
Provision for Depreciation	-	-	-	-
<b>Total Cultural Assets</b>	<b>29,769</b>	<b>29,469</b>	<b>29,769</b>	<b>29,469</b>
<b>Property</b>				
<b>Land</b>				
At Valuation as at 31 December 2003	241,453	111,325	233,489	104,468
At Cost	846	569	846	569
<b>Total Land</b>	<b>242,299</b>	<b>111,894</b>	<b>234,335</b>	<b>105,037</b>
<b>Buildings</b>				
At Valuation as at 31 December 2003	707,334	565,105	695,945	559,578
At Cost	5,293	62,238	5,293	62,238
Provision for Depreciation	(268)	(35,219)	(268)	(35,219)
Work in Progress, at cost	36,861	30,272	34,023	26,519
<b>Total Building</b>	<b>749,220</b>	<b>622,396</b>	<b>734,993</b>	<b>613,116</b>
<b>Total Property</b>	<b>991,519</b>	<b>734,290</b>	<b>969,328</b>	<b>718,153</b>
<b>Leasehold Improvements</b>				
At Valuation as at 31 December 2003	700	396	700	396
At Cost	25,029	19,794	23,951	19,367
Provision for Amortisation	(4,134)	(2,561)	(3,617)	(2,451)
Work in Progress	1,227	2,178	1,227	2,178
<b>Total Leasehold Improvements</b>	<b>22,822</b>	<b>19,807</b>	<b>22,261</b>	<b>19,490</b>
<b>Total Property, Plant and Equipment</b>	<b>1,231,607</b>	<b>962,443</b>	<b>1,203,107</b>	<b>941,067</b>

## Notes to the Financial Statements

### 25 PROPERTY, PLANT AND EQUIPMENT (continued)

#### Movements in Property, Plant and Equipment

Consolidated 2003	Equipment \$000	Software Development \$000	Library Books \$000	Cultural Assets \$000	Land \$000	Buildings \$000	Leasehold Improvements \$000	Total \$000
Balance at the beginning of the year	61,397	13,021	104,459	29,469	111,894	622,396	19,807	962,443
Additions	24,464	2,100	11,413	300	846	73,967	3,932	117,022
Disposals	(6,486)	-	-	-	(1,868)	(4,652)	-	(13,006)
Revaluations	-	-	-	-	131,427	77,432	336	209,195
Write-offs	(86)	-	-	-	-	(46)	-	(132)
Depreciation Expense	(16,105)	(3,255)	(3,425)	-	-	(19,877)	(1,253)	(43,915)
<b>Carrying amount at the end of the year</b>	<b>63,184</b>	<b>11,866</b>	<b>112,447</b>	<b>29,769</b>	<b>242,299</b>	<b>749,220</b>	<b>22,822</b>	<b>1,231,607</b>

#### Consolidated 2002

Balance at the beginning of the year	56,054	14,560	98,748	7,069	111,431	593,461	17,366	898,689
Additions	25,881	1,431	11,168	4,338	-	49,181	916	92,915
Disposals	(12,126)	-	(2,519)	-	(2,745)	(1,611)	2,459	(16,542)
Revaluations	-	-	-	18,172	3,208	(350)	-	21,030
Write-offs	6,512	-	-	-	-	84	-	6,596
Depreciation Expense	(14,924)	(2,970)	(2,938)	(110)	-	(18,369)	(934)	(40,245)
Foreign currency exchange differences	-	-	-	-	-	-	-	-
<b>Carrying amount at the end of the year</b>	<b>61,397</b>	<b>13,021</b>	<b>104,459</b>	<b>29,469</b>	<b>111,894</b>	<b>622,396</b>	<b>19,807</b>	<b>962,443</b>

#### Monash University 2003

Balance at the beginning of the year	57,014	12,670	104,271	29,469	105,037	613,116	19,490	941,067
Additions	21,363	2,100	11,314	300	846	68,549	3,458	107,930
Disposals	(6,484)	-	-	-	(1,868)	(4,652)	-	(13,004)
Revaluations	-	-	-	-	130,320	77,365	336	208,021
Write-offs	(66)	-	-	-	-	(46)	-	(112)
Depreciation Expense	(13,991)	(3,135)	(3,307)	-	-	(19,339)	(1,023)	(40,795)
<b>Carrying amount at the end of the year</b>	<b>57,836</b>	<b>11,635</b>	<b>112,278</b>	<b>29,769</b>	<b>234,335</b>	<b>734,993</b>	<b>22,261</b>	<b>1,203,107</b>

#### Monash University 2002

Balance at the beginning of the year	52,323	14,560	98,591	7,069	107,782	588,512	17,341	886,178
Additions	23,367	1,070	11,050	4,338	-	44,213	514	84,552
Disposals	(11,952)	-	(2,519)	-	(2,745)	(1,611)	2,459	(16,368)
Revaluations	-	-	-	18,172	-	-	-	18,172
Write-offs	6,532	-	-	-	-	84	-	6,616
Depreciation Expense	(13,256)	(2,960)	(2,851)	(110)	-	(18,082)	(824)	(38,083)
<b>Carrying amount at the end of the year</b>	<b>57,014</b>	<b>12,670</b>	<b>104,271</b>	<b>29,469</b>	<b>105,037</b>	<b>613,116</b>	<b>19,490</b>	<b>941,067</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>26. INTANGIBLE ASSETS</b>				
Goodwill	530	530	-	-
Less: Accumulated amortisation	(530)	(106)	-	-
<b>Total Goodwill</b>	-	424	-	-
Intellectual Property	1,005	904	-	-
Less: Accumulated amortisation	(588)	(448)	-	-
<b>Total Intellectual Property</b>	417	456	-	-
Building Occupancy Right	14,780	-	-	-
Less: Accumulated amortisation	-	-	-	-
	14,780			
<b>Total Intangible Assets</b>	15,197	880	-	-

## 27. PAYABLES

Creditors	22,362	26,895	19,303	22,729
Accrued Charges	12,862	3,708	3,967	1,039
Group Tax	-	156	-	-
Monash International Pty Ltd	-	-	-	1,149
Monash University Foundation	-	-	21	-
Monash Investment Trust	-	-	5,064	-
Monyx Pty Ltd	-	-	1,907	-
Other	34,797	15,938	24,620	15,591
GST Collected	532	1,656	82	1,377
<b>Total Payables</b>	70,553	48,353	54,964	41,885

## 28. INTEREST BEARING LIABILITIES

### Current

Loans from Banks secured by bank guarantee	-	126	-	-
Loan from Bank - Commercial Bills	7,839	7,600	7,600	7,600
Other Loans, unsecured	798	-	-	-
<b>Total Current Interest Bearing Liabilities</b>	8,637	7,726	7,600	7,600

### Non - Current

Loan from Bank - Commercial Bills:				
Repayable 1-5 years	30,700	20,180	30,480	20,180
Repayable over 5 years	73,350	55,350	73,350	55,350
Loans from Banks secured by bank guarantee				
Repayable 1-5 years	-	241	-	-
Other Loans, unsecured:				
Repayable 1-5 years	3,894	43	400	-
<b>Total Non-Current Interest Bearing Liabilities</b>	107,944	75,814	104,230	75,530
<b>Total Interest Bearing Liabilities</b>	116,581	83,540	111,830	83,130



## Notes to the Financial Statements

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>29. PROVISIONS</b>				
<b>Current</b>				
Provision for Long Service Leave	6,282	6,656	6,176	6,543
Provision for Recreation Leave	33,988	29,705	32,119	28,557
Provision for Bonus Payments	367	-	-	-
Provision for Income tax	995	-	-	-
<b>Total Current Provisions</b>	<b>41,632</b>	<b>36,361</b>	<b>38,295</b>	<b>35,100</b>
<b>Non-Current</b>				
Provision for Long Service Leave	56,897	57,987	55,575	57,081
Provision for Remuneration Withheld	853	-	853	-
Provision for Bonus Payments	86	-	86	-
<b>Total Non-Current Provisions</b>	<b>57,836</b>	<b>57,987</b>	<b>56,514</b>	<b>57,081</b>
<b>Total Provisions</b>	<b>99,468</b>	<b>94,348</b>	<b>94,809</b>	<b>92,181</b>
<b>30. CAPITAL</b>				
<b>Funds Held in Perpetuity:</b>				
<b>Monash University Foundation</b>				
Funds Held in Perpetuity at 1 January	30,770	30,379	-	-
Transfer from Retained Earnings	320	391	-	-
<b>Funds Held in Perpetuity at 31 December</b>	<b>31,090</b>	<b>30,770</b>	<b>-</b>	<b>-</b>
<b>Contributed Capital :</b>				
Commonwealth and State Government Financial Assistance	83,102	83,102	83,102	83,102
Contributions to Capital Works and Land	-	2	-	-
Other	-	-	-	-
<b>Contributed Capital</b>	<b>83,102</b>	<b>83,104</b>	<b>83,102</b>	<b>83,102</b>
<b>Other</b>				
Premium arising on consolidation of controlled entity Sir John Monash Business Centre Pty Ltd	260	260	-	-
<b>Total Capital</b>	<b>114,452</b>	<b>114,134</b>	<b>83,102</b>	<b>83,102</b>
<b>31. RESERVES</b>				
<b>General Reserve</b>				
General Reserve at 1 January	51,121	51,111	51,108	51,108
Transfers to General Reserves	-	10	-	-
<b>General Reserve</b>	<b>51,121</b>	<b>51,121</b>	<b>51,108</b>	<b>51,108</b>
<b>Asset Revaluation Reserve</b>				
Asset Revaluation Reserve at 1 January	541,723	520,344	536,361	518,190
Increment on revaluation of Land & Buildings	209,128	21,379	208,021	18,171
<b>Asset Revaluation Reserve</b>	<b>750,851</b>	<b>541,723</b>	<b>744,382</b>	<b>536,361</b>
<b>Total Reserves</b>	<b>801,972</b>	<b>592,844</b>	<b>795,490</b>	<b>587,469</b>

## Notes to the Financial Statements

	Consolidated		Monash University	
	2003	2002	2003	2002
	\$000	\$000	\$000	\$000
<b>32. RETAINED SURPLUS</b>				
Retained Surplus at 1 January	345,260	344,348	284,355	262,862
Surplus for the year ended 31 December	31,829	1,603	25,472	21,693
<b>Funds Available for Appropriation</b>	<b>377,089</b>	<b>345,951</b>	<b>309,827</b>	<b>284,555</b>
<b>Less:</b>				
Dividend Paid	(318)	(300)	-	(200)
Adjustment to prior Period for adoption of AASB 1028 Employee Benefits	(747)	-	(747)	-
<b>Transfers (to) / from Reserves:</b>				
Transfers to Funds held in Perpetuity	(320)	(391)	-	-
<b>Retained Surplus at 31 December</b>	<b>375,704</b>	<b>345,260</b>	<b>309,080</b>	<b>284,355</b>

### 33. OUTSIDE EQUITY INTERESTS

Interest in :				
Share Capital	13,987	1,831	-	-
Retained Surplus	(1,894)	(3,097)	-	-
<b>Outside Equity Interests</b>	<b>12,093</b>	<b>(1,266)</b>	<b>-</b>	<b>-</b>

### 34. DIRECTORS' AND EXECUTIVES' REMUNERATION

#### Directors' Remuneration

	\$	\$	\$	\$
Income received or due and receivable by all directors of each entity in the consolidated university economic entity.	2,650,000	2,861,000	1,656,000	2,174,000
Amounts paid to prescribed superannuation funds for the provision of retirement benefits for directors.	28,000	25,000	28,000	25,000
<b>Directors' Remuneration</b>	<b>2,678,000</b>	<b>2,886,000</b>	<b>1,684,000</b>	<b>2,199,000</b>

The Hon. L Kosky is the responsible Minister for Education and Training. The names of members of Council of Monash University who held office during the financial year are shown below. None of these persons received remuneration directly related to their duties as Council members. No related party transactions were entered into by members of Council or their related entities.

L Adler	R Larkins AO (from 1 September 2003)
G Barnes	A W Lindsay
C Bourke MBE	J Menzies
P LeP Darvall (to 31 August 2003)	W Peter
J K Ellis	D R Pizzey AM
R Galbally AO	T Prichard
D Halstead	P H Ramler AM
J M Hearn	B Robinson AM
J C Hutchinson	J Samms
P F E Hutchinson	T Sridhar
J B Laurie AC	D Suter

## Notes to the Financial Statements

	Consolidated		Monash University 2003	
	2003	2002		2002
<b>34. DIRECTORS' AND EXECUTIVES' REMUNERATION</b>				
(Continued)				
<b>Remuneration (dollars)</b>				
0 - 10,000	3	-	1	-
10,001 - 20,000	4	-	-	-
20,001 - 30,000	-	-	-	-
30,001 - 40,000	4	-	1	-
40,001 - 50,000	3	-	-	-
60,001 - 70,001	1	1	1	1
80,001 - 90,000	1	1	-	1
100,001 - 110,000	1	-	1	-
160,001 - 170,000	-	1	-	1
190,001 - 200,000	1	-	1	-
220,001 - 230,000	1	-	1	-
230,001 - 240,000	1	-	-	-
270,001 - 280,000	-	1	-	-
310,001 - 320,000	1	-	1	-
330,001 - 340,000	-	1	-	1
360,001 - 370,000	1	-	-	-
400,001 - 410,000	-	1	-	1
410,001 - 420,000	-	1	-	-
740,001 - 750,000	1	-	1	-
1,150,001 - 1,160,000	-	1	-	1

All Monash University employees who are members of Council are included in the above table.

### Executives' Remuneration

	\$	\$	\$	\$
Income received by employees whose remuneration, as defined below, exceeds \$100,000	38,944,000	30,372,000	34,338,000	27,895,000
Bonuses paid during the reporting period on the completion of employment contracts included below	184,000	-	184,000	-

<b>Remuneration (dollars)</b>				
100,001 - 110,000	46	26	41	23
110,001 - 120,000	22	35	20	30
120,001 - 130,000	27	32	26	29
130,001 - 140,000	34	25	33	22
140,001 - 150,000	31	24	27	21
150,001 - 160,000	18	9	15	9
160,001 - 170,000	16	11	14	11
170,001 - 180,000	11	7	9	5
180,001 - 190,000	2	5	2	5
190,001 - 200,000	8	5	4	5
200,001 - 210,000	7	8	7	8
210,001 - 220,000	3	3	3	3
220,001 - 230,000	4	-	3	-
230,001 - 240,000	2	2	2	2
240,001 - 250,000	4	1	4	1
250,001 - 260,000	4	1	3	1
260,001 - 270,000	1	1	1	1
270,001 - 280,000	1	1	1	1
280,001 - 290,000	1	-	1	-
290,001 - 300,000	3	4	1	4
300,001 - 310,000	2	-	2	-
310,001 - 320,000	1	-	1	-
320,001 - 330,000	-	1	-	1
340,001 - 350,000	1	-	1	-
360,001 - 370,000	-	1	-	1
370,001 - 380,001	1	1	1	1
380,001 - 390,000	1	1	1	1
440,001 - 450,000	1	-	1	-
450,001 - 460,000	1	-	1	-

## Notes to the Financial Statements

### 34. DIRECTORS' AND EXECUTIVES' REMUNERATION

(Continued)

- (i) Executive officers are defined as those officers who received \$100,000 or more, and exercise strategic influence on the university during the year. These include deputy vice-chancellors, pro vice-chancellors, deans, heads of department, senior members of the university administration and where not included in the aforementioned groups, all other officers who hold financial expenditure delegation of \$50,000 or more.
- (ii) Where executives receive remuneration (including directors remuneration) from controlled entities of the university, this remuneration has been consolidated in the reported directors and executive remuneration.
- (iii) Expatriate staff are included in 2003, but were not included in 2002.
- (iv) Payments to executive officers include contributions to superannuation funds and retirement benefits.

### 35. CONTROLLED ENTITY DISCLOSURES

Amounts owing between Monash University and its Controlled Entities are shown under Receivables (note 22), Other assets (note 23), and Payables (note 27).

Transactions between Monash University and its Controlled entities are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

	Monash University 2003 \$000	Monash University 2002 \$000
<b>Income received from:</b>		
Monash Commercial Pty Ltd	7,259	538
Monash International Pty Ltd	9,660	8,522
Monash IVF Pty Ltd	631	1,135
Monash University Foundation	135	4,105
Monash University South Africa	1,429	1,705
Montech Pty Ltd	265	1,449
Sir John Monash Business Centre Pty Ltd	-	9
Monash Ed Pty Ltd	87	634
	<b>19,466</b>	<b>18,097</b>
<b>Expenditure paid to:</b>		
Monash Commercial Pty Ltd	4,172	1,383
Monash International Pty Ltd	6,618	7,912
Monash IVF Pty Ltd	21	-
Monash University Foundation	693	655
Monash University South Africa	-	8
Montech Pty Ltd	288	3
	<b>11,792</b>	<b>9,961</b>

### 36. EXPENDITURE COMMITMENTS

	Consolidated		Monash University	
	2003 \$000	2002 \$000	2003 \$000	2002 \$000
Capital Works Projects:				
Not later than 1 year	95,301	10,609	95,301	7,798
Later than 1 year and not later than 5 years	34,993	12,075	34,993	12,075
Capital - Equipment Purchases	3,012	2,999	3,012	2,999
<b>Total Expenditure Commitments</b>	<b>133,306</b>	<b>25,683</b>	<b>133,306</b>	<b>22,872</b>

### 37. LEASE COMMITMENTS

#### Operating Lease Commitments:

Not later than 1 year	10,657	10,838	8,713	7,860
Later than 1 year and not later than 5 years	17,909	19,024	14,215	12,209
Later than 5 years	3,489	3,893	2,937	2,999
<b>Operating Lease Commitments</b>	<b>32,055</b>	<b>33,755</b>	<b>25,865</b>	<b>23,068</b>

## Notes to the Financial Statements

### 37. LEASE COMMITMENTS (continued)

An equitable mortgage exists between Monash University as mortgagor and National Australia Financial Management Ltd (NAFM) as mortgagee securing future rental payments amounting to \$7.539M (2002, \$9.631M) due to National Australia Financial Management Ltd, under the deed of sub-lease entered into between mortgagor and mortgagee dated 30 June, 1993. In 1997, the security was reduced to \$14M in line with the present value of the University's outstanding commitments. This security amount will be maintained through Australian fixed interest and liquidity investments within the MLC portfolio. Refer to note 24.

	Consolidated		Monash University	
	2003	2002	2003	2002
	\$000	\$000	\$000	\$000
<b>Finance Lease Commitments</b>				
Not later than 1 year	280	180	-	-
Later than 1 year and not later than 5 years	235	276	-	-
Total Minimum Lease Payments	515	456	-	-
Less: Future Finance Charges	55	89	-	-
	<b>460</b>	<b>367</b>	<b>-</b>	<b>-</b>
The finance lease liability is shown in the balance sheet as follows:				
Current Liability	240	126	-	-
Non-Current Liability	220	241	-	-
Total Finance Lease Liability	<b>460</b>	<b>367</b>	<b>-</b>	<b>-</b>

### 38. CONTINGENT ASSETS AND LIABILITIES

There are no contingent assets as at 31 December 2003.

A \$2.5 million bank guarantee has been provided through the Commonwealth Bank of Australia to secure a bank loan facility for Monash University Sunway Campus Malaysia Sdn Bhd that expires in 2005. The Malaysian Campus is operated by this company, which is 24% owned by the university. As at 31 December 2003, approximately \$1.0 million had been drawn down on this facility.

Monash University has provided Letters of Comfort to Monyx Pty Ltd, Monash University South Africa and Monash Southern Africa Pty Ltd. These letters confirm the university's intention to provide financial support to the extent which may be necessary to ensure that the entities are able to pay their debts as and when they fall due.

Monash University South Africa have a finance leasing facility from a South Africa financial institution. The value of the facility is approximately \$1.0 million of which approximately \$0.5 million has been utilised as at 31 December 2003. This facility is secured by a bank guarantee provided by Westpac Bank to Monash University Australia.

### 39. SUPERANNUATION FUNDS

The University contributes to the following superannuation funds on behalf of employees:

#### Unisuper Ltd DBP/ICP (formerly Superannuation Scheme for Australian Universities)

This scheme is a defined benefit plan and accumulation plan where the University makes contributions at the rate of 14% of gross salary.

Employees contribute at the rate of 7% of gross salary.

The last actuarial investigation was completed on 16 May 2003 and conducted as at 31 December 2002. The investigation was conducted by Mr Grant Haslett (FIA,FIAA) and Mr Matthew Burgess (FIAA) of Towers Perrin.

As at 30 June 2003 the accrued benefits of the plan were assessed as \$286,643,204 (30 June 2002, \$268,627,336) and the net market value of the plan assets were \$302,285,703 (30 June 2002, \$312,514,862).

Towers Perrin has confirmed that this situation is expected to occur from time to time as investment markets can vary considerably. The actuary expects all commitments to members to be met and has confirmed that the existing contribution rates remain appropriate.

The total contributions by the University for the year ended 31 December 2003 were \$30,276,991 (2002, \$27,992,558).

Monash University has no outstanding contributions or loans with this fund.

# Notes to the Financial Statements

## 39. SUPERANNUATION FUNDS (continued)

### "M" Superannuation Scheme

This scheme is a defined benefit scheme and the University makes contributions at the rate of 12.6% of gross salary.

Employees contribute at the rate of 6.3% of gross salary.

The last actuarial review of the scheme was in December 2001 and indicated the fund was in a strong financial position, ie. the scheme has no unfunded liability. The total contributions by the University for the year ended 31 December 2003 were \$51,155 (2002, \$54,488).

Monash University has no outstanding contributions or loans with this fund.

### "A" Superannuation Scheme (Monash University Academic Superannuation Scheme)

This scheme was introduced under Statute 3.6 of the Monash University Act and benefits are provided by external insurers in the form of endowment assurance policies. This is a closed scheme. The insurers provide an accumulation fund to which the University and employee contribute.

The University makes contributions at the rate of 10% of gross salary.

Employees contribute at the rate of 5% of gross salary.

Total contributions by the University for the year ended 31 December 2003 were \$32,150 (2002, \$31,013).

Monash University has no outstanding contributions or loans with this fund.

### Unisuper Ltd APP (Formerly Tertiary Education Superannuation Scheme/ Superannuation Guarantee Charge).

This scheme is a cash accumulation productivity scheme and the University makes contributions at a rate of 3% to 9% of gross salary. Employees have no requirement to contribute, and the scheme has no unfunded liability.

Total contributions by the University for the year ended 31 December 2003 were \$15,385,089 (2002, \$13,742,311).

Monash University has no outstanding contributions or loans with this fund.

### Government Superannuation Office (previously State Superannuation Board of Victoria)

Monash University has, in its staffing profile, a number of employees who are members of the State Superannuation Fund, which is a defined benefits scheme.

As at 30 June 2003, the State Superannuation Fund was carrying total liabilities for member benefits, in excess of the value of the scheme's assets. Hence, unfunded superannuation liabilities exist which are recognised in the financial statements of the scheme. The notional share of this public sector employee superannuation scheme's unfunded liabilities attributable to Monash University, as assessed by the scheme as at 30 June 2003, amounted to \$118,869,000 (2002, \$124,533,000).

The movement in the notional liability is a reduction of \$5,664,000 (2002, \$1,590,000 increase). The corresponding recovery from the Commonwealth through the commitment to fund the emerging scheme is recorded as an asset.

During 2003, Monash University's contributions to the scheme totalled \$8,254,522 (2002, \$7,845,046).

The policy adopted for calculating employer contributions is based on the advice of the scheme's trustees, but generally the contribution rate represents 84.6% of pensions payable.

Monash University has no outstanding contributions or loans with this fund.

### MLC Members Choice Pharmaceutical Organisations Fund

Contributions are made by the University, on account of staff who were formerly employed by the Victoria College of Pharmacy (now part of the University), to MLC Choice Pharmaceutical Organisations Fund, which is an employee contributory accumulation fund scheme. The scheme has no unfunded liability.

Employees contribute at the rate of 5% of gross salary. The University makes contributions at 10% of gross salary.

Total contributions by the University for the year ended 31 December 2003 totalled \$12,310 (2002, \$12,114).

Monash University has no outstanding contributions or loans with this fund.

### Other Superannuation Funds

Contributions are made by the University to approved superannuation funds. These funds are accumulation funds and a defined benefits fund and have no unfunded liabilities. Total contributions of \$58,867 were made in 2003 (2002, \$64,751).

Monash University has no outstanding contributions or loans with these funds.

## Notes to the Financial Statements

		Consolidated		Monash University	
	Notes	2003 \$000	2002 \$000	2003 \$000	2002 \$000
<b>40. CASH FLOW INFORMATION</b>					
<b>Reconciliation of cash assets</b>					
Cash	20	26,602	15,094	2,284	5,495
Short term investments	20	13,658	4,193	-	-
<b>Total Cash Assets</b>		<b>40,260</b>	19,287	<b>2,284</b>	5,495
<b>Reconciliation of net cash used in operating activities to Net Result for the year before income tax</b>					
Net Result for the year after income tax expense		33,226	(252)	25,472	21,693
Depreciation & amortisation expense		44,619	40,594	40,878	38,045
Provisions		2,748	9,239	2,629	9,138
Bad & doubtful debt expense		1,245	621	2,583	682
Gains on other financial assets		(29,719)	7,871	(11,108)	764
Net income from Monash University Foundation		-	-	(4,072)	(3,947)
Other non - cash items		(7,582)	(4,200)	(4,713)	(7,692)
Changes in assets and liabilities:		-	-	-	-
(Increase)/Decrease in receivables		16,092	(10,381)	6,665	(9,464)
(Increase)/Decrease in prepayments		(2,823)	(362)	(429)	106
(Increase)/Decrease in inventories		(2,470)	267	485	203
(Increase)/Decrease in other current assets		(4,219)	(208)	-	(3)
(Increase)/Decrease in future income tax benefit		16	56	-	-
Increase/(Decrease) in payables		23,417	9,471	14,726	4,116
Increase/(Decrease) in government grants received in advance		7,483	-	-	-
Increase/(Decrease) in student fees received in advance		5,710	3,075	4,097	1,993
Increase/(Decrease) in other income received in advance		678	270	-	-
Increase/(Decrease) in other current liabilities		2,757	1,436	-	979
Increase/(Decrease) in provision for income taxes payable		984	9	-	-
(Increase)/Decrease in provision for deferred income tax		6	(433)	-	-
Other changes		(22)	(4,895)	1	(4,835)
<b>Net cash inflows from operating activities</b>		<b>92,146</b>	52,178	<b>77,214</b>	51,778
<b>Financing Facilities</b>					
Credit standby arrangements:					
Bank Overdraft Facility		-	-	-	-
Amount Used		-	-	-	-
Amount Unused		-	-	-	-
Loan Facilities (external):					
Total Facility		152,730	111,840	152,730	111,430
Amount of facilities used		111,430	83,540	111,430	83,130
Amount of facilities unused		41,300	28,300	41,300	28,300

## 41. SEGMENT INFORMATION

The University operates predominantly in the field of education in Australia and provides teaching and research services. The South African Campus is operated through controlled entities and the Malaysian Campus through a 24% ownership of Monash University Sunway Campus Malaysia Sdn Bhd.

## 42. EVENTS SUBSEQUENT TO BALANCE DATE

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the consolidated entity, the results of those operations, or the states of affairs of the entity in future financial years.

## Notes to the Financial Statements

### 43. FINANCIAL INSTRUMENTS DISCLOSURE

#### Interest Rate Exposures

The Entity's exposure to the effect of future changes in prevailing interest rates and the effective interest rates on financial instruments at balance date are:

2003		Interest Rates	Floating Interest Rate \$000	Fixed Interest Rate Maturities			Non Interest Bearing \$000	Total \$000
Consolidated	1 Year or less \$000			1 to 5 Years \$000	Over 5 Years \$000			
<b>Assets</b>								
Cash at Bank - AUD	4.90%	26,505	-	-	-	1	26,506	
Managed Cash	5.00%	3,716	-	-	-	73	3,789	
Bank Call Deposits	6.14%	7,301	6,453	-	-	-	13,754	
Discount Securities	4.84%	-	14,908	-	-	-	14,908	
Shares	-	-	-	-	-	2,361	2,361	
Managed Trusts	-	-	-	-	-	198,230	198,230	
Other Investments	-	-	-	-	-	1,874	1,874	
Other Managed Assets	-	-	-	-	-	485	485	
Receivables	-	-	-	-	-	45,588	45,588	
Loans	-	-	-	-	-	140	140	
<b>Total Financial Assets</b>		<b>37,522</b>	<b>21,361</b>	<b>-</b>	<b>-</b>	<b>248,752</b>	<b>307,635</b>	
<b>Liabilities</b>								
Loans - Bank	6.01%	459	8,600	59,480	43,350	-	111,889	
Loans - Other	-	-	798	6,239	-	6,096	13,133	
Payables	-	-	-	-	-	62,107	62,107	
<b>Total Financial Liabilities</b>		<b>459</b>	<b>9,398</b>	<b>65,719</b>	<b>43,350</b>	<b>68,203</b>	<b>187,129</b>	
<b>Net Financial Assets</b>		<b>37,063</b>	<b>11,963</b>	<b>(65,719)</b>	<b>(43,350)</b>	<b>180,549</b>	<b>120,506</b>	
<b>2002</b>								
Consolidated	Interest Rates	Floating Interest Rate \$000	1 Year or less \$000	1 to 5 Years \$000	Over 5 Years \$000	Non Interest Bearing \$000	Total \$000	
<b>Assets</b>								
Cash at Bank - AUD	2.55%	14,999	-	-	-	95	15,094	
Managed Cash	2.72%	1,947	1,419	-	-	1,193	4,559	
Bank Call Deposits	6.14%	1,218	-	-	-	-	1,218	
Discount Securities	4.70%	-	20,867	-	-	-	20,867	
Shares	-	-	-	-	-	72,233	72,233	
Managed Trusts	-	-	-	-	-	115,353	115,353	
Managed Futures and Options	-	-	-	-	-	1,137	1,137	
Other Investments	-	-	-	-	-	3,355	3,355	
Other Managed Assets	-	-	-	-	-	1,537	1,537	
Receivables	-	-	-	-	-	52,098	52,098	
Loans	-	-	-	-	-	60	60	
<b>Total Financial Assets</b>		<b>18,164</b>	<b>22,286</b>	<b>-</b>	<b>-</b>	<b>247,061</b>	<b>287,511</b>	
<b>Liabilities</b>								
Loans - Bank	6.52%	367	7,600	12,200	63,330	-	83,497	
Loans - Other	8.59%	-	43	-	-	1,877	1,920	
Managed Futures and Options	-	-	-	-	-	1,964	1,964	
Payables	-	-	-	-	-	48,570	48,570	
<b>Total Financial Liabilities</b>		<b>367</b>	<b>7,643</b>	<b>12,200</b>	<b>63,330</b>	<b>52,411</b>	<b>135,951</b>	
<b>Net Financial Assets</b>		<b>17,797</b>	<b>14,643</b>	<b>(12,200)</b>	<b>(63,330)</b>	<b>194,650</b>	<b>151,560</b>	



# Notes to the Financial Statements

## 43. FINANCIAL INSTRUMENTS DISCLOSURE (continued)

### Reconciliation of Net Financial Assets with Net Assets as per Consolidated Statement of Financial Position

	2003 \$000	2002 \$000
<b>Net Financial Assets as above</b>	<b>120,506</b>	151,560
<b>Add Non Financial Assets</b>		
Inventories	5,960	3,376
Payments in Advance	10,564	7,540
Property, Plant and Equipment	1,231,607	962,443
Monash University Foundation Investment Property	42,210	36,700
Government Superannuation Contributions	118,869	124,533
Intangible Assets	15,197	880
	<b>1,424,407</b>	1,135,472
<b>Less Non Financial Liabilities</b>		
Prepaid Rental	2,505	3,221
Student Fees Paid in Advance	19,850	13,958
Provisions	99,468	94,348
Deferred Employee Benefits for Superannuation	118,869	124,533
	<b>240,692</b>	236,060
<b>Net Assets per Statement of Financial Position</b>	<b>1,304,221</b>	1,050,972

### Significant accounting policies, terms and conditions

#### Financial Assets

##### **Other Financial Assets [Note 24]**

Other Financial Assets on hand mainly comprise investments in managed funds, bank deposits, and money market securities. These financial instruments are traded in an organised financial market.

With the exception of Monash University Foundation, other financial assets are brought to account at the lower of cost or net realisable value. The carrying amount of investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments.

Monash University Foundation investment gains and losses realised from sale of investments and unrealised market value adjustments are reflected in the Consolidated Statement of Financial Performance.

In respect to managed funds, where the manager considers it in the interests of prudent support, management, protection or enhancement of any existing or proposed investment, the manager may enter into futures, options, hedging, interest or currency swaps or arrangements. Under no circumstances can an external fund manager or internal treasury staff enter into such a financial arrangement unless there is sufficient assets (or liabilities) to support the transaction. There are no internal derivative transactions at balance date.

Managed funds include investments in various pooled funds, including overseas investments. The foreign currency and other risks are managed for the pool by the fund manager.

Management of Monash University and Monash University Foundation review the managed portfolios monthly and both report to Council and the Board, at least quarterly.

##### **Receivables [Note 22]**

Sundry debtors and student loans are carried at nominal amounts due. Collectibility of these debts is assessed and a provision for doubtful debts is raised. Sundry debtors are generally required to be settled within 30 days and interest is charged on student loans.

Receivables from related entities result from commercial dealings and are made on commercial terms and conditions.

# Notes to the Financial Statements

## 43. FINANCIAL INSTRUMENTS DISCLOSURE (continued)

### Significant accounting policies, terms and conditions (continued)

#### Financial Liabilities

##### *Interest Bearing Liabilities - Bank [Note 28]*

The bank loans are drawn on a commercial bill facility and are carried at the principal amounts. Interest is charged at a fixed rate, repayable quarterly, and expensed as it accrues.

##### *Payables [Note 27]*

Payables are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the economic entity. Payables are normally settled within 30 days from month of billing.

#### Fair Values

The carrying amounts of all financial assets and liabilities approximate fair values, with the exception of investments.

In accordance with accounting standards, other financial assets are shown at the lower of cost or net realisable value, with the exception of the funds of Monash University Foundation which are at net fair value. Market values of managed funds of Monash University are disclosed below:

	2003 \$000	2002 \$000
<b>Market Value</b>		
<b><i>Managed Funds:</i></b>		
Westpac Investment Management Pty Ltd	15,034	21,872
MLC (formerly National Australia Asset Management Ltd)	96,703	89,038
<b><i>Common Fund:</i></b>		
Westpac Investment Management Pty Ltd	-	27,830
Macquarie Funds Management	27,886	-

Net fair value of financial instruments held by Monash University Foundation are determined on the following bases:

- Investments in managed funds are included in the accounts on the basis of statements from investment managers and are valued at closing market prices, adjusted for any transaction costs necessary to realise the asset. The money market securities are valued at net realisable market prices.
- Discount securities are recorded at net fair values and bank call deposits are stated at cost.

The balance of Monash University Foundation investments also includes direct property holdings which are shown at valuations advised annually by qualified independent valuers.

#### Credit Risk

The economic entity's maximum exposure to credit risk is represented by the carrying amounts of financial assets included in the consolidated Statement of Financial Position.

#### Foreign Exchange Risk

Monash University and Monash University Foundation Trust have invested in the development of a campus in South Africa. Managed funds include international investments and the foreign currency risk is managed by the fund managers.

# Notes to the Financial Statements

## 44 CONTROLLED ENTITIES

Entity	Place of Incorporation	Countries where business carried on	Principal Activities	Details of Group Beneficial Interest		Details of Investment	
				2003 %	2002 %	2003 \$	2002 \$
Monash International Pty Ltd	Victoria	Australia	Provision of recruitment services, development of international projects and the delivery of overseas access programs.	100%	100%	500,000	500,000
Monash International SRL	Italy	Italy	To provide English language courses.	100%	n/a		
Sir John Monash Business Centre Pty Ltd	Victoria	Australia	To be deregistered in 2004	100%	100%	340,000	340,000
Monash University Foundation Pty Ltd	Victoria	Australia	Trustee of Monash University Foundation Trust.	100%	100%	6	6
Monash University Foundation Trust	Victoria	Australia	Generation of investment income for the future benefit of Monash University.	100%	100%		
Monash University South Africa (1)	South Africa	South Africa	Operation of Monash University's South African campus in Roodeport, Johannesburg.	100%	100%		
Monash Commercial Pty Ltd	Victoria	Australia	Marketing and promotion of commercially viable projects developed predominantly by Monash University.	100%	100%	7,162,000	2,500,000
Monash Digital Media Pty Ltd	Victoria	Australia	To be deregistered in 2004	100%	100%		
Monash Learningfast Pty Ltd	Victoria	Australia	The creation and distribution of on-line learning and related products and services.	51%	51%		
LearningFast, Inc (100% owned by Monash Learningfast Pty Ltd).	USA	USA	The company has been dormant for the period.	51%	51%		
Monash Property Management Pty Ltd	Victoria	Australia	The development and management of property owned by Monash University, on behalf of the University.	100%	100%		
Monash Reproductive Health Enterprises Pty Ltd	Victoria	Australia	The company has been dormant for the period since its incorporation.	100%	100%		
Monyx Pty Ltd (1)	Victoria	Australia	Oversee the administration and provision of commercial services for students of the University.	50%	n/a		
Monyx Services Pty Ltd	Victoria	Australia	Management of commercial services to students of the university.	50%	n/a		
Monyx Education Services Pty Ltd	Victoria	Australia	Provision of commercial services for students of the University's Clayton Campus.	50%	n/a		
Monyx Services Retail Pty Ltd	Victoria	Australia	Trustee of the Peter Dibble Memorial Trust.	50%	n/a		
Peter Dibble Memorial Trust.	Victoria	Australia	Provision of retail services to students & staff.	50%	n/a		
Monyx Services Food & Beverage Pty Ltd	Victoria	Australia	Trustee of the Monsu Catering Trust.	50%	n/a		
Monsu Catering Trust	Victoria	Australia	Provision of catering services for students of the University's Caulfield Campus.	50%	n/a		
Ingenko Pty Ltd	Victoria	Australia	The provision of mouse gene targeting services.	50%	50%		
Monash Investment Holdings Pty Ltd	Victoria	Australia	Trustee of Monash Investment Trust.	100%	100%		
Monash Investment Trust	Victoria	Australia	To hold passive investments ultimately on behalf of Monash University.	100%	n/a		
Monash IT Pty Ltd	Victoria	Australia	Provision of general IT short courses and IT industry certificate courses.	100%	100%		
National Stem Cells Centre Limited	Victoria	Australia	Undertake Stem Cell research	100%	100%		
Montech Pty Ltd	Victoria	Australia	Marketing and promotion of commercially viable projects developed predominantly by Monash University.	100%	100%	235,000	235,000
Montech Medical Developments Pty Ltd	Victoria	Australia	Deregistered on 18 February 2003.	100%	100%		
Monash Southern Africa Pty Ltd (1)	Victoria	Australia / South Africa	Development of the campus in Roodeport, Johannesburg.	100%	100%	2,000,000	2,000,000
Monash IVF Pty Ltd	Victoria	Australia	Provision of infertility medical services.	54%	100%	1,226,979	750,100
Monash Ultrasound Pty Ltd	Victoria	Australia	Provision of obstetric and gynaecological ultrasound services for patients.	100%	100%	-	2
Monash Ultrasound Trust	Victoria	Australia	Provision of obstetric and gynaecological ultrasound services for patients. The trust ceased trading as at 28 February 2003 and was wound up effective of this date.	n/a	100%		
Monash Reproductive Pathology and Genetics Pty Ltd	Victoria	Australia	Provision of diagnostic testing for patients.	100%	100%	-	2
Monash IVF Pathology Services Trust	Victoria	Australia	Provision of diagnostic testing for patients. The trust ceased trading as at 28 February 2003 and was wound up effective of this date.	n/a	100%		
Monash Unicomm Pty Ltd	Victoria	Australia	The company has been dormant for the period.	80%	80%	7,999	7,999
Monash Ed Pty Ltd	Victoria	Australia	Provision of education and training relating to the organisation of the Olympic Games.	80%	80%		

### Notes

- 1 Economic dependency - Monash University provides financial support to these companies.
- 2 Subsidiary companies of controlled entities are indented.

44 CONTROLLED ENTITIES (Continued)

Summary of Financial Results

Statement of Financial Performance

Entity	Total Revenue			Total Expenditure			Tax / Extraordinary Items			Operating Profit (Loss)			Total Assets			Internal Borrowings			External Borrowings			Total Liabilities			Equity			
	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Monash International Pty Ltd	39,504	31,308	-	35,734	30,997	-	-	-	3,770	311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sir John Monash Business Centre Pty Ltd	1	67	-	8	64	-	-	-	(7)	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash University Foundation Trust	17,700	10,845	-	14,382	17,069	-	-	-	3,318	(6,224)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash University South Africa	4,199	1,155	-	12,759	10,957	-	-	-	(8,560)	(9,802)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Commercial Pty Ltd	37,788	4,672	-	29,765	9,262	-	-	-	8,023	(4,590)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Montech Pty Ltd	1,387	3,114	-	950	3,322	-	-	-	437	(208)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Southern Africa Pty Ltd	2,360	662	-	2,350	3,110	-	-	(368)	(75)	(2,080)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash IVF Pty Ltd	14,568	11,340	-	11,712	10,470	-	-	663	2,193	870	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Ultrasound Pty Ltd	2,228	2,222	-	1,958	2,221	-	-	74	196	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Reproductive Pathology and Genetics Pty Ltd	2,223	1,933	-	1,543	1,932	-	-	184	496	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Unicomm Pty Ltd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Monash Ed Pty Ltd	211	369	-	824	596	-	-	-	(613)	(227)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Statement of Financial Position</b>																												
Entity	Working Capital			Physical Assets			Total Assets			Internal Borrowings			External Borrowings			Total Liabilities			Equity									
	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	2003	2002	2001	
Monash International Pty Ltd	4,073	3,210	-	992	717	-	16,433	12,335	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sir John Monash Business Centre Pty Ltd	-	157	-	-	-	-	-	159	-	762	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash University Foundation Trust	14,894	964	-	-	-	-	125,778	113,167	1,554	1,554	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash University South Africa	132	472	-	1,631	1,897	-	2,736	2,992	25,410	17,138	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Commercial Pty Ltd	11,069	(3,699)	-	1,718	668	-	51,363	4,623	6,348	4,320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Montech Pty Ltd	186	299	-	2	17	-	848	2,852	665	665	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Southern Africa Pty Ltd	1,209	(3,727)	-	22,488	16,137	-	24,950	16,786	16,803	10,552	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash IVF Pty Ltd	3,758	1,541	-	1,665	1,353	-	11,486	5,585	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Ultrasound Pty Ltd	-	(164)	-	-	467	-	-	849	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Reproductive Pathology and Genetics Pty Ltd	-	75	-	-	120	-	-	662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Unicomm Pty Ltd	3	3	-	-	-	-	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Monash Ed Pty Ltd	(2,184)	(1,567)	-	4	-	-	205	303	1,568	1,491	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

## Notes to the Financial Statements

### 45. ACQUITTAL OF COMMONWEALTH FINANCIAL ASSISTANCE

This note complies with the Department of Education, Science and Training (DEST) guidelines for the preparation of Annual Financial Reports. Financial Assistance payments under the Higher Education Funding Act 1988 received for use in future reporting periods are treated as advance payments. This is contrary to the revenue recognition accounting policy adopted by the University. (Refer Note 1(c))

#### Operating Financial Assistance, excluding HECS.

Advance payment received in previous period	15,801	15,537
Financial Assistance received in the reporting period	202,845	199,875
Less advance payment received in respect of next period	(16,381)	(15,801)

#### Revenue Attributable to the reporting period

202,265	199,611
---------	---------

Plus Surplus /(Deficit) prior year

-	-
---	---

#### Funds available for the reporting period

202,265	199,611
---------	---------

Less expenses for current period

202,265	199,611
---------	---------

#### Surplus/(Deficit) for reporting period

-	-
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#### Higher Education Contribution Scheme

Advance payment received in previous period	6,839	6,625
Financial Assistance received in the reporting period	83,728	84,028
Plus Contributions actually received from students	17,075	15,614
Less advance payment received in respect of next period	(6,929)	(6,839)
	100,713	99,428

#### Revenue Attributable to the reporting period

100,713	99,428
---------	--------

Plus Surplus /(Deficit) prior year

-	-
---	---

#### Funds available for the reporting period

100,713	99,428
---------	--------

Less expenses for current period

(100,713)	(99,428)
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#### Surplus/(Deficit) for reporting period

-	-
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#### Postgraduate Education Loans Scheme

Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	16,223	9,061
Plus Contributions actually received from students	-	-
Less advance payment received in respect of next period	-	-
	16,223	9,061

#### Revenue Attributable to the reporting period

16,223	9,061
--------	-------

Plus Surplus /(Deficit) prior year

-	-
---	---

#### Funds available for the reporting period

16,223	9,061
--------	-------

Less expenses for current period

(16,223)	(9,061)
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#### Surplus/(Deficit) for reporting period

-	-
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#### Teaching Hospitals

Advance payment received in previous period	46	45
Financial Assistance received in the reporting period	572	558
Less advance payment received in respect of next period	(46)	(46)

#### Revenue Attributable to the reporting period

572	557
-----	-----

Plus Surplus /(Deficit) prior year

568	92
-----	----

#### Funds available for the reporting period

1,140	649
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Less expenses for current period

1,065	81
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#### Surplus/(Deficit) for reporting period

75	568
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## Notes to the Financial Statements

### 45. ACQUITTAL OF COMMONWEALTH FINANCIAL ASSISTANCE (continued)

	Monash University 2003 \$000	Monash University 2002 \$000
<b>Discovery Projects (Large Research)</b>		
Advance payment received in previous period	797	-
Financial Assistance received in the reporting period	9,317	7,363
Less advance payment received in respect of next period	-	(797)
<b>Revenue Attributable to the reporting period</b>	<b>10,114</b>	6,566
Plus Surplus /(Deficit) prior year	1,015	2,712
<b>Funds available for the reporting period</b>	<b>11,129</b>	9,278
Less expenses for current period	8,331	8,263
<b>Surplus/(Deficit) for reporting period</b>	<b>2,798</b>	1,015
<b>Linkage Projects</b>		
Advance payment received in previous period	120	-
Financial Assistance received in the reporting period	2,664	1,934
Less advance payment received in respect of next period	-	(120)
<b>Revenue Attributable to the reporting period</b>	<b>2,784</b>	1,814
Plus Surplus /(Deficit) prior year	692	1,129
<b>Funds available for the reporting period</b>	<b>3,476</b>	2,943
Less expenses for current period	2,801	2,251
<b>Surplus/(Deficit) for reporting period</b>	<b>675</b>	692
<b>Discovery Fellowships</b>		
Advance payment received in previous period	43	-
Financial Assistance received in the reporting period	592	1,014
Less advance payment received in respect of next period	-	(43)
<b>Revenue Attributable to the reporting period</b>	<b>635</b>	971
Plus Surplus /(Deficit) prior year	200	212
<b>Funds available for the reporting period</b>	<b>835</b>	1,183
Less expenses for current period	607	983
<b>Surplus/(Deficit) for reporting period</b>	<b>228</b>	200
<b>Discovery Federation Fellowships</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	297	-
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>297</b>	-
Plus Surplus /(Deficit) prior year	-	-
<b>Funds available for the reporting period</b>	<b>297</b>	-
Less expenses for current period	-	-
<b>Surplus/(Deficit) for reporting period</b>	<b>297</b>	-

## Notes to the Financial Statements

### 45. ACQUITTAL OF COMMONWEALTH FINANCIAL ASSISTANCE (continued)

	Monash University 2003 \$000	Monash University 2002 \$000
<b>Linkage Special Research Initiative</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	59	-
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>59</b>	<b>-</b>
Plus Surplus /(Deficit) prior year	-	-
<b>Funds available for the reporting period</b>	<b>59</b>	<b>-</b>
Less expenses for current period	5	-
<b>Surplus/(Deficit) for reporting period</b>	<b>54</b>	<b>-</b>
<b>Linkage International Research Exchange</b>		
Advance payment received in previous period	15	-
Financial Assistance received in the reporting period	236	116
Less advance payment received in respect of next period	-	(15)
<b>Revenue Attributable to the reporting period</b>	<b>251</b>	<b>101</b>
Plus Surplus /(Deficit) prior year	25	47
<b>Funds available for the reporting period</b>	<b>276</b>	<b>148</b>
Less expenses for current period	138	123
<b>Surplus/(Deficit) for reporting period</b>	<b>138</b>	<b>25</b>
<b>Linkage Learned Academies (CSIRO)</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	66	-
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>66</b>	<b>-</b>
Plus Surplus /(Deficit) prior year	-	-
<b>Funds available for the reporting period</b>	<b>66</b>	<b>-</b>
Less expenses for current period	33	-
<b>Surplus/(Deficit) for reporting period</b>	<b>33</b>	<b>-</b>
<b>Linkage Centres</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	1,341	921
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>1,341</b>	<b>921</b>
Plus Surplus /(Deficit) prior year	(259)	32
<b>Funds available for the reporting period</b>	<b>1,082</b>	<b>953</b>
Less expenses for current period	283	1,212
<b>Surplus/(Deficit) for reporting period</b>	<b>799</b>	<b>(259)</b>

## Notes to the Financial Statements

### 45. ACQUITTAL OF COMMONWEALTH FINANCIAL ASSISTANCE (continued)

	Monash University 2003 \$000	Monash University 2002 \$000
<b>Linkage Infrastructure</b>		
Advance payment received in previous period	143	-
Financial Assistance received in the reporting period	179	2,394
Less advance payment received in respect of next period	-	(143)
<b>Revenue Attributable to the reporting period</b>	<b>322</b>	<b>2,251</b>
Plus Surplus /(Deficit) prior year	1,351	417
<b>Funds available for the reporting period</b>	<b>1,673</b>	<b>2,668</b>
Less expenses for current period	1,029	1,317
<b>Surplus/(Deficit) for reporting period</b>	<b>644</b>	<b>1,351</b>
<b>Indigenous Researchers Development Scheme</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	-	-
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>-</b>	<b>-</b>
Plus Surplus /(Deficit) prior year	-	2
<b>Funds available for the reporting period</b>	<b>-</b>	<b>2</b>
Less expenses for current period	-	2
<b>Surplus/(Deficit) for reporting period</b>	<b>-</b>	<b>-</b>
<b>Small Research</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	-	(24)
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>-</b>	<b>(24)</b>
Plus Surplus /(Deficit) prior year	-	176
<b>Funds available for the reporting period</b>	<b>-</b>	<b>152</b>
Less expenses for current period	-	152
<b>Surplus/(Deficit) for reporting period</b>	<b>-</b>	<b>-</b>
<b>Infrastructure Block</b>		
Advance payment received in previous period	769	645
Financial Assistance received in the reporting period	8,870	7,433
Less advance payment received in respect of next period	(883)	(769)
<b>Revenue Attributable to the reporting period</b>	<b>8,756</b>	<b>7,309</b>
Plus Surplus /(Deficit) prior year	1,805	1,113
<b>Funds available for the reporting period</b>	<b>10,561</b>	<b>8,422</b>
Less expenses for current period	7,467	6,617
<b>Surplus/(Deficit) for reporting period</b>	<b>3,094</b>	<b>1,805</b>



## Notes to the Financial Statements

### 45. ACQUITTAL OF COMMONWEALTH FINANCIAL ASSISTANCE (continued)

	Monash University 2003 \$000	Monash University 2002 \$000
<b>Australian Postgraduate Awards</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	6,111	5,907
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>6,111</b>	<b>5,907</b>
Plus Surplus /(Deficit) prior year	1,934	312
<b>Funds available for the reporting period</b>	<b>8,045</b>	<b>6,219</b>
Less expenses for current period	6,544	4,285
<b>Surplus/(Deficit) for reporting period</b>	<b>1,501</b>	<b>1,934</b>
<b>Overseas Postgraduate Research Scholarships</b>		
Advance payment received in previous period	-	-
Financial Assistance received in the reporting period	1,051	937
Less advance payment received in respect of next period	-	-
<b>Revenue Attributable to the reporting period</b>	<b>1,051</b>	<b>937</b>
Plus Surplus /(Deficit) prior year	139	141
<b>Funds available for the reporting period</b>	<b>1,190</b>	<b>1,078</b>
Less expenses for current period	925	939
<b>Surplus/(Deficit) for reporting period</b>	<b>265</b>	<b>139</b>

### Summary of Unspent Financial Assistance

Category of Financial Assistance	Monash University 2003		
	Assistance Available \$000	Amount likely to be approved \$000	Amount likely to be recovered \$000
Operating purposes excluding HECS	202,265	-	-
HECS	100,713	-	-
PELS	16,223	-	-
Teaching Hospitals	1,140	75	-
Australian Research Council			
Discovery Projects (Large Research)	11,129	2,798	-
Linkage Projects	3,476	675	-
Discovery Fellowships	835	228	-
Discovery Federation Fellowships	297	297	-
Linkage Special Research Initiative	59	54	-
Linkage International Research Exchange	276	138	-
Linkage Learned Academies (CSIRO)	66	33	-
Linkage Centres	1,082	799	-
DEST			
Linkage Infrastructure	1,673	644	-
Indigenous Researchers Development Scheme	-	-	-
Small Research	-	-	-
Infrastructure Block	10,561	3,094	-
Australian Postgraduate Awards	8,045	1,501	-
Overseas Postgraduate Research Scholarships	1,190	265	-
	<b>359,030</b>	<b>10,601</b>	<b>-</b>

# Declaration

## 2003 Consolidated Financial Statements

In our opinion:

- (a) the consolidated financial statements of Monash University present fairly the financial transactions of the University during the financial year ended 31 December 2003 and the financial position of its operations for the year ended on that date, and
- (b) the consolidated financial statements of the body have been prepared in accordance with the Financial Management Act 1994, and the Directions of the Minister for Finance.

As at the date of this declaration:

- (a) we are not aware of any circumstance that would render any particulars included in the financial statements to be misleading or inaccurate, and
- (b) that there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

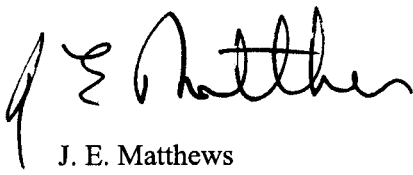
The amount of Commonwealth financial assistance expended during the reporting period was for the purpose(s) for which it was provided.



R. G. Larkins AO  
Vice-Chancellor and President



A. L. Crook AO  
Deputy Vice-Chancellor and Vice President (Resources)



J. E. Matthews  
Principal Accounting Officer

12 March 2004



AUDITOR GENERAL  
VICTORIA

AUDITOR-GENERAL'S REPORT

To the Members of the Parliament of Victoria, responsible Ministers and Council Members of Monash University

**Matters relating to the electronic presentation of the Audited Financial Report**

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

**Audit Scope**

The accompanying financial report of Monash University for the financial year ended 31 December 2003, comprising a statement of financial performance, a statement of financial position, a statement of cash flows and notes to the financial statements, has been audited. The financial report includes the consolidated financial statements of the economic entity, comprising Monash University and the entities it controlled at the year's end or from time to time during the financial year as disclosed in note 44 to the financial statements. The Council Members are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, responsible Ministers and Council Members as required by the *Audit Act 1994*.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the University's and the economic entity's financial position, and their financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

**Audit Opinion**

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, the financial position of Monash University and the economic entity as at 31 December 2003 and their financial performance and cash flows for the year then ended.

MELBOURNE  
23 March 2004

  
J.W. CAMERON  
Auditor-General

