

CHARLES STURT
UNIVERSITY



CHARLES STURT UNIVERSITY
ANNUAL REPORT
to the parliament and the community



2004

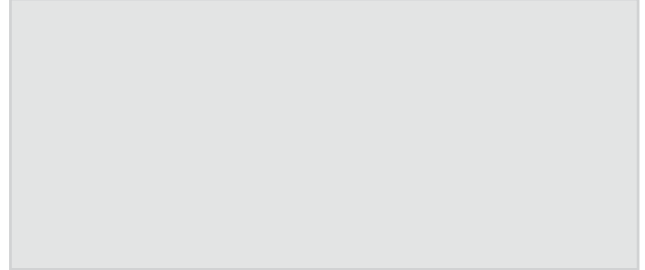
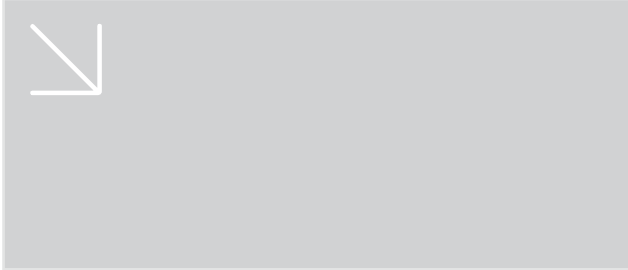
LEARNING AND TEACHING

RESEARCH

REGIONAL ENGAGEMENT

RESOURCE MANAGEMENT

FOR THE PUBLIC GOOD



FOR THE PUBLIC GOOD

The name of the University honours the noted explorer, soldier and public servant Charles Sturt.

Sturt arrived in New South Wales in 1827. His major achievement was as an explorer of inland Australia. He was particularly associated with explorations of the Macquarie, Lachlan, Murrumbidgee, Darling and Murray river system - the principal rivers serving the region the University has been established to serve.

These rivers, with their water conservation and irrigation projects, sustain the dynamic communities and rich agricultural industries that, in turn, support the University.

Commenting on his own commitment to exploration, Sturt wrote:

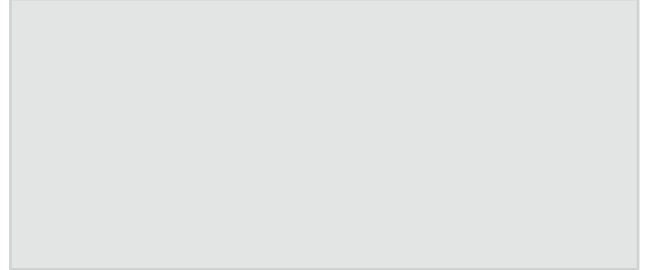
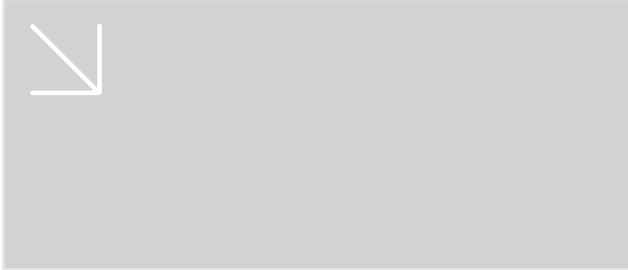
"A wish to contribute to the public good led me to undertake those journeys which cost me so much ... I sought that career, not, I admit, without a feeling of ambition as should ever pervade a soldier's breast, but chiefly with an earnest desire to promote the public good, and certainly without any hope of any other reward than the credit due to the successful enterprise."

Today, Charles Sturt University strives for excellence in teaching and learning, research, regional engagement, resource management and generation in the spirit of Charles Sturt - for the public good.



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LETTER OF SUBMISSION

The Hon Carmel Tebbutt, MLC
Minister for Education and Training
GPO Box 33
SYDNEY NSW 2001

Dear Minister,

We have pleasure in presenting the Annual Report of Charles Sturt University for the year 2004. The report has been prepared in accordance with the Annual Reports (Statutory Bodies) Act 1984 (NSW) and the Public Finance and Audit Act 1983 (NSW) for presentation to Parliament.

This year has seen significant achievement, particularly in the areas of research, financial management, regional engagement and the expansion of teaching programs in areas of regional and national need.

We look forward to working with the staff and students of the University, and our regional communities, in building on these achievements in the coming year.

Yours faithfully

Lawrie Willett
Chancellor

Ian Goulter
Vice-Chancellor



OUR UNIVERSITY

Charles Sturt University was formally established in 1989 under the Charles Sturt University Act 1989 as a multi-campus institution and now principally operates from the inland regions of Albury-Wodonga, Bathurst, Dubbo, Orange and Wagga Wagga. The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence. As an integral member of our regions we are committed to maintaining a course and research profile that meets the needs, and supports the aspirations, of our communities.

We are also committed to making a positive contribution to the wider Australian community and to participating in the internationalisation of higher education. We consider our regional, national and international roles are integrally linked and that they are mutually reinforcing. We believe the University's success in attracting national and international students strengthens the programs it is able to offer its regional communities. The University's regional location enables it to make a distinctive national and international contribution in such fields as wine science, land and water, and allied health.

Our main campuses provide access to higher education across central, western and south-western NSW and north-eastern Victoria. Additional specific-purpose campuses have been established at Goulburn (Policing), Manly (Policing) and Canberra (Theology).

Our capacity and reputation for large-scale distance education, and online learning infrastructure, provide additional education options for mature age regional students and extend the University's sphere of influence to metropolitan areas, interstate and overseas.

Over many years, we have combined our learning resources, delivery systems and experience with our reputation in multi-site delivery to enrol students in cooperation with third parties. For example, Charles Sturt University collaborates with NSW Police to deliver the Associate Degree in Policing Practice, the entry-level program for policing in NSW. We also enrol international students through third parties in Sydney and Melbourne and offshore in a number of countries, including China, Singapore, Malaysia, the United Kingdom, Hong Kong and Canada.

The University's five Faculties (Arts, Commerce, Education, Health Studies, and Science and Agriculture) have a presence on each of the main campuses. They comprise 26 Schools and Units. Faculties operate across campuses and are responsible for developing and delivering courses, while Schools are generally based on a single campus and carry responsibility for teaching subjects. Administrative and academic support services are provided by the Divisions, Departments and Centres that operate across the University's campuses.

The University has two Centres of Research Excellence (the Centre for Applied Philosophy and Public Ethics and the National Wine and Grape Industry Centre); five designated research centres; three designated research groups, and nine Communities of Scholars. The University is also a partner in five Cooperative Research Centres - Plant-Based Management of Dryland Salinity, Sustainable Rice Production, Viticulture, Irrigation Futures and Spatial Information.



Professor Ian Goulter, Vice Chancellor

VICE-CHANCELLOR'S REVIEW

2004 has been a very successful year for Charles Sturt University. We made a number of significant advances in Learning and Teaching, Research and Regional Engagement, and continued our emphasis on improved Resource Management and Generation by exceeding our financial objectives in both revenue generation and expenditure control. Within the context of this overall success, our focus in 2004 was directed at two key priorities: implementing the changes required under, and the opportunities provided by, the Higher Education Reforms passed by the Commonwealth Government in 2003; and preparing for, and being audited by, the Australian Universities Quality Agency.

An important feature of the Higher Education Reforms was the provision of a significant number of new fully funded Commonwealth places. We were successful in bidding for these places, gaining 258 new commencing places for 2005 for the University's existing programs and 100 new commencing places for the development of the University at Orange. These new places for Orange were instrumental in the agreement between Charles Sturt University and the University of Sydney (supported by both the Commonwealth and New South Wales State governments) for the transfer of the Orange Campus of the University of Sydney to Charles Sturt University, effective 1 January 2005. The transfer of Orange, combined with the new commencing places, will result in an increase in our Government funded places by around 1,500 full-time student equivalents (over 15% of our current Government funded load) in the next four years.

The increased revenue to the University from the Commonwealth resulting from funding of the University's actual, rather than its historical, course profile enabled us to decide not to increase the Student Contribution Fee (HECS) for 2005 while still maintaining financial sustainability, access, and quality learning and research environments. In relation to other components of the Higher Education Reforms, we were one of the leading institutions in the successful implementation of the new reporting and accountability requirements.

Our research performance continued to grow in 2004, with the improvement being recognised by the attainment of an additional star for research in the 2004 Good Universities Guide. The University's research centres underwent their three-year accreditation process, with the Institute for Land, Water and Society, the Australian Agricultural, Wine and Food Institute and the Centre for Applied

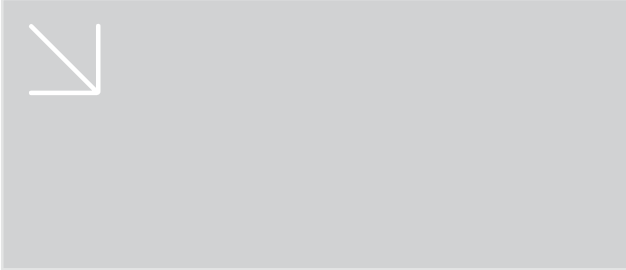
Philosophy and Public Ethics accredited as Centres of Research Excellence for three years beginning in 2005; the Centre for Research into Professional Practice, Learning and Education, Centre for Research in Complex Systems and Public and Contextual Theology accredited as Strategic Research Centres for three years beginning in 2005; and the Centre for the Application of Molecular Biology to International Agriculture accredited as an Affiliated Research Centre. This concentration of our research activity on a selected number of areas of demonstrated national and international strength, or strategic potential, is consistent with the Commonwealth's policy direction that universities focus on, and be funded by the Government to undertake research in, only those areas in which they have, or can achieve, demonstrated excellence.

An important development in 2004 was the establishment of the Wagga Wagga Agricultural Innovation Park as a joint initiative of Charles Sturt University and the New South Wales Department of Primary Industries. This initiative will reinforce the University's position as a major national provider of research and education related to agriculture by providing a critical mass of agriculturally-related expertise and facilities.

The University welcomed an audit panel of the Australian Universities Quality Agency to its Wagga Wagga Campus in July for the audit visit which is part of a five-year cycle of national audit of academic quality. More than 200 staff and students participated in the four-day visit. The Audit Report was publicly released in December, and the University received particularly positive comments on its regional engagement activities, student services, "One University" concept and governance practices.

I would like to thank both the staff and students of the University and the communities the University serves for their contribution to the success, and support of, the University in 2004.

Professor Ian Goulter
Vice-Chancellor



OUR STRATEGY

Charles Sturt University aims to be a bold and innovative leader in providing an accessible, adaptable and challenging learning environment to develop graduates and to undertake research that meets the needs of its regional, national and international communities.

The key values relevant to Charles Sturt University achieving its mission are:

- • The discovery, preservation, refinement and dissemination of knowledge through teaching, research and scholarly inquiry, which draw strength from each other;
- Social justice, equity of opportunity, tolerance, ethical conduct, and accountability;
- Intellectual independence and freedom of inquiry;
- Personal, regional, national and international enrichment;
- Economic, social and environmental sustainability; and
- Participation, cooperation and collaboration.

To strengthen our position as a leading provider of higher education, the University plans not merely to survive but to thrive.

The future direction of the University is built on the continuous enhancement and renewal of its academic activities and administrative and support services. This requires a disciplined commitment to our values and plans and, at the same time, the courage to act on opportunities and challenges with creativity and boldness.

The University's Strategic Plan sets out the mission and core values of the University, along with goals, strategies and performance indicators to guide the decisions of the University as a whole and its staff individually.

The four pillars on which the plan is built are:

- Learning and Teaching;
- Research;
- Regional Engagement; and
- Resource Management and Generation.

OUR ACHIEVEMENTS

LEARNING AND TEACHING

RESEARCH

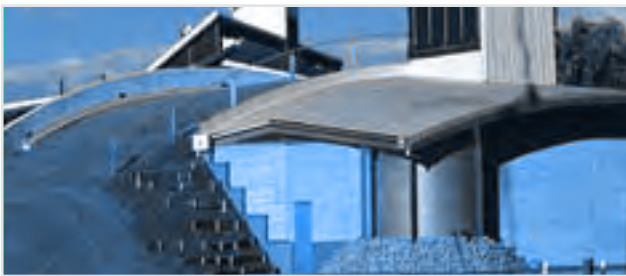
REGIONAL ENGAGEMENT

RESOURCE MANAGEMENT AND GENERATION

OUR STUDENTS

OUR PEOPLE

OUR ENVIRONMENT





LEARNING AND TEACHING

Charles Sturt University aims to produce graduates who are highly employable and recognised for their capacity for, and commitment to, service to the economic, social and cultural life of their communities, ethical conduct and continued personal and professional development.

In 2004, we continued to build on our key strengths in learning and teaching, expanding the flexible delivery of education programs to students via the internet and refining programs in priority areas of national and international significance.

GENERAL INDICATORS OF PERFORMANCE

In 2004, the University:

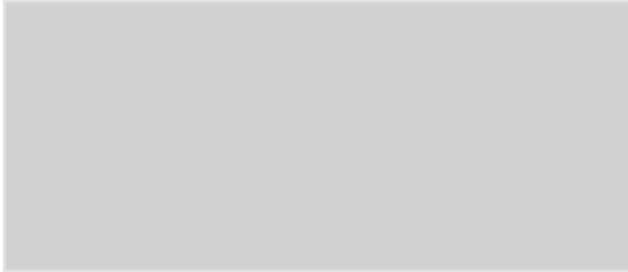
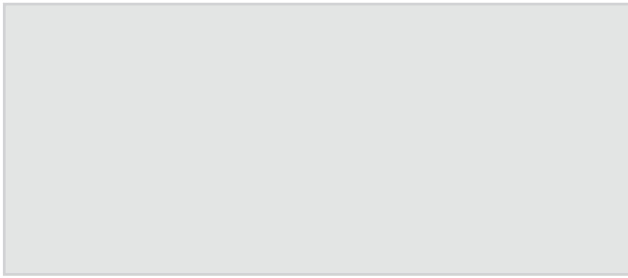
- Delivered over 78,000 distance education study packages in nearly 1,700 subjects to approximately 18,600 students across Australia and internationally;
- Provided online subject outlines in 98% of subjects by start of each session;
- Achieved success in the delivery of online services with 89% of distance education students visiting the University website at least once per month;
- Increased the number of assignments submitted electronically from 63% in 2003 to 65% in 2004;
- Expanded the use of online learning forums by 38% in the last year;
- Increased the number of pages viewed on the University's HSC Online site by nearly two million pages (9,308,843 pages in 2003 and 11,306,675 in 2004); and
- Continued to improve pathways for admission of TAFE students to university education, with almost 16% of commencing domestic students entering the University on the basis of TAFE qualifications in 2004, as compared with almost 14% in 2003.

KEY ACHIEVEMENTS 2004

Our key achievements for 2004 in learning and teaching include the following:

- Implemented new programs of advanced studies in leadership and management (policing) following a major review of core courses at the Australian Graduate School of Policing conducted in 2002-2003;
- Commenced implementation of programs and projects under the Student Experience Strategy. This is an ongoing program and will be a significant driver of a renewed focus on the student experience at the University. The Division of Student Services took a key role during 2004 in educating students about avoiding plagiarism, as part of the comprehensive Learning Skills program;

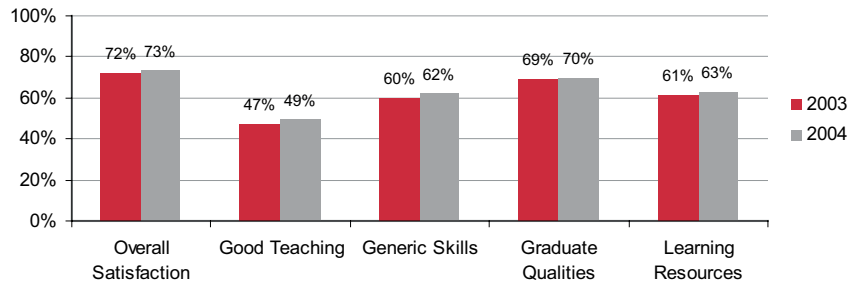
- Signed a Memorandum of Understanding for Academic Cooperation with TAFE NSW Western Institute;
- Completed a review of our Postgraduate Course Profile; and
- Developed a Guide for Flexible Publishing to assist academic staff with using flexible publishing as part of their learning and teaching practice, and enabling student access to online material not previously made available in other subject materials.
- Faculty of Arts:
 - Completed the review of the Human Services programs, resulting in approval for the introduction in 2005 of a four-year Bachelor of Social Work; and
 - Introduced the revised Associate Degree in Policing Practice.
- Faculty of Commerce:
 - Successfully registered of the Master of Accountancy program as an approved course under the Continuing Education Fund Scheme in Hong Kong.
- Faculty of Education:
 - Introduced the Master of Teaching (Primary) and reviewed our largest program, the Graduate Diploma of Education (Secondary); and
 - Developed the Master of Education (Inclusive Education) program with the Parramatta Catholic Education Office.
- Faculty of Health Studies:
 - Obtained full accreditation of the Bachelor of Pharmacy program from the New Zealand and Australian Pharmacy Schools Accreditation Committee;
 - Obtained provisional accreditation of the Bachelor of Health Science (Nutrition and Dietetics) from the Dietitian's Association of Australia. Provisional accreditation means that all graduates of the program are eligible to apply for membership of the Dietitian's Association of Australia with Accredited Practising Dietitian status. Full accreditation of the program is expected in 2005; and
 - The Graduate Diploma of Applied Science (Medical Ultrasound) and Master of Applied Science (Medical Ultrasound) programs were accredited for three years by the Australasian Sonography Accreditation Registry.
- Faculty of Science and Agriculture:
 - Received Federal Government approval to commence offering the Bachelor of Veterinary Sciences in 2005;
 - Introduced the Master of Information Systems Security program;
 - Consolidated the Bachelor of Agriculture, Bachelor of Agribusiness and Bachelor of Horticulture within a Bachelor of Science program that features specialisations in Agriculture, Animal Production, Agronomy and Irrigation; and
 - Developed a Forensic Chemistry major for the Bachelor of Science program.



CHALLENGES AND OPPORTUNITIES – 2005 AND BEYOND

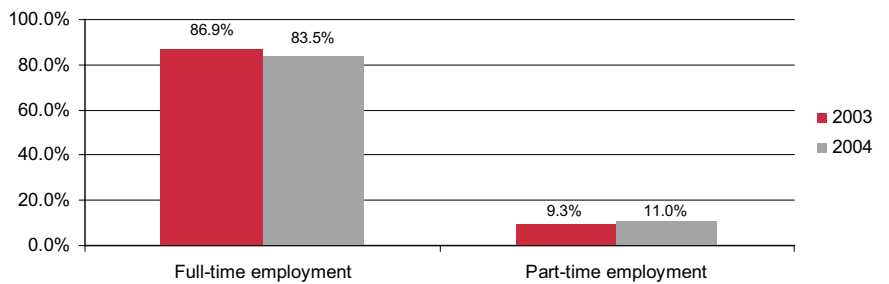
- Continue to improve overall student satisfaction with their educational experience through the ongoing rollout of the Student Experience Strategy;
- Implement the findings of the review of the Postgraduate Course Profile; and
- Continue to develop a leading-edge learning environment including working to ensure that all subjects have an online subject outline with links to e-resources.

Student Course Experience Questionnaire 2003 - 2004

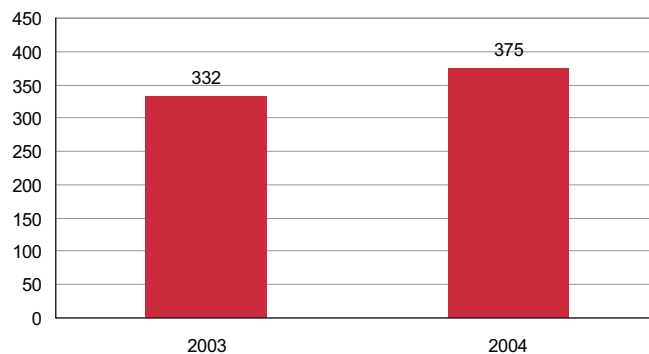


Bachelor of Communication (Advertising) students working with the University's student advertising agency Kajulu Communications won the International Advertising Association's (IAA) Big Idea Marketing Communications competition for the second year in a row. The team of six students – Rebecca Campbell, Melinda Altus-Richardson, Angus George, Leisl Holterman, Kristy Quin and Elaine Tan – won the award for their creative yet pragmatic approach to creating a campaign using limited resources for a national charity, Foodbank Australia.

Graduate Destination Survey 2003 - 2004



International Students On-Campus 2003 - 2004





The National Wine and Grape Industry Centre grew by admitting Deakin University to the partnership between the University, the Department of Primary Industries and the NSW Wine Industry Association

RESEARCH

Charles Sturt University aims to produce high quality research of significance to its regions and the professions, and of national and international distinction.

In 2004, the University continued to concentrate its research resources on areas that have regional and professional significance and which are (or have the potential to be) of national and international standing. We emphasised our broad commitment to the linkages between teaching, learning, professional practice and research by implementing strategies to attract high-quality staff and students, and supporting their participation in conferences and other professional activities.

GENERAL INDICATORS OF PERFORMANCE

In 2004, the University:

- Saw research income decrease from \$5.85 million in 2002 to \$5.44 million in 2003 (The 'decrease' is due mainly to a payment being made in 2004 to partners in the Centre for Applied Philosophy and Public Ethics from funds received in 2003);
- Increased refereed research publications from 380 in 2003 to 405;
- Received 124 rural and regional research grants;
- Increased the number of research-productive staff across the University from 178 in 2003 to 188; and
- Increased the research completion/attrition ratio for research students from 1.23 in 2002 to 6.92 in 2003.

KEY ACHIEVEMENTS 2004

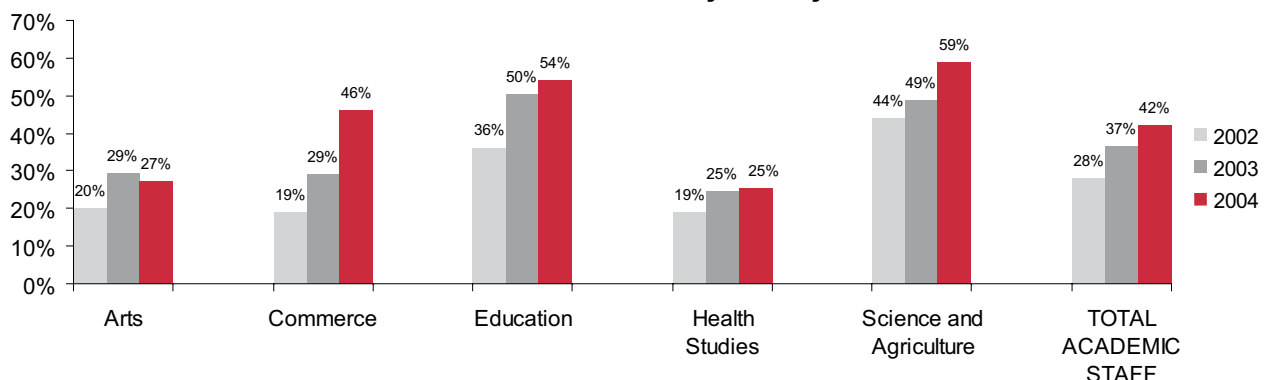
Our key achievements for 2004 in research include the following:

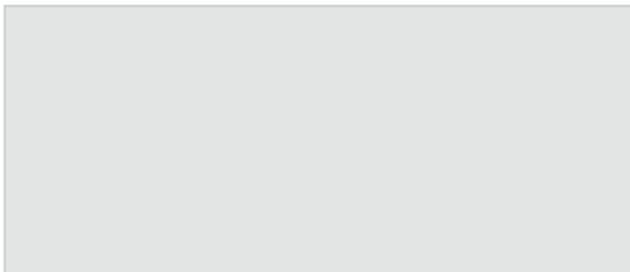
- Collaborated with the NSW Department of Primary Industries to form the Wagga Wagga Agricultural Innovation Park, which will bring together agricultural researchers from the University and the Department of Primary Industries;
- The National Wine and Grape Industry Centre grew by admitting Deakin University to the partnership between the University, the Department of Primary Industries and the NSW Wine Industry Association;
- Professor John Kleinig from John Jay College University of the City of New York took up a six-month joint appointment with the CSU-led Centre for Applied Philosophy and Public Ethics. This Centre is based in Canberra and is an Australian Research Council Special Research Centre;
- Projects were initiated as part of the University's involvement in the newly-formed Cooperative Research Centres in Irrigation Futures and Spatial Information; and
- Earned in excess of \$672,000 for 2004 from the Australian Research Council. Projects were undertaken in parasitic plants, ecology, unified agency, ethics, management, biology and education by 13 members of academic staff.

CHALLENGES AND OPPORTUNITIES - 2005 AND BEYOND

- Enhance research income and outputs (publications) with a balance between quantity and quality;
- Establish Designated Research Centres and Communities of Scholars; and
- Continue to appoint Key Researchers in areas of research strength and strategic importance.

Research Productive Staff by Faculty 2002-4





ARC SPECIAL RESEARCH CENTRE

Centre for Applied Philosophy and Public Ethics (with the Australian National University and Melbourne University)

COOPERATIVE RESEARCH CENTRES

- Cooperative Research Centre for Viticulture
- Cooperative Research Centre for Sustainable Rice Production
- Cooperative Research Centre for Plant-Based Management of Dryland Salinity
- Cooperative Research Centre for Irrigation Futures
- Cooperative Research Centre for Spatial Information

CENTRE OF RESEARCH EXCELLENCE

National Wine and Grape Industry Centre

DESIGNATED RESEARCH CENTRES

- Farrer Centre for Sustainable Food and Fibre Production
- Johnstone Centre for Natural Resources and Society
- Centre for Rural Social Research
- Centre for Cultural Research into Risk
- Centre for Research into Professional Practice, Learning and Education

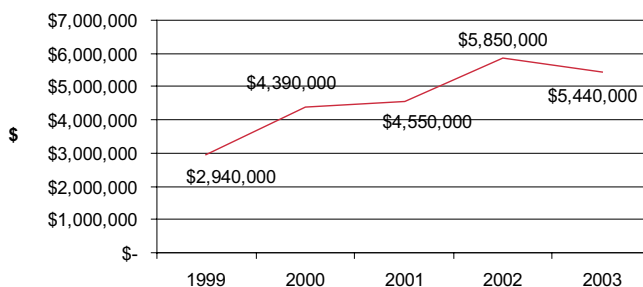
RESEARCH GROUPS

- Complex Systems
- Public and Contextual Theology
- Centre for the Application of Molecular Biology to International Agriculture

COMMUNITIES OF SCHOLARS

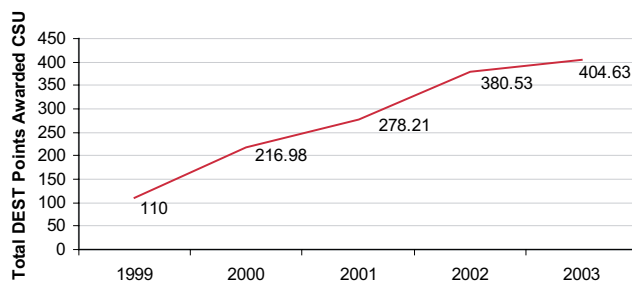
- Applications of Phenolic Chemistry
- Design, New Media, Visual and Performing Arts
- Diabetes Complications Research Group
- Economic Research into Sustainable Agricultural and Regional Development
- Gender, Women and Social Policy
- Matching Users with Information (Library and Information Management)
- Research in Vocational Education and Training (formerly Vocational Education and Training Research Group)
- Rural Speech Pathology Research Group
- Social Cognition Group

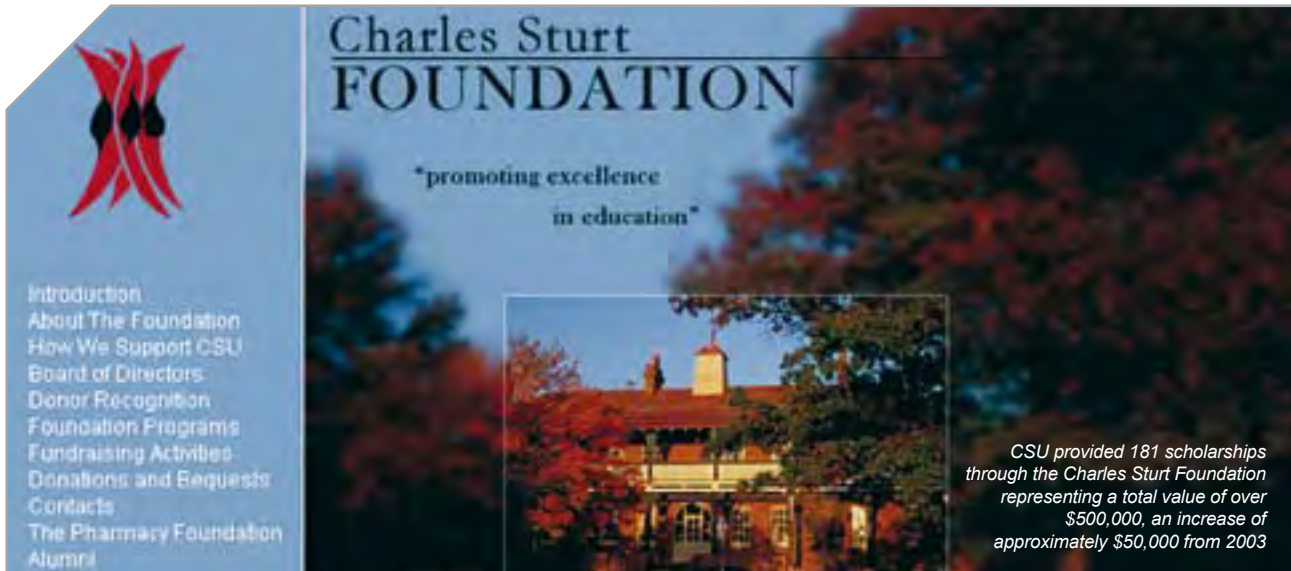
Research Income 1999 - 2003



The 'decrease' is due mainly to a payment being made in 2004 to partners in the Centre for Applied Philosophy and Public Ethics from funds received in 2003.

Weighted Publications





REGIONAL ENGAGEMENT

CHARLES STURT UNIVERSITY AIMS TO UNDERTAKE DYNAMIC AND SUSTAINABLE REGIONAL ENGAGEMENT

The University has an important role in the social, educational and economic development of the regions it serves. Throughout 2004 the University continued to develop and maintain strategies to ensure a high level of effective engagement with its regional communities, particularly in central, western and south-western New South Wales and north-eastern Victoria.

GENERAL INDICATORS OF PERFORMANCE

In 2004:

- The proportion of internal students from our region who enrolled with the University was 41%;
- The proportion of distance education students from our region who enrolled with the University was 30%;
- The proportion of students from our region who enrolled with the University and studied on campus was 70%;
- Admitted 103 students through the Principals' Report Entry Program (this Program allows applicants from secondary schools in the University's immediate regions the opportunity to gain admission on the basis of a School Principal's Report);
- Admitted 32 Indigenous students through the Koori Admissions Program; and
- Admitted 1240 Commonwealth supported students on the basis of TAFE qualifications (approximately 16% of the commencing cohort).

KEY ACHIEVEMENTS 2004

Our key achievements for 2004 in regional engagement include the following:

- Sponsored the Dubbo Photographic Competition and Exhibition at the Dubbo Campus, receiving 120 entries from across the State;
- Expanded CSU Community Education to include Dubbo and Broken Hill;
- Developed guidelines for use of the University's library by Year 11 and 12 students and teachers from schools in our region. The scheme will be available to all schools in our regions and offers access and borrowing rights for the print collections of the University, as well as special information sessions delivered at no cost to the schools. An agreement to pilot the scheme was signed between the University and The Riverina Anglican College;

- Hosted the 14th Australian Weeds Conference involving 350 delegates from around Australia and overseas. This was the first time this conference had been held outside the metropolitan area;
- Signed a Memorandum of Understanding with the NSW Department of Community Services to further the professional development of social workers and social welfare workers in the western region of NSW;
- Provided 181 scholarships through the Charles Sturt Foundation representing a total value of over \$500,000, an increase of approximately \$50,000 from 2003;
- Developed a new website, The Woodland Web, to store and distribute articles describing recent research on the ecology, conservation, management and restoration of native woodlands and grasses. The website is designed as a resource for the general community, school students, Landcare and bush regenerators;
- Awarded an Australian Vice-Chancellors' Committee Research Grant valued at over \$90,000 to fund an Offshore Quality Project. The project will concentrate specifically on partnership arrangements in China and Indonesia in examining factors affecting partner choice in trans-national education in Asian countries;
- Established Regional Consultative Committees on each main campus to provide advice to the Vice-Chancellor on regional engagement initiatives and relationships with local communities. Regional Consultative Committees comprise the Head of Campus for that region; a member of the University Council; and six members of the community;
- The Charles Sturt Pharmacy Foundation was inaugurated at a dinner held in October. The Pharmacy Foundation was developed to support the University's Pharmacy course, which was established in 1997 with the primary aim of addressing the shortage of pharmacists in rural areas. The Pharmacy Foundation has supported the development of this course by contributing to the establishment of suitable facilities on the Wagga Wagga Campus and providing scholarships for students, along with other initiatives. This is made possible by the financial support provided to the Pharmacy Foundation by the community, pharmacists, staff, alumni and industry. The Pharmacy Foundation sits within the framework of the Charles Sturt Foundation, but operates independently of the University and is governed by a Management Committee that has legal responsibility for its operation;
- Delivered allied health clinic services into local communities, including the Respiratory and Nutrition Clinics supported by the School of Biomedical Sciences at Wagga Wagga;



CSU sponsored the Dubbo Photographic Competition and Exhibition at the Dubbo Campus, receiving 120 entries from across the State. Photo: Melissa Clarke.

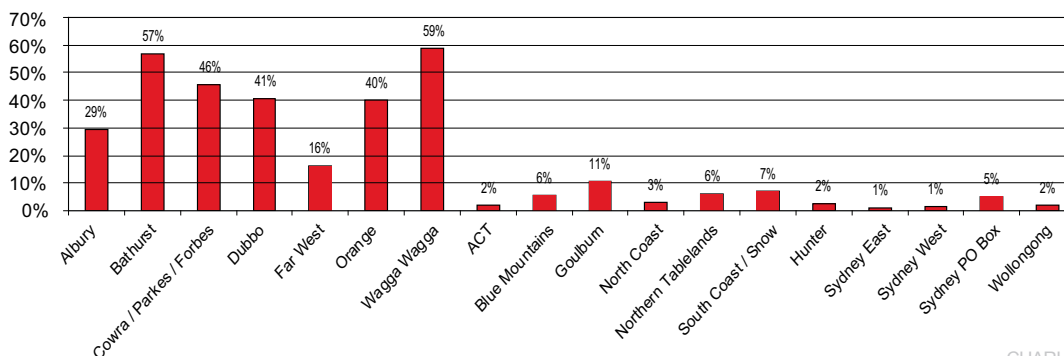
- Provided commercial and research testing services to councils, industry, individuals, researchers and students through the University's affiliated Environmental and Analytical Laboratories;
- Exhibited the artwork of students and practising artists at the Wilson Street Gallery (Albury), the Albury Regional Art Gallery, and the HR Gallop Gallery (Wagga Wagga);
- Hosted Arts OutWest, a joint initiative with the NSW Ministry for the Arts and local government councils that promotes, facilitates and advocates for arts and cultural development for the communities of the central west region of NSW;
- Provided community radio services to the Bathurst and Orange districts through the University's radio station 2MCE FM involving students studying journalism, theatre media, advertising and media production;
- Expanded the public lecture series held on our main campuses and in centres such as Cowra, Goulburn, Tumut, West Wyalong, Temora, Coonabarabran, Tumbarumba and Deniliquin, to include Broken Hill and Sydney;
- Showcased original new films and theatre works by the University's theatre media students during the Sprung Festival at Bathurst;
- Conducted science summer schools for regional HSC students through the Faculty of Science and Agriculture;
- Completed an external review of the Indigenous Education Centre; and
- Launched the Australian Fossil and Mineral Museum, incorporating the Somerville Collection in Bathurst, in conjunction with Bathurst City Council.

CHALLENGES AND OPPORTUNITIES - 2005 AND BEYOND

- Continue to implement the University's new regional engagement strategy;
- Implement the recommendations of the external review of the Indigenous Education Centre; and
- Take a leadership role in the development of Technology Parks in Bathurst, Wagga Wagga and Albury-Wodonga.

The Faculties of Arts and Commerce, through the Centre for Rural Social Research, were involved in a major cross-disciplinary research project funded by the NSW Premier's Department and the NSW Department of Primary Industries, that focused on the impact of the drought in three diverse rural communities from NSW. Farm families, small business owners, service providers and community members from Bourke, Condobolin and Deniliquin were interviewed, with findings painting a grim picture of increasing debt levels, stress, isolation, declining health and job losses in farm families, small businesses and rural communities in general. The CSU news release prompted widespread media coverage, and the University has received requests for the report from across Australia, including Federal and State government agencies, community groups and individual researchers.

Total Internal Enrolments at CSU by Region 2003 (as a percentage of all university enrolments from those areas)





RESOURCE MANAGEMENT AND GENERATION

To pursue effective resource management and generation strategies to deliver desired outcomes in Learning and Teaching, Research and Regional Engagement, giving appropriate consideration to medium and long-term objectives and strategic priorities.

During 2004, the University continued to strengthen its financial position through continuous organisational improvement, underpinned by enhanced planning and review processes and more rigorous reviews of performance.

GENERAL INDICATORS OF PERFORMANCE

In 2004, the University:

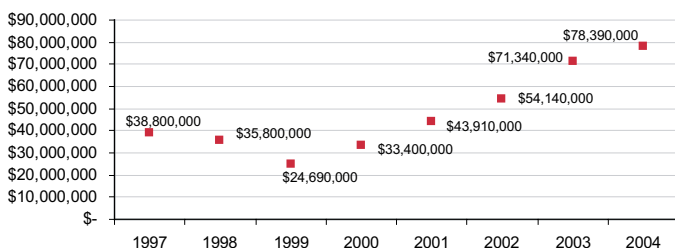
- Received 60,835 contacts from prospective students and performed equal to, or better than, key industry benchmarks through info.csu, the University's contact centre;
- Increased total University revenue from \$206.1 million to \$207.2 million, an increase of 0.52%;
- Increased total investment income from \$3.7 million to \$5.3 million, an increase of 44%;
- Continued to promote a fair work environment with more than 87% of all continuing and fixed-term staff completing online equal opportunity training;
- Reduced reliance on Commonwealth funding as a proportion of total revenue to 31.7%;
- Increased income from domestic students by 7.6%;
- Increased income from international students by 11.5%;
- Increased the non-operating surplus from \$16.9 million to \$92.8 million; and
- Increased cash reserves from \$71.3 million to \$78.4 million.

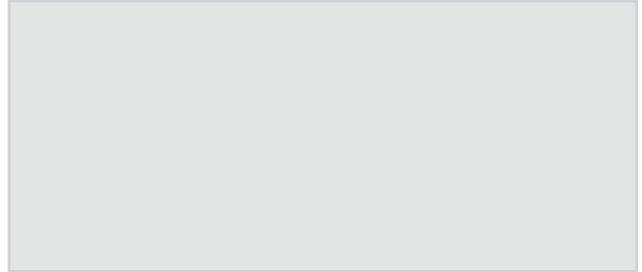
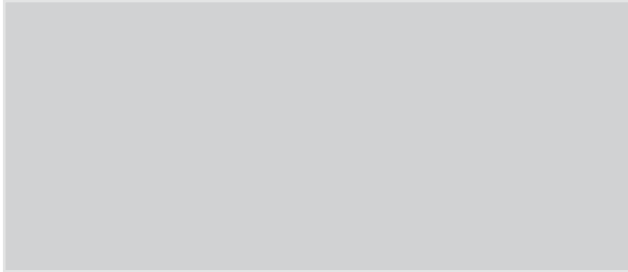
KEY ACHIEVEMENTS 2004

Our key achievements for 2004 in resource management and generation include the following:

- Received \$1.14 million in funding from the Commonwealth Government under the Capital Development Pool scheme for the extension of facilities at Orange;
- Developed the new Equal Opportunity and Affirmative Action management plans;
- Introduced the Banksia Women in Research Program, providing scholarships to women for completion of PhDs, research and seminars;
- Introduced a strategy to increase female applicants for senior appointments through the development of search plans;
- Delivered copyright compliance training on all campuses, focusing on how compliance issues can best be managed in relation to teaching materials. The Division of Library Services manages the central compliance database for electronic versions of teaching materials;
- Revised the Study Time Scheme for General Staff;
- Developed new guidelines as part of the Rewards and Recognition Scheme for General Staff, including the Professional Experience Scheme; the Postgraduate Study Support Scheme for General Staff; the Internal Staff Secondment Scheme; and the Vice-Chancellor's Award for Excellence (General Staff);
- Implemented the revised Special Studies Program for academic staff;
- Completed Stage One of the review of academic workloads;
- Introduced International Financial Reporting Standards;
- Restructured the renamed Division of Facilities Management to establish the structure and operating processes required to ensure the quality of the University's facilities continues to improve and grow at the necessary pace;
- Received \$1.06 million, and a further supplementary \$1 million, in funding from the Commonwealth Government for development of information technology infrastructure as part of the Australian Research and Education Network;

Trend in Cash Holdings 1997 - 2004





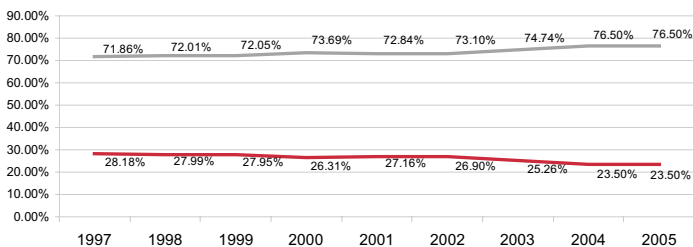
- Signed a Reciprocal Access and Borrowing Agreement with the library of the NSW TAFE Riverina Institute, which allows staff and students of each institution to use the resources of each other's libraries. This agreement significantly extends the range of materials available to the University's staff and students, and complements an identical agreement with the Canberra Institute of Technology;
- Acknowledged the results of a recent review of the University's library services against industry benchmarks, which found that we are at the leading edge of libraries in the areas of communication, service quality, service delivery and quality of library staff. The University was also found to be above the median for libraries in the area of facilities and equipment;
- Developed new guidelines for the Professional Enhancement Program for Senior and Executive Managers;
- Completed an external review of the Indigenous Education Centre;
- Commenced the refurbishment of the Veterinary Science Laboratory on the Wagga Wagga Campus;

- Commenced the refurbishment of the Human Movement Laboratory and construction of the Biomechanics Laboratory on the Bathurst Campus;
- The Office of Planning and Audit coordinated the University's Australian Universities Quality Agency audit; and
- Collated and published information to gauge general performance against the University's Strategic Plan.

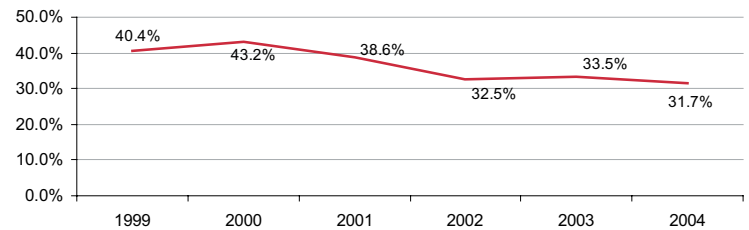
CHALLENGES AND OPPORTUNITIES - 2005 AND BEYOND

- Undertake a business process review (including enhancement of risk management and compliance procedures) to increase efficiency;
- Investigate the development of a totally internet protocol-based network for voice, video and internet protocol communications;
- Develop and implement a digital resource management system for the University including copyright compliance and intellectual property rights management; and
- Develop an online admissions system, including an online information system for staff.

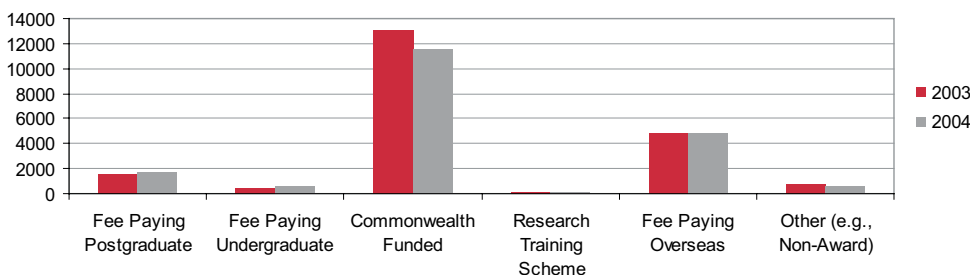
Trend in Expenditure on Academic and Administrative Activities 1997 - 2004



Commonwealth Operating Grant Funds as a Percentage of Total Revenue 1999 - 2004



Students by Funding Source 2003 - 2004





Over the past ten years, the University has graduated over 56,000 students, over 9,400 of whom have been international students.

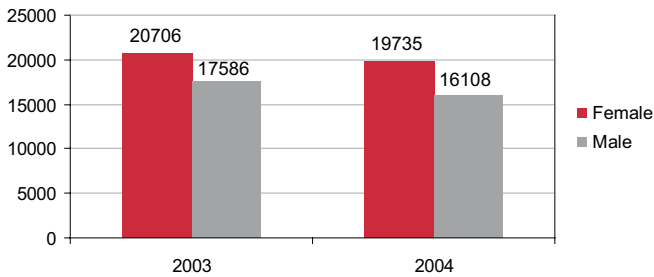
OUR STUDENTS

Charles Sturt University currently has 35,843 students who are enrolled in 432 courses. Over the past 10 years, the University has graduated over 56,000 students, over 9,400 of whom have been international students.

In 2004:

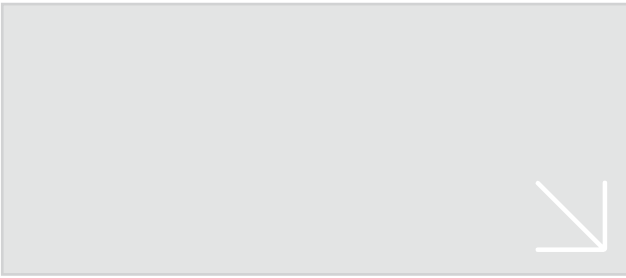
- 8,569 students attended the main campuses;
- 18,607 studied by distance education;
- 8,541 were in partnership arrangements (both in Australia and overseas);
- The majority of students (24,213) were enrolled in undergraduate courses;
- 9,038 were pursuing postgraduate study by coursework;
- 390 were research higher degree students;
- 55.1% of students were women and 44.9% men;
- 40% of domestic students came from regional NSW;
- 861 students with disabilities were enrolled;
- Around 70% of on campus students were aged under 24 years;
- Around 50% of distance education students were aged over 30 years; and
- The top five countries of origin for overseas students were Malaysia, China, the United Kingdom, Canada and Hong Kong.

Gender of Students 2003-2004



CPA Australia Public Sector Scholarship for 2004

Two students from the Faculty of Commerce have won the CPA Australia Public Sector Scholarships for 2004. The scholarship applies to the Charles Sturt University CPA MBA (Public Sector Management) program and is proudly sponsored by CPA Australia's Board Public Sector Committee.



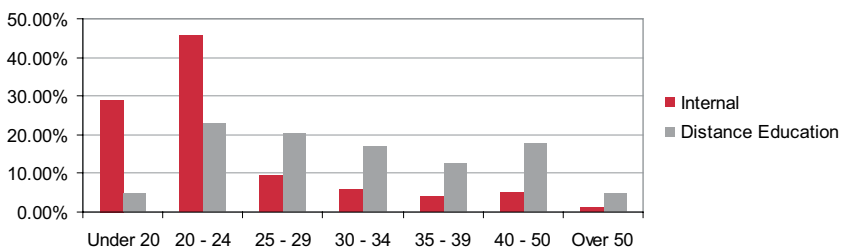
KEY STUDENT STATISTICS 2004

STUDENT HEADCOUNT 2003-2004 (31 AUGUST 2004)

		Internal					Distance Education	Internal & Distance Education		Total
		Albury	Bathurst	Dubbo	Wagga	Other		3rd Party	CEP	
All Students	2004	1705	3104	389	3371	126	18607	6291	2250	35843
	2003	1649	3063	363	3199	124	19907	6362	3625	38292
Commencing Students	2004	608	1256	146	1358	58	7879	2264	364	13933
	2003	613	1338	147	1346	48	8960	2678	1000	16130

Constable Education Program, NSW Police: Numbers recruited to the course depend on the recruitment requirements of NSW Police.

Age of Domestic Distance Education and Internal Students as a Percentage of Total - 2004



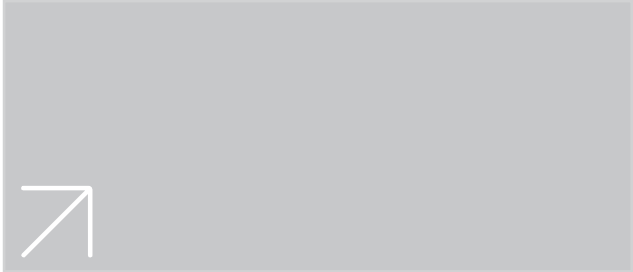
INTERNATIONAL STUDENTS BY MAIN COUNTRIES OF ORIGIN
2004 (31 AUGUST 2004)

Country of Origin	Location	2004	% of Total International Students
Malaysia	offshore	3392	41.78%
	onshore	137	
China (excluding Taiwan)	offshore	1184	16.39%
	onshore	200	
United Kingdom	offshore	781	9.50%
	onshore	21	
Canada	offshore	630	7.70%
	onshore	20	
Hong Kong	offshore	538	7.08%
	onshore	60	
India	offshore	82	3.02%
	onshore	173	
Singapore	offshore	185	2.25%
	onshore	5	
Indonesia	offshore	12	1.78%
	onshore	138	
Sri Lanka	offshore	77	1.27%
	onshore	30	
United States of America	offshore	43	0.81%
	onshore	25	

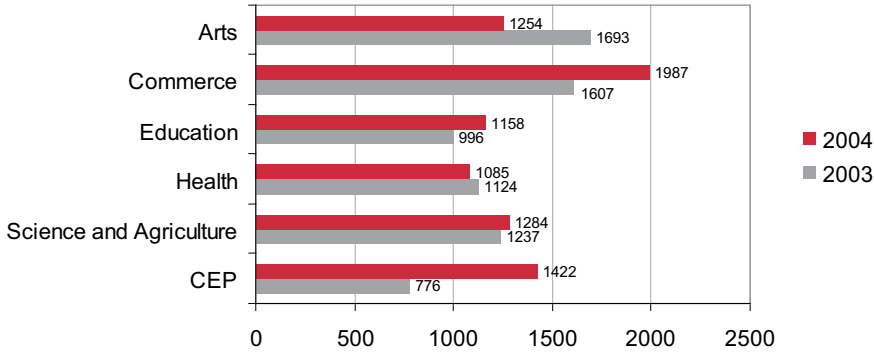
Japan	offshore	23	0.67%
	onshore	34	
Papua New Guinea	offshore	47	0.57%
	onshore	1	
Bangladesh	offshore	2	0.56%
	onshore	45	
Thailand	offshore	24	0.54%
	onshore	22	
South Africa	offshore	36	0.51%
	onshore	7	
Korea, Republic of (South)	offshore	3	0.39%
	onshore	30	
Cambodia	offshore	21	0.33%
	onshore	7	
Vietnam	offshore	1	0.32%
	onshore	26	
Taiwan	offshore	3	0.30%
	onshore	22	

CHALLENGES AND OPPORTUNITIES – 2005 AND BEYOND

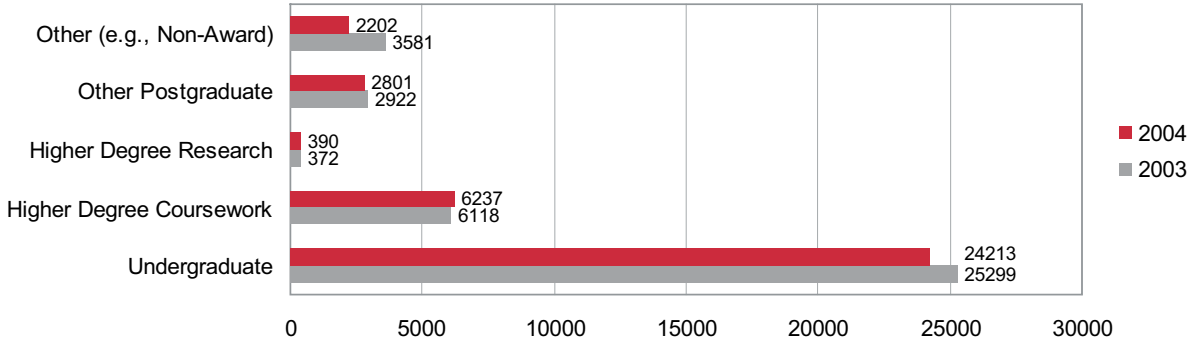
- Continue to improve overall student satisfaction with their educational experience through the ongoing rollout of the Student Experience Strategy.



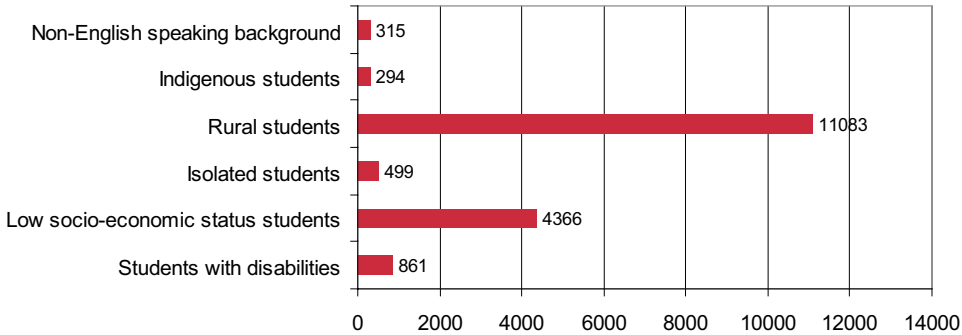
Total Student Completions by Faculty 2003-2004



Students by Degree Type 2003-2004



Number of Students by Equity Group 2004





Dr Shahbaz Khan is part of a team of researchers leading the University's focus on research excellence in land and water management in Australia.

OUR PEOPLE

Charles Sturt University recognises the quality of its services and its capacity to deliver ongoing improvement are dependent upon its ability to attract, retain and develop its people. The maintenance of an inclusive and enriching work environment which is "family friendly" and where staff are valued and given opportunities for continued professional development is considered fundamental to staff retention, satisfaction and productivity.

Staff participation in professional development and performance management programs is a key performance indicator in the Strategic Plan. 2004 saw significant progress in the provision of an integrated staff development program by the University's multiple staff development providers, including the establishment of an integrated staff development calendar for 2005 with a facility for online registration. A new Induction and Development program was implemented in 2004, along with an increased emphasis on the importance of Leadership and Management development. A Leadership and Management Development session was conducted for the Heads of School Forum by the Australian Vice-Chancellors' Committee on the Wagga Wagga Campus, and Leadership and Management Discussion Series seminars were held on each of the main campuses. The University was also pleased to announce in September the names of 14 successful applicants (eight general and six academic staff) for its new Graduate Certificate in University Leadership and Management, commencing in 2005. Strategic initiative funding of \$32,500 was also received for the Women in Leadership program.

Performance Management for executive staff, Heads of School, middle managers and general staff has been in place since 2002. The Performance Management scheme was extended to academic staff in July 2003. As at December 2004, 87% of eligible academic staff had engaged in a performance management review.

In 2004, the University had 548 academic and 960 general staff, as well as 249 full-time equivalent (FTE) casual staff in 2003. Staff costs were maintained at around 60% of revenue in 2004, consistent with the University's target rate. The University continues to encourage

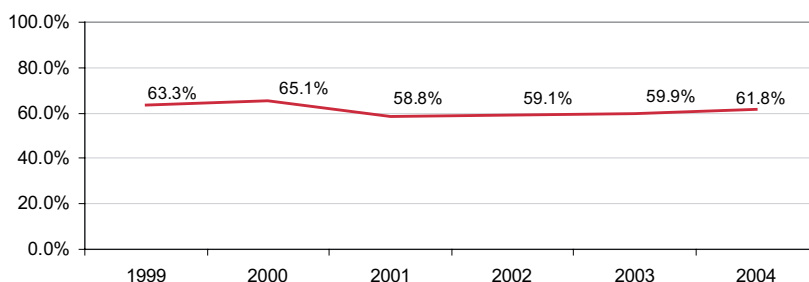
women to take up academic appointments, making progress in this area with 42% of all academic positions held by women in 2004, as compared with 38% in 2003.

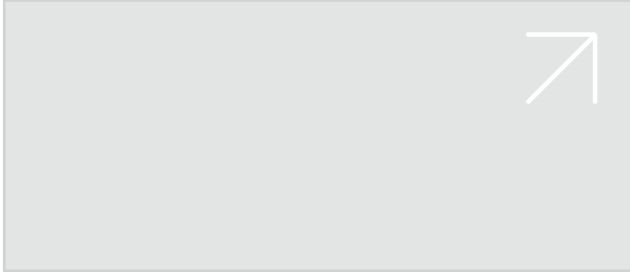
CHALLENGES AND OPPORTUNITIES – 2005 AND BEYOND

- Continued implementation of the Leadership and Management Development Framework;
- Implementation of workforce planning in conjunction with the review of the exit survey strategy;
- Review of progress since the 2003 Staff Climate Survey and preparation for the 2005 Staff Climate Survey;
- Introduction of the Indigenous Employment Strategy;
- Evaluation and review of the implementation of the Induction and Development program for all staff; and
- Work with senior managers to consider recommendations of the Australian Universities Quality Agency's audit in relation to enhancing organisational development and building organisational capacity.

The Faculty of Health Studies contributes significantly to the provision of quality health professionals in Australia, with most of its graduates choosing to stay and practice within regional areas. In recognition of its success in meeting the acute shortage of pharmacists in regional and rural areas, the Faculty has appointed the first Foundation Chair in Rural Pharmacy in Australia. The Professorial appointment is part of the NSW State Government's action plan to ease the rural health services shortage. Professor Patrick Ball has been appointed Chair, Rural Pharmacy, and takes up the position in February 2005.

Staff Costs as a Percentage of Total Revenue 1999 - 2004

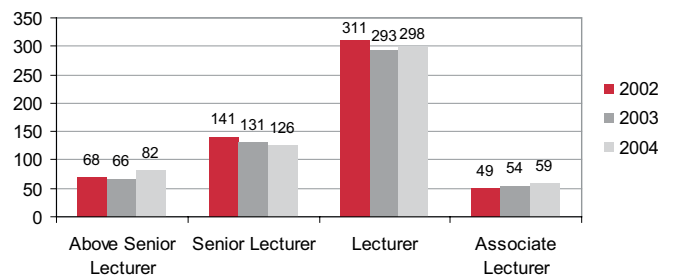




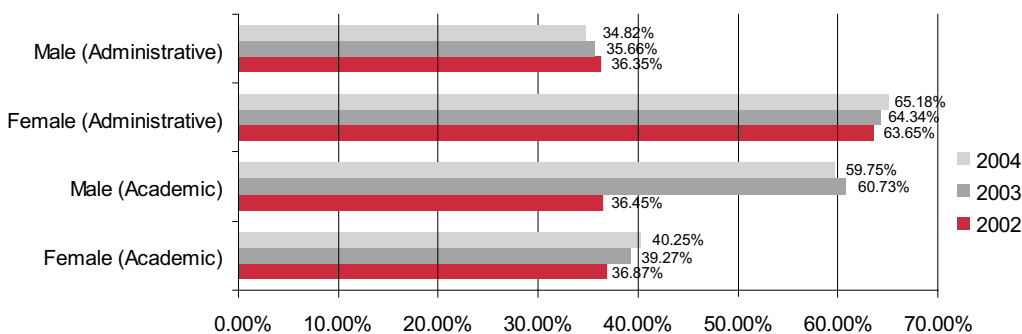
STAFF ACHIEVEMENTS

- Deborah Clarke was awarded a NSW Minister for Education and The Australian College of Educators' (ACE) Quality Teaching Award.
- Dr Steve Clarke was jointly awarded a \$10,000 Eureka Prize for Research in Ethics with Dr Justin Oakley of Monash University. The prize was awarded for the researchers' exploration of the ethics of giving patients the right to assess their surgeon's clinical performance history.
- Dr Troy Heffernan was awarded the 2004 Pearson Education Australia and New Zealand Marketing Academy (ANZMAC) Marketing Educator of the Year award.
- Associate Professor Michael O'Mullane was awarded a best paper prize by the European Academy of Management at its conference held at the University of St Andrews, Scotland. The paper examined the relationship of corporate governance and organisational leadership, and considered the processes of development and maintenance of leadership capacity within organisations which can be linked with governance.
- Associate Professor Leonora Ritter was awarded a Higher Education Research and Development Society of Australasia (HERDSA) fellowship "on the basis of a peer assessed portfolio demonstrating achievement of the HERDSA standards for quality teaching".
- Associate Professor Dirk Spenneman was awarded a Governor's Humanities Award by the Commonwealth of the Northern Mariana Islands for his research and publications on German colonial history of the country around the turn of the 20th Century.

Academic Staff by Level 2002 - 2004



Academic and General Staff by Gender 2002 - 2004





The Thurgoona Campus at Albury Wodonga continues to attract many visitors keen to experience firsthand its commitment to sustainability through the use of environmentally sustainable concepts such as large, rammed earth, naturally ventilated buildings.

OUR ENVIRONMENT

Charles Sturt University has recorded notable achievements in the environmental area for 2004. The University has continued to focus on adopting a holistic approach in the planning, design, construction and operation of its new facilities. Passive design techniques associated with low energy technologies, minimising the consumption of scarce resources in the choices of materials and having regard to the social and environmental costs and benefits, are routine rather than exceptional factors in the construction of new facilities. Ongoing developments at the campuses at Thurgoona and Dubbo are examples of this approach to sustainable development.

The Division of Facilities Management has appointed an Environmental and Energy Manager who has responsibility for these areas throughout the University. A particular focus of the appointment is the development and implementation of many facets of sustainability, ranging from greenhouse gas reduction to energy-efficient building design.

THE SUSTAINABLE CAMPUS

Charles Sturt University continues to demonstrate its commitment towards the environment by establishing environmental strategies to conserve energy in the development of its new facilities; the application of environmentally sustainable concepts in land use and development; and protection of the natural environment and its biodiversity.

A number of environmental interest groups have been formed within the University. The student-based "Environeet" group at the Albury-Wodonga Campus has been active on the campus grounds, where over 1,000 trees have been planted and mulched. The students of Kajulu Communications, the University's award-winning student advertising agency, have developed a plan covering a number of strategies and humorous posters all aimed at reducing private car use.

The Thurgoona Campus at Albury-Wodonga continues to attract many visitors keen to experience firsthand its commitment to sustainability through the use of grey water treatment beds and composting toilets. The staff and students enjoy the environmental benefits of the large, rammed earth, naturally-ventilated buildings and appreciate the achievements of the grounds staff in providing handmade outdoor settings crafted from recycled timber.

Water use is becoming an increasingly important issue across all campuses. The careful planting at Thurgoona, combined with water harvesting in tanks and dams, has resulted in a very low water-use campus. Rainwater collected on the Dubbo Campus is used in the evaporative cooling system.



The Environmental Management Committee on Bathurst Campus has instituted the use of 100% recycled paper campus wide and 154 tonnes of paper and cardboard have been recycled.



ENERGY MANAGEMENT

The University has entered into an agreement with the Department of Energy Utilities and Sustainability (DEUS) to reduce energy use at the Bathurst Campus by 20%. This project, coupled with the removal of the coal-fired water heating system in 2005, is expected to save a total of over 5,000 tonnes of carbon dioxide emissions annually. The Division of Facilities Management is also developing a University-wide energy monitoring network, coupled with smart control systems to further reduce greenhouse gas emissions.

WASTE MANAGEMENT

The Environmental Management Committee on Bathurst Campus has instituted the use of 100% recycled paper campus-wide, and 154 tonnes of paper and cardboard have been recycled.

CHALLENGES AND OPPORTUNITIES – 2005 AND BEYOND

- Promotion of biodiversity on all campuses;
- Reduction and mitigation of University greenhouse gas production;
- Rigorous sustainable development in all new buildings;
- Reduction in water use; and
- Further development of an environmentally-aware culture amongst staff and students.



Left to right:
Mr Lawrence Willett, AO
(Chancellor) and
Professor Ian Goulter
(Vice Chancellor)

CORPORATE GOVERNANCE

The University Council is the governing body of the University and comprises parliamentary, official, appointed and elected members as required under the Charles Sturt University Act 1989.

The Council has 19 members, with 11 external appointees (the Chancellor, eight appointed and two parliamentary). Internal appointments consist of the Vice-Chancellor, the Chair of the Academic Senate, one Head of Campus, three members elected by staff and two members elected from the student body. The Council meets at least five times each year.

ROLE OF THE COUNCIL

The Council acts “for and on behalf of the University” and “has control and management of the affairs of the University” (as stated in the Charles Sturt University Act 1989). It has authority to act in “all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University”.

COMMITTEES OF THE COUNCIL

With the introduction of the Corporate Governance Charter in 2004, the Council established a new committee structure to support it in the oversight of the University and the implementation of the University's strategic objectives (Figure 1). This new committee structure incorporates the functions of the previous committees, which have been discontinued.

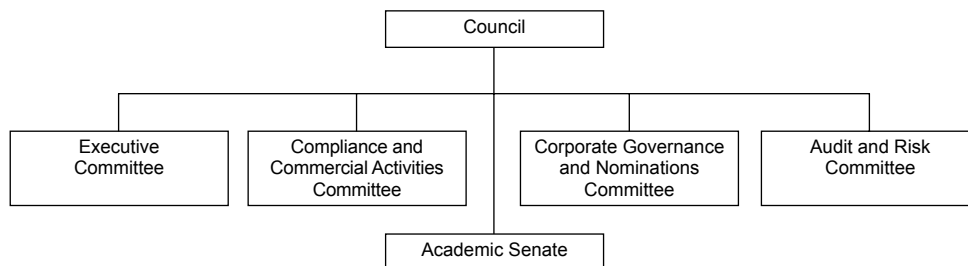
Executive Committee

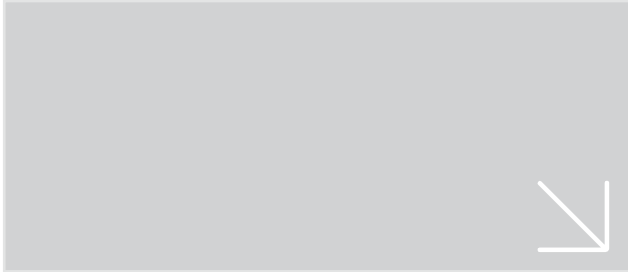
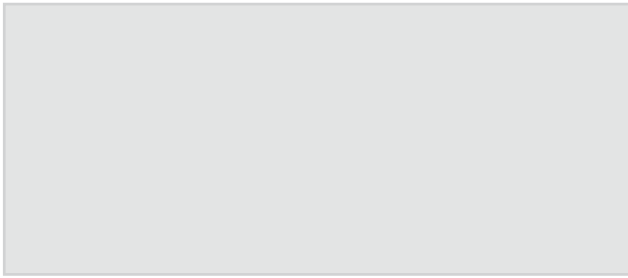
Object – to make decisions on behalf of the Council between meetings of the Council.

Membership

Mr Lawrence Willett, AO (Chair) (term ends 3 December 2006);
Mr A Ian Macintosh (term ends 30 June 2007);
Professor Ian Goulter (term ends 30 June 2006);
Professor David Green (term ends 30 June 2005);
Dr Geoff Wise (term ends 30 June 2005);
Ms Susan Benedyka (term ends 30 June 2005); and
Dr Robert Allen (term ends 30 June 2005).

FIGURE 1: CSU COUNCIL COMMITTEES





Audit and Risk Committee

Object – to oversee audit and risk management within the University.

Membership

Mr William Hanrahan (Chair) (term ends 30 June 2005);
Mr Angelos Frangopoulos (term ends 30 June 2005); and
Ms Kathryn Pitkin (term ends 30 June 2005).

Compliance and Commercial Activities Committee

Object – to oversee compliance and commercial activity within the University.

Membership

Ms Patricia Murphy (Chair) (term ends 30 June 2005);
Mr John Mahon (term ends 30 June 2005); and
Ms Natasha Wright (term ends 30 June 2005).

Corporate Governance and Nominations Committee

Object – to make recommendations to Council concerning policies and procedures relevant to corporate governance within the University, including senior executive remuneration; to oversee the operation of Council; and to make recommendations to Council on nominees for honorary awards of the University.

Membership

Mr Lawrence Willett, AO (Chair) (term ends 3 December 2006);
Mr Ian Macintosh (term ends 30 June 2007); and
Ms Susan Benedyka (term ends 30 June 2005).

DISCONTINUED COMMITTEES

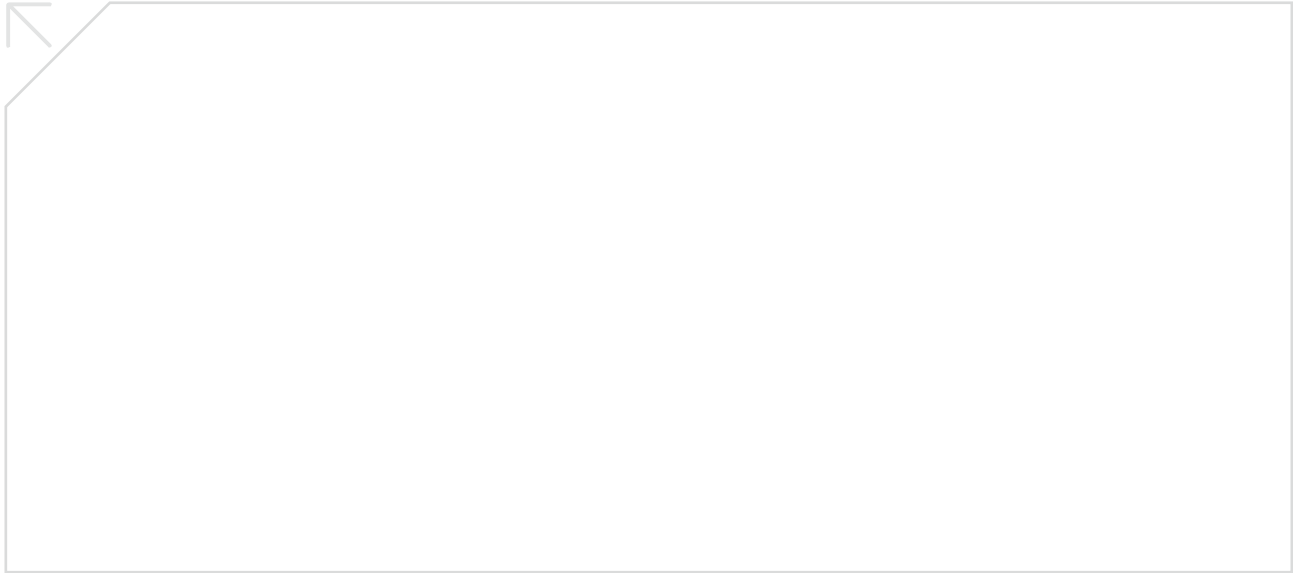
Standing Committee;

Finance Committee;

Audit Committee;

Honorary Awards Committee; and

Graduate Nominations Committee.



THE ACADEMIC SENATE

The Academic Senate provides advice to Council and the Vice-Chancellor on all academic matters relating to teaching, scholarship and research relevant to the University. It is responsible for assuring the quality of learning and teaching by developing and implementing appropriate policies (including course accreditation and periodic reviews), and providing advice on the teaching and research profiles of the University. Academic Senate undertakes its functions as a committee of the Council and has a number of committees to assist it with specialist functions.

The Academic Senate framework provides a system for policy formulation and implementation through Faculties, Schools and research centres and groups.

The membership of the Academic Senate in 2004 comprised:

ACADEMIC SENATE

Professor David Green (Chair);
Professor Ian Goulter (Vice-Chancellor);
Professor David Battersby (Deputy Vice-Chancellor [Administration]);
Professor Ross Chambers (Deputy Vice-Chancellor [Academic]);
Professor Paul Burnett (Pro-Vice-Chancellor, Research and Graduate Training);
Professor Lyn Gorman (Dean, Faculty of Arts);
Professor John Hicks (Dean, Faculty of Commerce);
Professor Bob Meyenn (Dean, Faculty of Education);
Professor Mark Burton (Dean, Faculty of Health Studies);
Professor Jim Pratley (Dean, Faculty of Science and Agriculture);
Ms Shirley Oakley (Executive Director, Division of Library Services);
Ms Barbara Lawrence (Director, Division of Student Services);
Associate Professor Erica Smith (School of Education, Faculty of Education) (term commenced 7 April 2004);
Associate Professor Marion Tulloch (Director, Centre for Enhancing Learning and Teaching);
Associate Professor Leonora Ritter (Head of School of Social Sciences and Liberal Studies, Faculty of Arts);
Associate Professor Greg Walker (Head of School of Marketing and Management, Faculty of Commerce);
Associate Professor Jo-Anne Reid (Head of School of Teacher Education, Faculty of Education);

Associate Professor Geoff McKenzie (Head of School of Clinical Sciences, Faculty of Health Studies);

Associate Professor Susan Moffatt (Head of School of Information Technology, Faculty of Science and Agriculture);

Mr Jack Cannon (Postgraduate Student) (term ended 2 June 2004);

Ms Saide Gray (Postgraduate Student) (term commenced 3 June 2004);

Mr David Dorman (Undergraduate Student) (term ended 6 April 2004); and

Mr Stephen Boxwell (Undergraduate Student) (term commenced 7 April 2004).

MANAGEMENT

The Vice-Chancellor, as Principal Executive Officer, is accountable to Council for the management of the University. The Vice-Chancellor is supported by the Senior Executive Group and a number of advisory committees.

The Senior Executive Group is a forum of key senior executives which consults with the Vice-Chancellor weekly on the framework and direction for planning and management. The membership provides line management connection to all sections of the University.

KEY ACHIEVEMENTS 2004

In May 2004, the University Council approved the Corporate Governance Charter. The Charter incorporated into a single document a range of policies and procedures relating to the conduct of Council business, the development of strategy, the monitoring of the performance of the University and the structures of the Council and its committees. The development of the Charter was an integral component of the University's compliance with the National Governance Protocols established by the Commonwealth Government under the Higher Education (Support) Act 2003. As a result of the work of the Council, the University was approved for the granting of additional funding in 2005.

In addition, the Australian Universities Quality Agency reviewed the University's governance principles and practices during 2004, including the Charter, and commended the University for its overall approach. The agency has requested the University include information about the Charter in its Good Practice Database as a model for other universities.

Left to right:
Mark Burdack, University Secretary;
Ian MacIntosh, Deputy Chancellor; and
Lawrie Willett, AO, Chancellor.



During 2004, the University also developed its risk assessment and management methodology under the supervision of the Council's new Audit and Risk Committee, during 2004. The new framework will be supported by specialist training for staff which commenced development during 2004.

In late 2004, the Compliance and Commercial Activities Committee of the Council considered a draft Compliance Program for the University and will progress implementation of this Program during 2005. The University also commenced development of new model contracts and agreements to provide a standardised framework for core University activities such as international course delivery, student and staff exchange and the development of cooperative arrangements.

The University finalised its review of commercial activities in 2004 and obtained approval for the Interim Guidelines for Commercial Activities from the NSW Minister for Education and Training. The University has established a Register of Commercial Activities and developed a Business Case template for staff of the University to guide them through the information requirements for submission of new commercial activities. The University will continue to assess a range of activities in accordance with the new framework.

The Office of Corporate Governance conducted an Induction Program for new members of the Council in July 2004 and held a Skills Assessment Workshop for members of the Council in September 2004 as part of its governance training and development program. The Induction Program was supported by the development of a Corporate Governance Manual which provides members with consolidated access to resources to support their governance role within the University.

The new University Council website was launched in December 2004, incorporating a secure online forum for members of the Council to discuss issues and share information between meetings of the Council and to allow access to resources, papers and a range of other materials to inform decision-making about sectoral issues.

CHALLENGES AND OPPORTUNITIES – 2005 AND BEYOND

- Continue to comply with National Governance Protocols;
- Review By Laws and rules in light of amendments to the Act;
- Continue implementation of the risk management framework and Compliance Program;
- Review and revise commercial activity guidelines; and
- Develop standard contract formation and management procedures for routine activities.

MEMBERS OF THE COUNCIL

Official Members

The Chancellor is elected by the Council from among the members of the Council. The Vice Chancellor is appointed by the Council as the Principal Executive Officer. The Head of Campus is appointed by the Council from among the heads of the major campuses. The Chair of the Academic Senate is elected from among the members of the Academic Senate.



Mr Lawrence Willett, AO (Chancellor) [term ends 3 December 2006];



Professor Ian Goulter, BE (Hons) *Cant*, MSc PhD III (Vice-Chancellor) [term ends 30 June 2006]; and



Professor David Green, NDD DesRCA *Lond* (Chair, Academic Senate [term ends 30 June 2005], and Head of Campus [term ended 31 December 2004]).

Parliamentary Members

The following members are elected by Legislative Assembly and Legislative Council respectively:



The Hon Antonio Catanzariti, MLC [term ended 21 December 2004]; and



The Hon Gerard Martin, MP [term ended 21 December 2004].

Appointed Members

The following members are appointed by the NSW Minister for Education and Training:



Mr Ian Macintosh, BA ANU [term ends 30 June 2007];



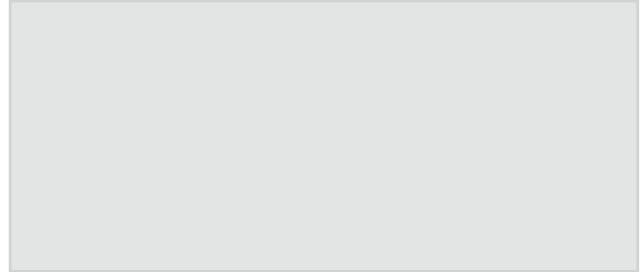
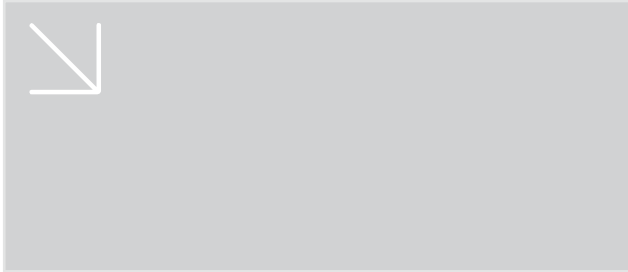
Dr Geoffrey Wise, BVSc Syd [term ends 30 June 2005];



Ms Kathryn Pitkin, BA Newc DipEd UNE GradCertActionLng UWS [term ends 30 June 2007]; and



Ms Patricia Murphy, BAgEc Syd [term ends 30 June 2005].



The following graduate members are appointed by the NSW Minister for Education and Training on the recommendation of the Council:



Ms Susan Benedyka, GradDipBus *CSturt* [term ends 30 June 2005];



Mr John Mahon, DipAgr *WaggaAgrColl* [term ends 30 June 2005];



Mr Angelos Frangopoulos, BA(Comm) *MitchellCAE* [term ends 30 June 2007]; and



Mr William Hanrahan, BBus *RCAE* BLegS *Macq* BRegS *MSC Melb* Hon D Bus *CSturt* Cost Acc P Cert, FCA, FSIA, FCPA, FCIS [term ends 30 June 2007].

Elected Members

The following members are elected by staff and students respectively in accordance with the By Laws:



Dr Robert Allen, MA *CalifState*, EdPsychD *SanFrancisco* [term ends 30 June 2006];



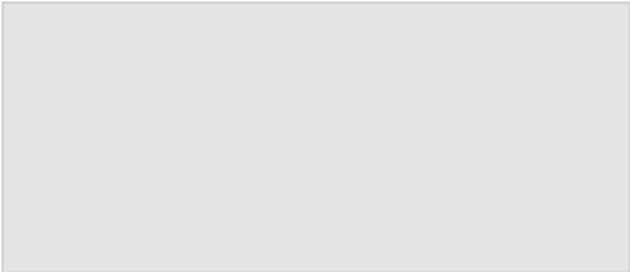
Dr Philip Towers, BSc *Murd* MAppSc *WSyd* PhD *Qld* ASRB [term ends 30 June 2006];



Ms Roslin Brennan AM, DipEdLang *Riverina CAE*, BA *Macq* [term ended 30 June 2004];



Ms Barbara Lawrence, BA *NE*, GradDipPubPol *Deakin*, GradCertMgt *CSturt*, PGDipCnflctMgt *Macq* [term ends 30 June 2006];



Ms Natasha Wright, BEd(Prim)(Hons) *CSturt* [term ends 30 June 2006];



Mr Christopher O'Dea [term ends 30 June 2006]; and



Mr Luke Moon [term ended 30 June 2004].

SENIOR OFFICES WITHIN THE UNIVERSITY

OFFICE OF THE VICE-CHANCELLOR

Professor Ian Goulter
BE (Hons) *Cant*, MSc PhD *Ill*

Office of Planning and Audit

Director

Mr Colin Sharp

MLitt *NE*, BAppSc *CSturt*, BEd *Mitchell CAE* – Statistical Society of Australia Inc

Office of Corporate Governance and the University Secretary

Director

Mr Mark Burdack

BA BLegS (Hons) *Macq*

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

Professor David Battersby
MHEd *NSW*, PhD *Waik*

Division of Student Administration

Executive Director

Mr Geoffrey Honey

BBus *RiverinaMurrayIHE*, GradCertMgt *CSturt*

Division of Student Services

Director

Ms Barbara Lawrence

BA *NE*, GradDipPubPol *Deakin*, PGDipCnflctMgt *Macq*, GradCertMgt *CSturt*

Division of Facilities Management

Executive Director

Mr Peter Lennon

BEng *NSWIT*, GradCertMgt *WSyd*, BBus *CSturt*

Division of Information Technology

Executive Director

Mr Michael Rebbечи

DipCivilEng *CaulfieldIT*, BCE *Melb*

Division of Marketing and Communications

Executive Director

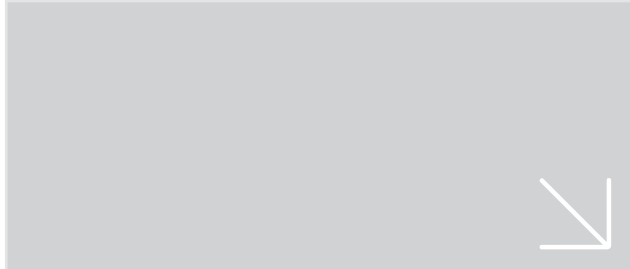
Mr Ken Ball

CSU International

Director

Mr Robert Cochrane

DipBusStud *CaulfieldIT*, CPA



OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC)

Professor Ross Chambers
BA PhD *Syd*

Dean, Faculty of Arts

Professor Lyn Gorman
BA *NE*, GradCertMgt *WSyd*, PhD *Sus*

Dean, Faculty of Commerce

Professor John Hicks
BCom DipEd *MA Melb*, PhD *Massey*

Dean, Faculty of Education

Professor Robert Meyenn
Adv DipEd MEd *Brist*, PhD *Aston*

Dean, Faculty of Health Studies

Professor Mark Burton
BSc PhD *NE*, *APSA*

Dean, Faculty of Science and Agriculture

Professor James Pratley
BSc PhD *NSW*

Division of Library Services

Executive Director
Ms Shirley Oakley
BA GDipMgt MMgt *WAust*, *AALIA*

Centre for Enhancing Learning and Teaching

Director
Associate Professor Marian Tulloch
BA *Sus*, MEd PhD *NE*

Indigenous Education Centre

Acting Director
Ms Barbara Lawrence
BA *NE*, GradDipPubPol *Deakin*, PGDipCnflctMgt *Macq*,
GradCertMgt *CSturt*

CHAIR, ACADEMIC SENATE

Professor David Green
NDD DesRCA *Lond*

PRO-VICE-CHANCELLOR (RESEARCH AND GRADUATE TRAINING)

Professor Paul Burnett
DipT *KelvinGrove CAE*, DipAppPsych *Flin*, MEdSt *Qld*, PhD *Ohio*

DIVISION OF FINANCIAL SERVICES

Executive Director
Mr James Hackett
FCIM, FCIS, PNA

DIVISION OF HUMAN RESOURCES

Executive Director
Mr Reg Shaw
GDipBusAdmin *WAust/IT*, BBus *Riverina CAE*, AFAHRI, CPA

ATTENDANCE AT COUNCIL MEETINGS

Member	Max	Attended
Mr Lawrence Willett, AO	5	5
Professor Ian Goulter	5	5
Professor David Green (as Chair, Academic Senate)	5	5
Professor David Green (as Head of Campus, Wagga Wagga Campus)	4	4
The Hon Gerard Martin, MP	5	2 (3)
The Hon Antonio Catanzariti, MLC	5	3 (2)
Mr Angelos Frangopoulos	5	4 (1)
Ms Kathryn Pitkin	5	4 (1)
Dr Geoffrey Wise	5	5
Mr Ian Macintosh	5	5
Ms Susan Benedyka	5	4 (1)
Mr John Mahon	5	5
Mr William Hanrahan	5	5
Ms Patricia Murphy	5	3 (2)
Dr Robert Allen	5	4 (1)
Dr Philip Towers	3	3
Ms Roslin Brennan	2	1 (1)
Mr Christopher O'Dea	3	2 (1)
Mr Luke Moon	2	2
Ms Natasha Wright	5	4 (1)
Ms Barbara Lawrence	5	5

"Maximum" refers to the number of meetings the member was eligible to attend.

"Attended" refers to the number of meetings the member attended with the number in parentheses being the number of meetings for which apologies were received.



CONTACT DETAILS

OFFICE OF THE VICE-CHANCELLOR

Charles Sturt University
The Grange
Panorama Avenue
BATHURST NSW AUSTRALIA 2795

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ALBURY-WODONGA CAMPUS

624 Olive Street
ALBURY NSW AUSTRALIA 2640

BATHURST CAMPUS

Panorama Avenue
BATHURST NSW AUSTRALIA 2795

DUBBO CAMPUS

Yarrandale Road
DUBBO NSW AUSTRALIA 2830

WAGGA WAGGA CAMPUS

Boorooma Street
NORTH WAGGA WAGGA NSW AUSTRALIA 2650

LOCATIONS

Broken Hill

Robinson Centre
Wentworth Road
BROKEN HILL NSW AUSTRALIA 2880

Canberra

St Mark's School of Theology
15 Blackall Street
BARTON ACT AUSTRALIA 2600

Goulburn

School of Policing
NSW Police College
McDermott Drive
GOULBURN NSW AUSTRALIA 2580

Manly

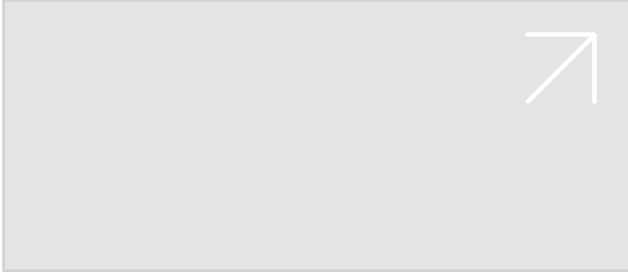
Australian Graduate School of Policing
Collins Beach Road
MANLY NSW AUSTRALIA 2095

Orange

Leeds Parade
ORANGE NSW AUSTRALIA 2800

Thurgoona

Ellis Street (off Sydney Rd)
ALBURY NSW AUSTRALIA 2640



Charles Sturt University Annual Report 2004

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Panorama Avenue
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Manager: Bronwyn Blaiklock
Senior Editor: Mark Rayner
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The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Number is 00005F for Charles Sturt University and the Charles Sturt University Language Centre.

© Charles Sturt University 2005.

A copy of the 2004 Annual Report is available on the Internet at www.csu.edu.au (click on 'About CSU' and follow the links to the Office of the Vice-Chancellor).

The total of external costs incurred in the production of this Annual Report was \$6,600.00.

Charles Sturt University
Annual Report (Statutory and Financial) Report 2004

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Budgeted Statement for 2005

the 2005 Budget does not form part of the audited financial statements

Budgeted Statement of Financial Position

for year ending 31 December 2005

	Economic Entity Consolidated		Parent Entity University	
	2005 \$'000	2004 \$'000	2005 \$'000	2004 \$'000
CURRENT ASSETS				
Cash Assets	29,200	26,200	28,400	25,400
Receivables	11,000	10,800	11,000	10,800
Inventories	3,700	3,700	3,700	3,700
Other Financial Assets	4,100	4,000	0	0
Other Assets	4,000	3,700	4,000	3,700
Total Current Assets	52,000	48,400	47,100	43,600
NON-CURRENT ASSETS				
Receivables	66,400	68,500	66,400	68,500
Other Financial Assets	60,000	58,500	60,000	58,500
Property, Plant and Equipment	255,000	250,000	255,000	250,000
Other	200	200	200	200
Total Non-Current Assets	381,600	377,200	381,600	377,200
Total Assets	433,600	425,600	428,700	420,800
CURRENT LIABILITIES				
Payables	10,300	9,600	10,300	9,600
Provisions	10,200	9,800	10,200	9,800
Other	9,500	9,800	9,500	9,800
Total Current Liabilities	30,000	29,200	30,000	29,200
NON-CURRENT LIABILITIES				
Provisions	96,000	92,000	96,000	92,000
Total Non-Current Liabilities	96,000	92,000	96,000	92,000
Total Liabilities	126,000	121,200	126,000	121,200
Net Assets	307,600	304,400	302,700	299,600
EQUITY				
Reserves	82,500	82,500	82,500	82,500
Accumulated funds	225,100	221,900	220,200	217,100
Total Equity	307,600	304,400	302,700	299,600

Budgeted Statement of Financial Performance
for year ending 31 December 2005
the 2005 Budget does not form part of the audited financial statements

	Economic Entity		Parent Entity	
	Consolidated		University	
	2005	2004	2005	2004
	\$'000	\$'000	\$'000	\$'000
Revenue from ordinary activities				
Commonwealth Government financial assistance	85,800	75,400	85,800	75,400
NSW Government financial assistance	300	250	300	250
Higher Education Contribution Scheme				
Student contributions	12,500	11,800	12,500	11,800
Commonwealth payments	45,100	43,200	45,100	43,200
Postgraduate Education Loan Scheme	2,900	2,700	2,900	2,700
BOTPLS	10	10	10	10
Fees & charges	49,300	45,200	49,300	45,200
Deferred Government superannuation contributions	8,500	9,400	8,500	9,400
Investment income	4,200	4,000	4,200	4,000
Royalties, trademarks & licenses	10	10	10	10
Consultancy & contract research	1,500	1,400	1,500	1,400
Other revenue	31,600	30,400	26,800	25,600
Total revenue from ordinary activities	241,720	223,770	236,920	218,970
Expenses from ordinary activities				
Employee benefits	145,500	138,500	145,500	138,500
Depreciation and amortisation	15,000	14,800	15,000	14,800
Buildings & grounds	7,500	7,000	7,500	7,000
Bad & doubtful debts	240	200	240	200
Other expenses	56,200	54,900	55,000	53,700
Total expenses from ordinary activities	224,440	215,400	223,240	214,200
Operating surplus from ordinary activities	17,280	8,370	13,680	4,770
Total changes in equity other than those resulting from transactions with Owners as				
Owners	17,280	8,370	13,680	4,770

Budgeted Statement of Cash Flows

for year ending 31 December 2005

the 2005 Budget does not form part of the audited financial statements

	Economic Entity		Parent Entity	
	Consolidated		University	
	2005	2004	2005	2004
	\$'000	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Inflows:				
Financial Assistance				
Commonwealth government	85,300	75,400	85,300	75,400
NSW government	200	200	200	200
Higher Education Contribution Scheme				
Student payments	12,100	11,300	12,100	11,300
Commonwealth payments	46,200	45,100	46,200	45,100
Interest received	4,400	4,400	4,200	4,100
Fees and Charges	44,600	43,800	44,600	43,800
Other	25,100	24,300	24,300	23,500
Outflows:				
Salaries and wages	(128,600)	(123,100)	(128,600)	(123,100)
Services Rendered	(20,300)	(19,400)	(20,300)	(19,400)
Minor Equipment	(4,700)	(4,200)	(4,700)	(4,200)
Trading Stock	(5,600)	(5,200)	(5,600)	(5,200)
Printing and Binding	(6,200)	(6,100)	(6,200)	(6,100)
Other	(27,100)	(25,100)	(26,300)	(24,200)
Net cash provided or (used) by operating activities	25,400	21,400	25,200	21,200
CASH FLOWS FROM INVESTING ACTIVITIES				
Inflows:				
Proceeds from sale of assets	11,600	11,900	11,600	11,900
Proceeds from sale/redemption of investments	900	700	-	-
Outflows:				
Payments for property, plant & equipment	(20,800)	(18,500)	(20,800)	(18,500)
Payments for investments	(13,900)	(10,700)	(13,000)	(10,000)
Net cash provided or (used) in investing activities	(22,200)	(16,600)	(22,200)	(16,600)
Net (decrease)/increase in cash held	3,200	4,800	3,000	4,600
Cash at beginning of reporting period	25,400	20,800	25,400	20,800
Cash at end of reporting period	28,600	25,600	28,400	25,400

Audited Financial Statement 2004

Charles Sturt University consolidated Financial Statements
for the Year Ended 31 December 2004

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9275-7166
d0504829/z549/kw

Professor I Goulter
Vice-Chancellor
Charles Sturt University
Private Mail Bag 99
BATHURST NSW 2795

21 April 2005

Dear Professor Goulter

STATUTORY AUDIT REPORT For the Year Ended 31 December 2004

CHARLES STURT UNIVERSITY

I have audited the accounts of Charles Sturt University as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on Charles Sturt University's financial report. The Independent Audit Report, together with Charles Sturt University's financial report, are attached.

Audit Result

I expressed an unqualified opinion on Charles Sturt University's financial report and I have not identified any significant matters since I wrote to you on 20 April 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the university's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on Charles Sturt University's financial operations will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to you for review before the Report is tabled during May.

Scope of the Audit

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on Charles Sturt University's financial report. This includes testing whether the university complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Each year, the Audit Office also selects various 'non-key' legislative requirements, government policies and practices (e.g. Premier's Circulars) and tests whether the university has complied with them. This year, I examined the University's risk and asset management practices.

Audited Financial Statement 2004

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2004

- Risk Management Plan and Strategies

In 2004 we reported to Parliament that the risk management policy had not been promulgated throughout the University. The University has now done this. The University continued the development of its risk management practices. While the Audit and Risk Committee of Council is responsible for strategic management of risk, the University has now also formed a risk management working group to oversee the implementation of risk management processes.

- Asset Management

We reviewed some of the University's asset management practices and sought to identify areas where existing procedures could be improved. The University agrees that its Strategic Asset Management framework requires further development. Specific areas that University management acknowledge as requiring attention are the:

- completeness and accuracy of the asset register
- integration of maintenance plans within the Strategic Asset Management framework.

- Australian Equivalent International Financial Reporting Standards (AEIFRS)

We reviewed the University's progress towards implementation of AEIFRS. The University established a project team to assess the impact of AEIFRS on the University and its controlled entities. In a note to the financial report the University disclosed the impact that it expects the adoption of AEIFRS would have on its accounts. However, although any required changes will need to be effected as adjustments to equity as at 1 January 2004, the University has not yet submitted the AEIFRS opening balances to this Office for audit.

Acknowledgment

I thank Charles Sturt University's staff for their courtesy and assistance.

Yours sincerely



P Carr
Director, Financial Audit Services

cc The Hon Carmel Tebbutt MLC, Minister for Education and Training
The Hon Dr. AJ Refshauge MP, Treasurer

Audited Financial Statement 2004

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2004



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

Charles Sturt University

To Members of the New South Wales Parliament

Audit Opinion

In my opinion, the financial report of Charles Sturt University:

- (a) presents fairly Charles Sturt University's and the consolidated entity's financial position as at 31 December 2004 and their financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with:
 - (i) section 41B of the *Public Finance and Audit Act 1983* (the Act), and
 - (ii) the 'Financial Statement Guidelines for Australian Higher Education Providers for the 2004 Reporting Period' issued by the Australian Government Department of Education, Science and Training.

My opinion should be read in conjunction with the rest of this report.

The Council's Role

The financial report is the responsibility of the Council. It consists of the statements of financial performance, the statements of financial position, the statements of cash flows and the accompanying notes for Charles Sturt University and the consolidated entity. The consolidated entity comprises Charles Sturt University and the entities controlled at the year's end, or during the financial year.

The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Council in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does not guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that members of the Council had not fulfilled their reporting obligations.

Audited Financial Statement 2004

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2004

My opinion does *not* provide assurance:

- about the future viability of the University or its controlled entities,
- that they have carried out their activities effectively, efficiently and economically, or
- about the effectiveness of their internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



P Carr
Director, Financial Audit Services

SYDNEY
21 April 2005

Audited Financial Statement 2004

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2004

Statement by the Council

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

1. The financial reports present a true and fair view of the financial position of the University at 31 December 2004 and the results of its operations and transactions of the University for the year then ended;
2. The financial reports have been prepared in accordance with the provisions of the New South Wales Public Finance and Audit Act 1983 and the Commonwealth Guidelines for the Preparation of Annual Financial Reports for the 2004 Reporting Period by Australian Higher Education Institutions;
3. The financial reports have been prepared in accordance with Australian Accounting Standards, Consensus views of the Urgent Issues Group and other mandatory professional reporting requirements;
4. We are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate;
5. There are reasonable grounds to believe that the University will be able to pay its debts as and when they fall due; and
6. The amount of Commonwealth financial assistance expended during the reporting period was for the purposes for which it was granted.
7. The University has complied in full with the requirements of various program guidelines that apply to the Commonwealth financial assistance identified in these financial reports.



L. Willett AO
Chancellor
Date: 15 April 2005



I.C. Goulter
Vice-Chancellor
Date: 15 April 2005

Consolidated Statement of Financial Performance
for the year ended 31 December 2004

	Note	Economic Entity Consolidated		Parent Entity University	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Revenue from ordinary activities					
Commonwealth Government financial assistance					
Commonwealth Government grants	3	65,598	75,841	65,598	75,841
Higher Education Contribution Scheme (HECS)					
Student contributions		10,989	10,034	10,989	10,034
Commonwealth payments	3	48,419	42,696	48,419	42,696
Commonwealth loan programmes	3	5,259	2,550	5,259	2,550
State Government financial assistance	4	54	238	54	238
Superannuation – deferred government contributions		(2,632)	9,964	(2,632)	9,964
Fees and charges	5	46,485	43,319	46,485	43,319
Investment income	6	5,344	3,714	5,036	3,199
Royalties, trademarks and licences	7	3	8	3	8
Consultancy and contract research	8	2,254	1,331	2,254	1,331
Other revenue	9	25,448	25,310	24,676	24,424
Total revenue from ordinary activities		207,221	215,005	206,141	213,604
Expenses from ordinary activities					
Employee benefits	10	125,314	130,005	125,314	130,005
Depreciation and amortisation	11	14,004	14,119	14,004	14,119
Repairs and maintenance	12	5,421	4,737	5,421	4,737
Bad and doubtful debts	13	277	190	277	190
Other expenses	14	58,150	55,430	57,214	54,224
Total expenses from ordinary activities		203,166	204,481	202,230	203,275
Operating result from ordinary activities		4,055	10,524	3,911	10,329
Net increase in asset revaluation reserve	25	88,807	6,420	88,243	6,420
Total revenue, expense and valuation adjustments attributed to the Parent Entity and recognised directly in equity		88,807	6,420	88,243	6,420
Total changes in equity attributable to the Parent Entity other than those resulting from transactions with Owners as Owners		92,862	16,944	92,154	16,749

Consolidated Statement of Financial Position
for the year ended 31 December 2004

	Note	Economic Entity Consolidated		Parent Entity University	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
CURRENT ASSETS					
Cash Assets	16	21,149	21,342	20,508	20,818
Receivables	17	11,448	11,186	11,439	11,171
Inventories	18	3,855	3,626	3,855	3,626
Other financial assets	19	4,566	4,005	0	0
Other non-financial assets	21	193	3,569	193	3,569
Total Current Assets		41,211	43,728	35,995	39,184
NON-CURRENT ASSETS					
Receivables	17	72,677	75,308	72,677	75,308
Other financial assets	19	58,000	50,000	58,000	50,000
Property, plant and equipment	20	332,614	247,370	332,614	247,370
Other non-financial assets	21	120	158	120	158
Total Non-Current Assets		463,411	372,836	463,411	372,836
Total Assets		504,622	416,564	499,406	412,020
CURRENT LIABILITIES					
Payables	22	7,606	8,843	7,756	8,910
Provisions	23	8,795	9,610	8,639	9,500
Other liabilities	24	3,043	9,657	3,043	9,657
Total Current Liabilities		19,444	28,110	19,438	28,067
NON-CURRENT LIABILITIES					
Provisions	23	90,330	86,469	90,330	86,469
Total Non-Current Liabilities		90,330	86,469	90,330	86,469
Total Liabilities		109,774	114,579	109,768	114,536
Net Assets		394,848	301,985	389,638	297,484
EQUITY					
Reserves	25	163,746	74,939	163,182	74,939
Retained Surplus	25	231,102	227,046	226,456	222,545

Total Equity

394,848	301,985	389,638	297,484
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Consolidated Statement of Cash-flows
for the year ended 31 December 2004

	Note	Economic Entity		Parent Entity	
		Consolidated		University	
		2004	2003	2004	2003
		\$'000	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES					
Commonwealth Government					
Teaching and Learning	34.1	55,488	67,763	55,488	67,763
HECS and other loan programmes	34.2	50,152	45,555	50,152	45,555
Scholarships	34.3	898	504	898	504
DEST research	34.4	5,989	4,970	5,989	4,970
ARC grant - Discovery	34.5(a)	333	267	333	267
ARC grant - Linkages	34.5(b)	1,715	1,742	1,715	1,742
Other Commonwealth		755	591	755	591
State Government		54	238	54	238
HECS - Student payments		10,233	10,653	10,233	10,653
Receipts from student fees and other customers		69,105	64,616	68,398	63,755
Interest Received		5,133	3,268	4,855	3,026
Payments to suppliers		(61,531)	(58,724)	(60,623)	(57,593)
Payments to employees		(119,462)	(114,394)	(119,462)	(114,394)
Net cash inflow from operating activities	32	18,862	27,049	18,785	27,077
CASH FLOWS FROM INVESTING ACTIVITIES					
Proceeds from sale of property, plant and equipment	15	9,124	10,557	9,124	10,557
Proceeds from sale of investments		1,680	531	-	-
Payments for property, plant and equipment		(20,216)	(18,898)	(20,216)	(18,898)
Payments for investments		(9,640)	(25,612)	(8,000)	(25,000)
Net outflow from investing activities		(19,052)	(33,422)	(19,092)	(33,341)
Net decrease in cash held		(190)	(6,373)	(307)	(6,264)
Cash at beginning of reporting period		21,342	27,715	20,818	27,082
Cash at end of reporting period	16	21,152	21,342	20,511	20,818

Notes Summary

Note 1. **Statement of significant accounting policies**

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

(a) Financial effects of changes to Commonwealth payment arrangements for 2005 grant year

Background

Payment to universities in respect of programmes under the *Higher Education Funding Act 1988* (HEFA) are made on the second and last Thursdays of each month. In the recent past, the first payment in respect of a grant year (equalling 8% of the total recurrent funding for that year) had been made at the end of December of the previous year.

Funding for most programs under HEFA ends on 31 December 2004 while most new programmes under the *Higher Education Support Act (2003)* (HESA) commence on 1 January 2005. Continuing the current practice of making the first payment in December 2004 for the 2005 grant year would mean that Commonwealth payments would be made in respect of programmes that are yet to commence and that these payments are treated by majority of universities as revenue for 2004. This has considerable accountability implications for the Australian Government Department of Education, Science and Training (DEST) in administering and accounting for the programme payments.

Australian Higher Education Providers (HEP's), even those within the same State, do not treat the early payment uniformly and the payment is treated in at least three different ways - as revenue when it is received, as an advance (a liability), and part as revenue and the other as liability. Such varied treatment creates a lack of transparency and distorts both the Commonwealth funding and the Australian Higher Education Providers' financial year results.

DEST has announced changes to payment arrangements whereby all recurrent payments in respect of a grant year will be made in that year. For the 2005 grant year, the first payment will be made in January 2005 instead of December 2004.

The changes to payment arrangements will mean, that from 2005 reporting period, the financial statements of all higher education providers will reflect the Commonwealth financial assistance in respect of a grant year.

Financial Effects for 2004

Changes to payment arrangements will mean that those HEPs that reported the whole or part of the 8% first payment in respect of the 2004 grant year as revenue in 2003 will have the effect of understating the Commonwealth funding for the 2004 grant year in their 2004 Statement of Financial Performance.

To identify the impact of the changed arrangements, grants provided for 2004 activities but recognised as 2003 revenue should be adjusted by incorporating the amount received in December 2003 as revenue for the 2004 reporting period. The effect of this is shown below:

	\$'000
2004 Revenue from Operating Activities (per Statement of Financial Performance)	207,221
Add: Grants Received in 2003 for 2004 Activities	
Commonwealth Government financial assistance	4,381
HECS - Commonwealth payments	-
Commonwealth loan programmes	-
Total Restated 2004 Revenue from Operating Activities	<u>211,602</u>
Restated 2004 Operating Result	8,436
Reported 2004 Operating Result	<u>4,055</u>
Financial Effect on 2004 Operating Result	<u>4,381</u>

The Commonwealth will use the restated figures in all DEST publications, including the Finance 2004 publication, to ensure consistent treatment across all HEPs.

(b) International Financial Reporting Standards (IFRS)

The Australian Accounting Standards Board (AASB) is adopting IFRS for application to reporting periods beginning on or after 1 January 2005. The AASB has issued Australian equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Financial Reporting Interpretations Committee or the former Standing Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated entity's financial statements for the year ending 31 December 2005.

Entities complying with Australian equivalents to IFRS for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made retrospectively, against opening retained earnings as at 1 January 2004.

Charles Sturt University has established a project team to manage the transition to Australian equivalents of IFRS. To date the project team has analysed most of the Australian equivalents to IFRS and has identified the following changes that will be required (references to new AASB standards below are to the Australian equivalents to IFRS):-

a) First Time Adoption

Under AASB 1 *First time adoption of Australian Equivalents to International Financial Reporting Standards*, retrospective application of the new standards is required. Likewise for AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*, which requires voluntary changes in accounting policy and correction of past errors to be accounted for retrospectively by re-stating comparative information and adjusting the opening balance of accumulated funds. This differs from the Australian requirements currently in force whereby such changes are recognised in the current period through profit or loss, unless a new standard directs otherwise.

b) Revenue

AASB 118 *Revenue* measures as the fair value of the consideration received or receivable and provides a more restrictive definition of revenue than contained in the current Australian standard.

AASB 118 requires that gains or losses on the disposal of fixed assets are to be recognised on a net basis as revenue or expense rather than the current treatment of disclosing separately as revenue the consideration received and the carrying value of the disposed asset as an expense.

This represents a change in presentation only for the University.

c) Financial Instruments

AASB 139 *Financial Instruments: Recognition and Measurement* requires financial instruments held by the University to be designated as one of the following:

- i) Held for Trading
- ii) Held to Maturity
- iii) Available for Sale
- iv) Loans and Receivables

The measurement and recognition of such financial assets will be dependent on their classification. The University's practice, and stated intention, of acquiring fixed term investments and retaining possession until maturity should ensure all investments can be classified as Held to Maturity and measured at amortised cost, which will have a minimal impact on current accounting policies.

AASB 139 also requires embedded derivatives to be identified and recognised separately if certain conditions are met.

Whilst this requirement is considered unlikely to impact Charles Sturt University, all contracts currently in place are being reviewed to identify any characteristics of embedded derivatives.

d) Employee Benefits

i) Recreation Leave

AASB 119 *Employee Benefits* requires that any Recreation Leave recognised as a non-current liability be measured using a government bond rate as a discount rate. As Charles Sturt University recognises Recreation Leave as a current asset only, the impact of this requirement will only come into force should current accounting policy change in the future.

ii) Superannuation

AASB 119 classifies superannuation plans as either defined contribution (accumulation) or defined benefit. Under the defined benefit measurement and disclosure requirements of AASB 119, the University could potentially need to include their share of the UniSuper Defined Benefit Plan (DBP) surplus or deficit in the balance sheet and annual movements of the surplus or deficit in the income statement.

AASB 119 has multi-employer provisions that take into account the pooling of risk and the difficulties in reliably allocating the pooled liabilities, assets and costs to individual institutions and effectively allow employers with defined benefits obligations to report on a defined contribution basis, with some additional disclosures required.

Towers Perrin, the UniSuper Fund Actuary, has advised that it is preferable for employers to use the defined contribution reporting approach available under the multi-employer fund provisions of AASB 119 for preparing their financial statements.

In terms of other defined benefit plans, AASB 119 requires recognition of unfunded superannuation liability not assumed by the Commonwealth Government, discounted using the government bond rate. This requirement will not impact on Charles Sturt University's financial accounts as the Commonwealth Government assumes the university's liability for unfunded superannuation and any movements in the liability is offset by a corresponding movement in receivables from the Commonwealth Government.

e) Financial impact of adoption of IFRS

The above should not be regarded as a complete list of changes in accounting policies that will result from the transition to Australian Equivalents to IFRS, as not all standards have been analysed in full and some decisions regarding the choice of accounting treatment are still to be made. For this reason it is not yet possible to quantify the impact of the transition to Australian Equivalents to IFRS on the consolidated entity's financial position and reported results.

Note 1.1 Basis of Accounting

The University's financial statements represent a general purpose financial report which has been prepared on an accrual basis and in accordance with:

- (i) applicable Australian Accounting Standards,
- (ii) Urgent issues Group (UIG) Consensus Views,
- (iii) other authoritative pronouncements of the Australian Accounting Standards Board (AASB)
- (iv) the requirements of the *Public Finance and Audit Act, 1983* and regulations except with regard to the requirements of the *Public Finance and Audit Regulation, 2000* which requires deferred employee entitlements to be disclosed on the face of the Statement of Financial Performance. The University has not complied with this requirement because including the information on the Statement would breach the mandatory format for the report, as determined by the Department of Education, Science and Training. However, the University has shown the required data by way of Note 10 under Employee Benefits.
- (v) the Financial Statement Guidelines for Australian Higher Education Providers for the 2004 Reporting Period issued by the Department of Education, Science & Training (DEST).

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

Except for land, buildings and works of art (refer Note 1.10) that are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention. They have also been prepared on a "going concern" basis.

There are no significant changes in accounting policies.

Where appropriate, comparative figures have been reclassified for purposes of consistency in presentation.

All amounts are rounded to the nearest thousand dollars and are expressed in Australian currency.

Note 1.2 Principles of Consolidation

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

All internal transactions and end of year balances between the University and controlled entities are eliminated on consolidation (refer Note 1.3)

Note 1.3 Investments in Controlled Entities

The consolidated financial report of Charles Sturt University includes the following companies:

	Principal Activities	Country of incorporation	Class of Shares	Ownership Interest	Net equity	
					2004 \$'000	2003 \$'000
Charles Sturt Services Ltd	Employment services	Australia	N/A	100%	-	-
Rivservices Ltd	Cleaning services	Australia	N/A	100%	-	-
Mitchell Services Ltd	Cleaning services	Australia	N/A	100%	-	-
Olive Street Services Ltd	Cleaning services	Australia	N/A	100%	-	-
Charles Sturt Foundation Ltd	Trustee services	Australia	N/A	100%	5,212	4,504

	Total revenue		Operating Result		Contribution to Operating Result	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Charles Sturt Services Ltd	704	689	-	-	-	-
Rivservices Ltd	2,131	1,968	-	-	-	-
Mitchell Services Ltd	1,159	935	-	-	-	-
Olive Street Services Ltd	255	247	-	-	-	-
Charles Sturt Foundation Ltd	1,057	1,380	144	195	144	195

and the following trusts:

Charles Sturt University Foundation Trust
Mitchell Foundation Trust
Murray Foundation Trust
Riverina Foundation Trust
Pharmacy Trust

The University provides its controlled entities with a number of services free of charge comprising mainly:

- provision of office accommodation facilities;
- provision of accounting and administrative services;
- provision of electricity and other utility services.

These controlled entities are consolidated with the University's accounts on the basis that the University exercises control over their activities. The companies do not own any fixed assets. Except for the Foundation and Trusts, their operating expenses are fully funded by the University. Consequently these companies always have a NIL operating result for the year.

The total expenditure of the controlled entities in 2004 was \$5,161,252 (\$5,024,749 in 2003).

Note 1.4 Services Received at No Cost

The University receives some resources free of charge (such as voluntary workers). Because these services can not be reliably measured they have not been recognised in the financial report. They are considered unlikely to materially impact the reported financial transactions.

Note 1.5 Infrastructure Levy

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

In response to this policy, Charles Sturt University instigated a maximum 15% levy on all external generated revenue for its trading enterprises commencing in 1997. This levy is designed to recoup the University for the administrative support the University provides to trading enterprises.

Note 1.6 Employee Benefits

Liabilities for wages and salaries, annual leave and vesting sick leave are recognised and measured as the amount unpaid at the reporting date at pay rates expected to be paid in respect of employees' services up to that date.

Unused non-vesting sick leave does not give rise to a liability as it not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers compensation insurance premiums and fringe benefits tax, which are consequential to employment are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

An actuarial calculation of long service leave liability was undertaken as at 31 December 2004. The methodology and valuation have been prepared according to the Accounting Standard AASB 1028 Employee Benefits.

The measurement of long service leave is based on the discounted value of estimated future cash outflows to be made resulting from employees' services to reporting date. The provision is calculated using expected future increases in salary and wage rates including related oncosts and settlement dates based on past trends, and is discounted using the rates attaching to national government bonds of various terms corresponding to the terms of the long service leave cash flows.

Note 1.7 Acquisition of Assets

Buildings under construction are disclosed at cost (refer note 21). This includes the cost of all materials used in construction and the direct labour worked on the projects, but excludes variable overhead costs.

The cost method of accounting is used for the initial recording of all assets acquired and controlled by the University. Cost is determined as the fair value of the assets given as consideration plus the costs incidental to the acquisition. Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable willing seller in an arm's length transaction.

Note 1.8 Plant and Equipment

Plant and equipment costing \$5,000 and above individually are capitalised.

Note 1.9 Revaluation of Physical Non-Current Assets

Buildings are valued based on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset. Land is valued on an existing use basis, subject to any restrictions or enhancements since acquisition.

Except for motor vehicles, plant and equipment, software, and library collection assets, each class of physical non-current assets is revalued every five years. Details of these valuations are as follows;

Land - revalued as at 31 December 2004 by independent valuation of the NSW Department of Commerce.

Buildings - revalued as at 31 December 2004 by independent valuation of the NSW Department of Commerce.

Following the above valuation, the fair value of land and buildings has been increased by \$88,243,310.

Works of Art - revalued as at 29 November 1999 by independent valuation of Digby Fine Art Services, who is approved to value objects for the Australian Government's Cultural Gifts and Bequests Programs. An independent valuation of works of art is being undertaken in 2005.

The recoverable amount test has not been applied, as the University is a not-for-profit entity whose service potential is not related to the ability to generate net cash inflows.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense, the decrement is recognised as revenue.

Revaluation decrements are recognised immediately as expenses in the surplus, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve. Revaluation increments and decrements are offset against each other within a class of non-current assets.

Note 1.10 Depreciation

Depreciation is calculated on a straight line basis so as to write off the cost of each fixed asset during its expected useful life to the University. Depreciation on buildings commences at a base rate of 2.5% p.a. from 1 January in the year after completion, however may vary according to assessed useful life.

Works of Art are not depreciated because the University is of the view that works of art appreciate over time. Other fixed assets are depreciated from the date of acquisition.

Depreciation rate categories used for Plant, Equipment & Software:

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

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

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

Note 1.11 Maintenance and Repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

Note 1.12 Leased Assets

A distinction is made between finance leases which effectively transfer the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

Note 1.13 Milk Quota

In accordance with the Commonwealth Government's dairy industry adjustment package, the milk quota held by the University was 2000 to reflect the face value of the standard payment right. The Dairy Adjustment Authority has made payments against that right to reduce the value of that right to \$119,571 for 2004 (value of \$158,023 in 2003).

Note 1.14 Self Generating and Regenerating Assets

In accordance with AAS35, the winery's vineyard has been valued at net market value at 31 December 2001 (refer Note 20). The independent valuation was performed by Wine Network Consulting on 13 February 2002. This valuation is still appropriate at 31 December 2004.

Note 1.15 Inventories

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

Note 1.16 Insurance

The University holds insurances for industrial special risks (including fidelity/crime), motor vehicle, public liability, professional indemnity, workers compensation, personal accident, Director's and Officer's liability, contract works and business travel. The policies for these insurances are current up to 1 November 2005.

Note 1.17 Investments

Investments at call, in term deposits, and forward rate notes are highly liquid and are included in the financial statements at cost which is considered to equate with market value.

Note 1.18 Reserves

Reserves in the Statement of Financial Position represents the Asset Revaluation Reserve. It reflects changes in asset values from the revaluation of property, art works, milk quota and other financial assets.

Note 1.19 Taxation

The activities of the University are exempt from income and capital gains taxes. The University and its subsidiaries are registered for the Goods and Services Tax.

Revenues, expenses and assets are recognised net of GST, except the amount of GST incurred by the University as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or part of an item of expense.

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

Note 1.20 Financial Instruments

Financial Instruments give rise to positions that are a financial asset of either the University or its counterparty and a financial liability (or equity instrument) of the other party. For the University these include cash at bank, debtors, investments, and creditors. All financial instruments including revenue, expenses, or other cash flows arising from instruments, are recognised on an accrual basis.

In accordance with AAS 33 "Presentation and Disclosure of Financial Instruments" information is disclosed (Note 26) in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instruments is stated hereunder. Instruments are recorded at cost, ie market value.

Classes of instruments recorded at cost comprise cash, debtors, investments, creditors.

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

Interest rate risk, is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The exposure to interest rate risks and the effective interest rates of financial assets and liabilities are detailed in Note 26.

Note 1.21 Receivables

Receivables are recognised and carried at the original invoice amount less a provision for any doubtful or uncollectible debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. The University's policy on doubtful debts is to initially establish a provision for doubtful debts at 7½ % of debtors. The actual provision is reviewed annually for reasonableness in terms of specific known debts. Bad debts are written off as incurred.

Note 1.22 Payables

Payables represent liabilities for goods and services provided to the University prior to the end of the financial year and which are unpaid. The amounts are unsecured and usually paid within 30 days of recognition.

Note 1.23 Revenue Recognition

Revenue is recognised when the University has control of the asset, it is probable that the economic benefits will flow to it and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

i) Government Grants and Contributions from Other Bodies

Government grants and contributions from other bodies (including grants and donations) are generally recognised as revenues when the University obtains control over these assets. Control is normally obtained upon the receipt of cash.

ii) Sale of Goods and Services

Revenue from the sale of goods and services comprises revenue from the provision of products or services ie user charges. User charges are recognised as revenue when the University obtains control of the assets that result from them.

iii) Investment Income

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 "Accounting for Leases" Royalty revenue is recognised on an accrual basis in accordance with the substance of the relevant agreement. Dividend revenue is recognised when the University's right to receive payment is established.

iv) Proceeds on Sale of Assets

The gross proceeds of asset sales are included as revenue, and profit or loss on sale recognised when an unconditional contract of sale is signed.

Note 2. Disaggregated information**Geographical (Consolidated Entity)**

	Revenue		Results		Assets	
	2004	2003	2004	2003	2004	2003
Australia	207,221	215,005	4,055	10,524	504,622	416,564
Other	-	-	-	-	-	-
Total	207,221	215,005	4,055	10,524	504,622	416,564

Note 3. Commonwealth Government financial assistance including HECS and other Commonwealth loan programmes

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
a) DEST - Teaching and Learning				
Operating Grant*	55,488	65,672	55,488	65,672
Teaching Hospitals	-	-	-	-
Capital Development Pool	-	2,091	-	2,091
<i>Total DEST - Teaching and Learning</i>	<u>55,488</u>	<u>67,763</u>	<u>55,488</u>	<u>67,763</u>
b) HECS and other Commonwealth loan programmes				
HECS - Commonwealth Payments	48,419	42,696	48,419	42,696
PELS	5,255	2,543	5,255	2,543
BOTPLS	4	7	4	7
<i>Total HECS and other Commonwealth loan programmes</i>	<u>53,678</u>	<u>45,246</u>	<u>53,678</u>	<u>45,246</u>
c) Scholarships				
Australian Postgraduate Awards	453	461	453	461
International Postgraduate Research Scholarships	87	43	87	43
Commonwealth Education Costs Scholarships	106	-	106	-
Commonwealth Accommodation Scholarships	252	-	252	-
<i>Total Scholarships</i>	<u>898</u>	<u>504</u>	<u>898</u>	<u>504</u>
d) DEST - Research				
Institutional Grants Scheme	1,301	1,210	1,301	1,210
Research Training Scheme	3,060	3,066	3,060	3,066
Systemic Infrastructure Initiative	1,060	-	1,060	-
Research Infrastructure Block Grants	843	607	843	607
Regional Protection Grants	145	91	145	91
<i>Total DEST - Research</i>	<u>6,409</u>	<u>4,974</u>	<u>6,409</u>	<u>4,974</u>
e) DEST - Other				
f) Australian Research Council				
(f)(i) Discovery				
Project	333	267	333	267
Fellowships	-	-	-	-
Federation Fellowships	-	-	-	-
Indigenous Researchers Development	-	-	-	-
<i>Total Discovery</i>	<u>333</u>	<u>267</u>	<u>333</u>	<u>267</u>
(f)(ii) Linkages				
Special Research Initiatives	-	-	-	-
Infrastructure	-	-	-	-
International	12	15	12	15
Learned Academics	-	-	-	-
Projects	761	784	761	784
Research Networks	-	-	-	-
Centres	942	943	942	943
<i>Total Linkages</i>	<u>1,715</u>	<u>1,742</u>	<u>1,715</u>	<u>1,742</u>

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
g) Other Commonwealth Government financial assistance				
ATAS and AFB Schemes	755	591	755	591
<i>Total Other Commonwealth Govt financial assistance</i>	<u>755</u>	<u>591</u>	<u>755</u>	<u>591</u>
Total Commonwealth Government financial assistance	<u>119,276</u>	<u>121,087</u>	<u>119,276</u>	<u>121,087</u>

* Operating grant includes Superannuation Programme and Workplace Reform Programme.

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Reconciliation				
Commonwealth Government grants [a+c+d+e+f+g]	65,598	75,841	65,598	75,841
HECS - Commonwealth payments	48,419	42,696	48,419	42,696
Commonwealth loan programmes (PELS + BOTPLS)	5,259	2,550	5,259	2,550
Total Commonwealth Government financial assistance	<u>119,276</u>	<u>121,087</u>	<u>119,276</u>	<u>121,087</u>

Note 4. State and Local Government financial assistance

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Department of Health (mental health)	54	238	54	238
Total State and Local Government financial assistance	<u>54</u>	<u>238</u>	<u>54</u>	<u>238</u>

Note 5. Fees and Charges

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Course fees and charges				
Fee paying overseas students	13,729	12,304	13,729	12,304
Continuing Education	4,554	4,505	4,554	4,505
Fee paying domestic postgraduate students	7,707	7,306	7,707	7,306
Fee paying domestic undergraduate students	3,180	2,538	3,180	2,538
<i>Total course fees and charges</i>	<u>29,170</u>	<u>26,653</u>	<u>29,170</u>	<u>26,653</u>
Other Fees and Charges				
Parking Fees	21	16	21	16
Student Accommodation	9,851	9,334	9,851	9,334
Other Student Fees	4,124	3,797	4,124	3,797
Fees for Services Rendered	1,318	1,539	1,318	1,539
Conference / Function Charges	1,017	981	1,017	981
Other Fees	984	999	984	999
<i>Total other fees and charges</i>	<u>17,315</u>	<u>16,666</u>	<u>17,315</u>	<u>16,666</u>
Total Fees and Charges	<u>46,485</u>	<u>43,319</u>	<u>46,485</u>	<u>43,319</u>

Note 6. Investment Income

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Investment Income - Interest	5,344	3,714	5,036	3,199
Total Investment Income	<u>5,344</u>	<u>3,714</u>	<u>5,036</u>	<u>3,199</u>

Note 7. Royalties, Trademarks and Licences

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Royalties, trademarks and licences	3	8	3	8
Total Royalties, Trademarks and Licences	3	8	3	8

Note 8. Consultancy and Contract Research

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Consultancy	119	162	119	162
Contract Research	31	89	31	89
Other Contract Revenue	2,104	1,080	2,104	1,080
Total Consultancy and Contract Research	2,254	1,331	2,254	1,331

Note 9. Other Revenue

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Donations and bequests	1,105	613	1,105	613
Scholarships and prizes	398	60	398	60
Non-government grants	5,798	5,085	5,798	5,085
Proceeds from sale of assets	9,124	10,105	9,124	10,105
Sale of Trading Stock	2,772	3,126	2,772	3,126
Miscellaneous Sales	1,360	1,479	1,360	1,479
Other	4,891	4,842	4,119	3,956
Total Other Revenue	25,448	25,310	24,676	24,424

Note 10. Employee Benefits and On-Costs

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Academic				
Salaries	45,896	42,133	45,896	42,133
Contribution to superannuation and pension schemes:				
Emerging cost	7,073	6,408	7,073	6,408
Payroll tax	3,287	3,451	3,287	3,451
Worker's Compensation	131	605	131	605
Long Service Leave Expense	1,771	2,043	1,771	2,043
Annual Leave	(795)	2,148	(795)	2,148
<i>Total Academic</i>	57,363	56,788	57,363	56,788
Non-academic				
Salaries	53,620	50,126	53,620	50,126
Contribution to superannuation and pension schemes:				
Emerging cost	7,467	6,699	7,467	6,699
Payroll tax	3,841	3,599	3,841	3,599
Worker's Compensation	153	653	153	653
Long Service Leave Expense	5,072	1,894	5,072	1,894
Annual Leave	430	282	430	282
<i>Total Academic</i>	70,583	63,253	70,583	63,253
Total academic and non-academic employee benefits & on costs	127,946	120,041	127,946	120,041
Deferred employee benefits for superannuation	(2,632)	9,964	(2,632)	9,964
Total employee benefits and on costs	125,314	130,005	125,314	130,005

Note 11. Depreciation and amortisation

Consolidated Parent Entity

	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Depreciation				
Buildings	8,412	8,358	8,412	8,358
Plant and Equipment	3,269	3,138	3,269	3,138
Software	230	195	230	195
Motor Vehicles	27	234	27	234
Library Collection	2,066	2,194	2,066	2,194
Total Depreciation	14,004	14,119	14,004	14,119

Note 12. Repairs and maintenance

	Consolidated		Parent Entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Repairs and maintenance	5,421	4,737	5,421	4,737
Total repairs and maintenance	5,421	4,737	5,421	4,737

Note 13. Bad and Doubtful Debts

	Consolidated		Parent Entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Bad and doubtful debts	277	190	277	190
Total Bad and doubtful debts	277	190	277	190

Note 14. Other Expenses

	Consolidated		Parent Entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
Scholarships, grants and prizes	4,953	2,324	4,953	2,324
Non-capitalised equipment	3,617	4,484	3,617	4,484
Utilities	3,464	3,174	3,464	3,174
Advertising, marketing and promotional expenses	965	951	965	951
Audit fees, bank charges, legal costs, insurance and taxes	1,993	2,435	1,993	2,435
General consumables	5,168	5,161	5,168	5,161
Printing and stationery	7,869	9,388	7,869	9,388
Operating lease and rental expenses	2,619	1,149	2,619	1,149
Telecommunications	3,106	3,119	3,106	3,119
Travel and related staff development and training	6,185	5,413	6,185	5,413
Services Rendered	3,511	2,807	3,511	2,807
Carrying amount of assets sold	9,212	10,835	9,212	10,835
Other	5,488	4,190	4,552	2,984
Total Other Expenses	58,150	55,430	57,214	54,224

Note 15. Sale of Assets

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Proceeds from sale of assets				
Property, plant and equipment	9,124	10,105	9,124	10,105
<i>Total proceeds from sale of assets</i>	<u>9,124</u>	<u>10,105</u>	<u>9,124</u>	<u>10,105</u>
Carrying amount of assets sold				
Property, plant and equipment	9,212	10,835	9,212	10,835
<i>Total carrying amount of assets sold</i>	<u>9,212</u>	<u>10,835</u>	<u>9,212</u>	<u>10,835</u>
Net loss on sale of assets	<u>(88)</u>	<u>(730)</u>	<u>(88)</u>	<u>(730)</u>

Note 16. Cash Assets

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Cash on Hand	118	99	118	99
Cash at Bank	3,803	9,267	3,162	8,743
On Call	4,166	9,553	4,166	9,553
Short Term Money Market	13,062	2,423	13,062	2,423
Total cash assets and balance per statement of cash flows	<u>21,149</u>	<u>21,342</u>	<u>20,508</u>	<u>20,818</u>

Note 17. Receivables

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Student debtors	7,817	7,306	7,817	7,306
Non-Student debtors	2,727	3,765	2,727	3,765
Less: Provision for doubtful debts	(791)	(830)	(791)	(830)
	<u>9,753</u>	<u>10,241</u>	<u>9,753</u>	<u>10,241</u>
Other Debtors	563	335	554	320
<i>Total current debtors</i>	<u>10,316</u>	<u>10,576</u>	<u>10,307</u>	<u>10,561</u>
Accrued interest	705	524	705	524
Other accrued income	427	86	427	86
<i>Total accrued income</i>	<u>1,132</u>	<u>610</u>	<u>1,132</u>	<u>610</u>
Total current receivables	<u>11,448</u>	<u>11,186</u>	<u>11,439</u>	<u>11,171</u>
Non-current				
Deferred government contribution for superannuation	72,677	75,308	72,677	75,308
Total non-current receivables	<u>72,677</u>	<u>75,308</u>	<u>72,677</u>	<u>75,308</u>

Note 18. Inventories

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Winery	2,332	2,214	2,332	2,214
Mixed farm	482	476	482	476
Central stores	327	347	327	347
Cheese Factory	81	59	81	59
Other stock on hand	633	530	633	530
Total current inventories	3,855	3,626	3,855	3,626
Total Inventories	3,855	3,626	3,855	3,626

Note 19. Other financial assets

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Unlisted managed unit trusts	1,718	1,643	-	-
Listed equities and securities *	2,848	2,362	-	-
Total current investments	4,566	4,005	-	-
Non-current				
Floating rate bank notes	33,500	48,000	33,500	48,000
Other long term cash deposits	24,500	2,000	24,500	2,000
Total non-current investments	58,000	50,000	58,000	50,000
Total other financial assets	62,566	54,005	58,000	50,000
Restricted other financial assets				
Unlisted managed unit trusts	1,718	1,643	-	-
Listed equities and securities	2,848	2,362	-	-
<i>Total unrestricted other financial assets</i>	<i>4,566</i>	<i>4,005</i>	<i>-</i>	<i>-</i>
Unrestricted other financial assets				
Floating rate bank notes	33,500	48,000	33,500	48,000
Other long term cash deposits	24,500	2,000	24,500	2,000
<i>Total unrestricted other financial assets</i>	<i>58,000</i>	<i>50,000</i>	<i>58,000</i>	<i>50,000</i>
Total other financial assets	62,566	54,005	58,000	50,000

*Investments include the following shares which have been purchased with the approval of the Treasurer:

Shares in Access Australia CMC Ltd, costing \$150,000, revalued to nil

Shares in IDP Education Australia, costing \$10,000, revalued to nil

Shares in Australian Centre for Advanced Computing (AC3), costing \$120,000, revalued to nil.

\$1 share in UniSuper Ltd

\$1 share in Uniprojects Pty Ltd

\$1 share in AARNet Pty Ltd.

Note 20. Property, plant and equipment

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Land and buildings				
Freehold land at fair value	31,863	20,686	31,863	20,686
	<u>31,863</u>	<u>20,686</u>	<u>31,863</u>	<u>20,686</u>
Buildings at fair value	277,022	227,447	277,022	227,447
less: Accumulated depreciation	-	(24,595)	-	(24,595)
	<u>277,022</u>	<u>202,852</u>	<u>277,022</u>	<u>202,852</u>
<i>Total land and buildings</i>	<u>308,885</u>	<u>223,538</u>	<u>308,885</u>	<u>223,538</u>
Plant, equipment and software				
Plant, equipment and software at fair value	34,318	33,128	34,318	33,128
less: Accumulated depreciation	(26,548)	(24,275)	(26,548)	(24,275)
	<u>7,770</u>	<u>8,853</u>	<u>7,770</u>	<u>8,853</u>
Motor vehicles at fair value	8,301	6,897	8,301	6,897
less: Accumulated depreciation	(1,094)	(1,128)	(1,094)	(1,128)
	<u>7,207</u>	<u>5,769</u>	<u>7,207</u>	<u>5,769</u>
Library Collection at fair value	32,721	31,158	32,721	31,158
less: Accumulated depreciation	(25,678)	(23,612)	(25,678)	(23,612)
	<u>7,043</u>	<u>7,546</u>	<u>7,043</u>	<u>7,546</u>
Works of art at fair value	751	706	751	706
	<u>751</u>	<u>706</u>	<u>751</u>	<u>706</u>
Self generating and regenerating assets at fair value	958	958	958	958
	<u>958</u>	<u>958</u>	<u>958</u>	<u>958</u>
Total Property, plant and equipment	<u>332,614</u>	<u>247,370</u>	<u>332,614</u>	<u>247,370</u>

	Freehold Land \$'000	Buildings \$'000	Plant, equipment & software \$'000	Motor Vehicles \$'000	Library Collection \$'000	Works of art \$'000	SGARAs \$'000	Total \$'000
Carrying Amount 1 Jan 2004	20,686	202,852	8,853	5,769	7,546	706	958	247,370
Additions	-	5,515	2,433	10,661	1,563	45	-	20,217
Disposals	-	-	(17)	(9,195)	-	-	-	(9,212)
Revaluation increments	11,177	77,066	-	-	-	-	-	88,243
Depreciation Expense	-	(8,411)	(3,499)	(28)	(2,066)	-	-	(14,004)
Carrying Amount 31 Dec 2004	<u>31,863</u>	<u>277,022</u>	<u>7,770</u>	<u>7,207</u>	<u>7,043</u>	<u>751</u>	<u>958</u>	<u>332,614</u>

Note 21. Other non-financial assets

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Prepaid salaries	65	2,867	65	2,867
Other prepayments	128	702	128	702
Total current other non-financial assets	193	3,569	193	3,569
Non-current				
Dairy farm milk quota	120	158	120	158
Total non-current other non-financial assets	120	158	120	158
Total other non-financial assets	313	3,727	313	3,727

Note 22. Payables

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Trade Creditors	2,402	3,242	2,558	3,351
Accrued Salaries	4,371	4,322	4,371	4,322
Other Accrued Expenses	833	1,279	827	1,237
Total current payables	7,606	8,843	7,756	8,910
Total payables	7,606	8,843	7,756	8,910

Note 23. Provisions

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Employee Benefits				
Annual Leave	6,747	7,110	6,591	7,000
Long service leave	2,048	2,500	2,048	2,500
Total current provisions	8,795	9,610	8,639	9,500
Non-current				
Employee Benefits				
Long service leave	14,507	8,650	14,507	8,650
Employee entitlement oncosts	2,422	1,787	2,422	1,787
Deferred benefits for superannuation*	73,401	76,032	73,401	76,032
Total non-current provisions	90,330	86,469	90,330	86,469
Total provisions	99,125	96,079	98,969	95,969

	Annual leave \$'000	Long service leave \$'000	Employee entitlement oncosts \$'000	Deferred benefits for super \$'000	Total \$'000
Reconciliation					
Opening balance 1 January 2004	7,000	11,150	1,787	76,032	95,969
Net increase/(decrease) in provision	(409)	5,405	635	(2,631)	3,000
Closing balance 31 December 2004	6,591	16,555	2,422	73,401	98,969

*The estimate for the deferred superannuation liability is calculated on the basis of information provided by Pillar Administration in respect of the State Superannuation Scheme (SSS), the State Authorities Superannuation Scheme (SAAS) and the State Authorities Non-Contributory Superannuation Scheme (SANCS). The provision for deferred superannuation of \$73,400,745 is the net unfunded liability of all schemes ie. the gross liability less the funded liability and balances held in the reserve accounts (refer Note 31).

Details of the deferred liability (where applicable), and the increase/(decrease) in unfunded liability are set in Note 31 for each superannuation scheme. The total of all schemes, \$73,400,745, less \$724,232 State Nursing grants already paid to the University, is shown as \$72,676,513 due from the Commonwealth Government in non-current receivables (refer Note 17).

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Employee Benefits				
Aggregate employee benefits and related on-costs				
Current				
Accrued salaries, wages and on-costs	4,371	4,322	4,371	4,322
Provision for accrued recreation leave	6,747	7,110	6,591	7,000
Provision for accrued long service leave	2,048	2,500	2,048	2,500
	13,166	13,932	13,010	13,822
Non current				
Provision for accrued long service leave	14,507	8,650	14,507	8,650
Provision for employee entitlement oncosts	2,422	1,787	2,422	1,787
	16,929	10,437	16,929	10,437
Total employee benefits	30,095	24,369	29,939	24,259

Note 24. Other liabilities

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Current				
Income received in advance				
DEST research financial assistance received in advance	-	420	-	420
HECS trust funds received in advance	-	3,526	-	3,526
HECS fees received in advance	99	855	99	855
Student fees received in advance	1,844	1,869	1,844	1,869
Other revenue received in advance	1,089	2,976	1,089	2,976
<i>Total income received in advance</i>	<u>3,032</u>	<u>9,646</u>	<u>3,032</u>	<u>9,646</u>
Deposits held	11	11	11	11
Total current other liabilities	<u>3,043</u>	<u>9,657</u>	<u>3,043</u>	<u>9,657</u>
Total other liabilities	<u>3,043</u>	<u>9,657</u>	<u>3,043</u>	<u>9,657</u>

Note 25. Reserves and retained surplus

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Reserves				
Asset revaluation reserve	163,746	74,939	163,182	74,939
Total reserves	<u>163,746</u>	<u>74,939</u>	<u>163,182</u>	<u>74,939</u>
Reconciliation				
Opening balance 1 January	74,939	68,519	74,939	68,519
Increment on revaluation of freehold land, buildings and other financial assets	88,807	6,420	88,243	6,420
Closing balance 31 December	<u>163,746</u>	<u>74,939</u>	<u>163,182</u>	<u>74,939</u>
Retained surplus				
Accumulated funds*	231,102	227,046	226,456	222,545
Total retained surplus	<u>231,102</u>	<u>227,046</u>	<u>226,456</u>	<u>222,545</u>
Reconciliation				
Opening balance 1 January	227,046	216,522	222,545	212,216
Net operating result for the year	4,055	10,524	3,911	10,329
Closing balance 31 December	<u>231,101</u>	<u>227,046</u>	<u>226,456</u>	<u>222,545</u>

* Included in accumulated funds are unspent research grants (refer Note 34). Whilst these amounts are classified as Statutory Funds, they are immaterial in nature and are therefore not disclosed separately for reporting purposes.

Note 26. Financial instruments

(a) Credit risk exposures

Credit risk is the risk of financial loss arising from another party to a contract or financial position failing to discharge a financial obligation thereunder. The economic entity's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the financial statements. At balance date the following amounts are receivable:-

	Banks \$'000	Students \$'000	Other \$'000	Total \$'000
2004				
Cash	3,803	-	118	3,921
Debtors	705	7,817	2,926	11,448
Investments	50,728	-	29,066	79,794
	55,236	7,817	32,110	95,163
2003				
Cash	9,267	-	99	9,366
Debtors	524	7,306	3,356	11,186
Investments	59,976	-	6,005	65,981
	69,767	7,306	9,460	86,533

(b) Interest rate risk exposures

The economic entity's exposure to interest rate risks and the effective interest rates of financial assets and liabilities are as follows:-

2004	Fixed interest maturing in:						Total \$'000	Weighted average interest rate
	Floating interest rate	1 year or less	Over 1 to 5 years	More than 5 years	Non- interest bearing			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
Financial assets								
Cash and deposits					3,921	3,921	N/A	
Receivables	705				10,743	11,448	N/A	
Other financial assets	4,166	17,628	57,000	1,000		79,794	6.34%	
<i>Total financial assets</i>	<u>4,871</u>	<u>17,628</u>	<u>57,000</u>	<u>1,000</u>	<u>14,664</u>	<u>95,163</u>		
Financial liabilities								
Bank overdrafts and loans						-	N/A	
Trade and other creditors					7,606	7,606	N/A	
<i>Total financial liabilities</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,606</u>	<u>7,606</u>		
Net financial assets	<u>4,871</u>	<u>17,628</u>	<u>57,000</u>	<u>1,000</u>	<u>7,058</u>	<u>87,557</u>		

2003	Fixed interest maturing in:						Total \$'000	
	Floating interest rate	1 year or less	Over 1 to 5 years	More than 5 years	Non- interest bearing			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
Financial assets								
Cash and deposits					9,366	9,366	N/A	
Receivables	524				10,662	11,186	N/A	
Other financial assets	9,553	6,428	50,000			65,981	5.60%	
<i>Total financial assets</i>	<u>10,077</u>	<u>6,428</u>	<u>50,000</u>	<u>-</u>	<u>20,028</u>	<u>86,533</u>		
Financial liabilities								
Bank overdrafts and loans						-	N/A	
Trade and other creditors					8,842	8,842	N/A	
<i>Total financial liabilities</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,842</u>	<u>8,842</u>		
Net financial assets	<u>10,077</u>	<u>6,428</u>	<u>50,000</u>	<u>-</u>	<u>11,186</u>	<u>77,691</u>		

Note 27. Responsible persons and executive officers

Remuneration of executive officers

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Aggregate remuneration of executive officers	4,760	3,923	4,760	3,923
	Number		Number	
\$110,000 to \$119,999	1	-	1	-
\$120,000 to \$129,999	-	9	-	9
\$130,000 to \$139,999	3	3	3	3
\$140,000 to \$149,999	2	2	2	2
\$150,000 to \$159,999	7	1	7	1
\$160,000 to \$169,999	1	1	1	1
\$170,000 to \$179,999	-	6	-	6
\$180,000 to \$189,999	2	-	2	-
\$190,000 to \$199,999	1	-	1	-
\$200,000 to \$209,999	-	2	-	2
\$210,000 to \$219,999	5	-	5	-
\$220,000 to \$229,999	1	-	1	-
\$240,000 to \$249,999	2	-	2	-
\$320,000 and above	1	1	1	1

As the Members of Charles Sturt University Council do not receive remuneration from the University or its related entities no disclosures are required for responsible persons.

Note 28. Remuneration of auditors

During the year, the following fees were paid for services provided by the auditor of the parent entity, its related practices and non-related audit firms:

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
1. Audit Services				
Fees paid to NSW Audit Office:				
Audit and review of financial reports and other audit work under the Corporations Act 2001	161	197	150	184
Fees paid to non-NSW Audit Office audit firms for the audit or review of financial reports of any entity in the consolidated entity	5	-	5	-
<i>Total remuneration for audit services</i>	<u>166</u>	<u>197</u>	<u>155</u>	<u>184</u>
2. Other assurance services				
Fees paid to non-NSW Audit Office audit firms	88	61	88	61
<i>Total remuneration for assurance services</i>	<u>88</u>	<u>61</u>	<u>88</u>	<u>61</u>
Total remuneration of auditors	<u>254</u>	<u>258</u>	<u>243</u>	<u>245</u>

Note 29. Contingent assets and liabilities

There are no known contingent assets or liabilities for Charles Sturt University as at 31 December 2004.

Note 30. Commitments for Expenditure

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Capital commitments				
Commitments for the acquisition of plant and equipment and building works contracted for at the reporting date but not recognised as liabilities, payable:				
Within one year	1,385	10,975	1,385	10,975
Total capital commitments	1,385	10,975	1,385	10,975
Lease Commitments				
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, payable:				
Within one year	964	581	964	581
Later than one year but not later than 5 years	1,787	914	1,787	914
Later than five years	46	-	46	-
Total lease commitments	2,797	1,495	2,797	1,495
Representing:				
Non-cancellable operating leases	2,797	1,495	2,797	1,495
	2,797	1,495	2,797	1,495
Other expenditure commitments				
Commitments for goods and services contracted for at the reporting date but not recognised as liabilities, payable:				
Within one year	10,940	6,391	10,940	6,391
Total other expenditure commitments	10,940	6,391	10,940	6,391

Note 31. Superannuation Plans

The University contributes to the following superannuation schemes:

- State Superannuation Scheme (SSS)
- State Authorities Superannuation Scheme (SASS)
- State Authorities Non-Contributory Superannuation Scheme (SANCS)
- UniSuper
- Tertiary Education Superannuation Scheme

Information relating to the SSS, SASS and SANCS funds based on the latest actuarial assessment and the financial report of the Funds for the year ended 31 December 2004 is set out below.

The University incurs an obligation for deferred contributions which become payable on and after retirement of staff. The deferred liability at 31 December 2004 was determined by Pillar Administration for the State schemes. The difference between the provision in Note 24 and the Receivable in Note 18 was previously funded by the NSW Government under an arrangement relating to nurse education.

	SSS \$ '000	SASS \$ '000	SANCS \$ '000	Total \$ '000
2004				
Present value of employee's accrued benefits	138,920	17,575	7,354	163,849
Net market value of assets held by the Funds to meet future benefit payments	(64,422)	(20,340)	(5,686)	(90,448)
Excess of the present value of employee's accrued benefits over assets held to meet future benefit payments	74,498	(2,765)	1,668	73,401
2003				
Present value of employee's accrued benefits	135,654	16,464	6,928	159,046
Net market value of assets held by the Funds to meet future benefit payments	(59,632)	(17,011)	(6,371)	(83,014)
Excess of the present value of employee's accrued benefits over assets held to meet future benefit payments	76,022	(547)	557	76,032
Movement in deferred superannuation liability	(1,524)	(2,218)	1,111	(2,631)
Defined benefit superannuation expense	(1,524)	(2,218)	1,111	(2,631)

Assumptions adopted by Pillar Administration for 2004 and thereafter are as follows:

	% pa
Rate of investment return	7.0
Rate of salary increase	4.0
Rate of increase in CPI	2.5

The Superannuation Scheme currently available to staff members is offered by UniSuper Ltd. This is a defined benefit superannuation scheme which is fully funded from contributions paid by the University and its employees.

Towers Perrin completed the latest actuarial assessment of the scheme as at 31 December 2002. The following figures only relate to members of the Defined Benefit Plan as at 30 June 2003. UniSuper is not considered to be controlled by the University and therefore the net surplus/shortfall has not been included in the University's accounts.

	University	
	2004 \$ '000	2003 \$ '000
Accrued Benefits	39,914	31,152
Net Surplus	5,011	1,700
Net Market Value of Assets	44,925	32,852
Vested Benefits	46,399	37,282

Note 32. Reconciliation of operating result from ordinary activities after income tax to net cash inflow from operating activities

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Operating result from ordinary activities after related income tax	4,055	10,524	3,911	10,329
Depreciation and amortisation	14,004	14,119	14,004	14,119
Net loss on sale of non-current assets	63	709	88	730
Loss on revaluation of investments	-	(251)	-	-
<i>Change in operating assets and liabilities</i>				
Increase in accrued interest	(181)	(173)	(181)	(173)
Increase in other accrued income	(341)	(2)	(341)	(2)
(Increase) decrease in debtors and provision for doubtful debts	247	(1,096)	253	(1,113)
(Increase) decrease in prepaid salaries	2,803	(621)	2,803	(621)
(Increase) decrease in other prepayments	611	(374)	611	(374)
Increase in inventory	(229)	(21)	(229)	(21)
Decrease in Commonwealth govt revenues received in advance	(420)	(4)	(420)	(4)
Increase (decrease) in HECS Trust Fund received in advance	(3,526)	309	(3,526)	309
Decrease in Student fees received in advance	(25)	(1,109)	(25)	(1,109)
Increase (decrease) in HECS upfront receipts in advance	(756)	619	(756)	619
Increase (decrease) in other income received in advance	(1,887)	1,062	(1,887)	1,062
Increase (decrease) in accrued salaries	49	1,398	49	1,398
Decrease in accrued expenses	(1,237)	(2,909)	(1,201)	(2,941)
Increase in provision for leave and employee entitlements	5,632	4,869	5,632	4,869
Net cash inflow from operating activities	18,862	27,049	18,785	27,077

Note 33. Events occurring after reporting date

The Charles Sturt University Council, on 3 December 2004 Resolution CNL04/148, gave approval for the proposed transfer of Orange Campus to Charles Sturt University from the University of Sydney. Related to this the Commonwealth Government Minister for Education, Science and Training announced in July 2004 that CSU had been granted an additional 100 commencing places for Orange Campus and an additional 240 commencing places relating to the existing Orange profile.

The Vice-Chancellors of both universities have provided the NSW Ministers for Education and Training and Primary Industries with a briefing paper and drafting instructions for NSW Parliamentary Council in relation to the proposed transfer. Arrangements are being made for the necessary legislation to be prepared, following expressions of support from both Ministers.

It was intended that the proposed transfer would take effect from 1 January 2005, however the University has since received advice that the relevant legislation is unlikely to be enacted until the second quarter of 2005.

Charles Sturt University and the University of Sydney have agreed on the necessary arrangements to enable Charles Sturt University to operate from Orange Campus from 1 January 2005 pending enactment of legislation.

Note 34.

Acquittal of Commonwealth Government financial assistance

34.1 DEST - Teaching and Learning

	Operating Grant*		Capital Development Pool		Total	
	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	56,264	61,179	-	2,091	56,264	63,270
B. Net accrual Adjustments	-	-	-	-	-	-
-Adjustment to Payments due to accounting policy	(776)	4,493	-	-	(776)	4,493
-Prior year over-enrolments	-	-	-	-	-	-
C. Total from DEST A+B	55,488	65,672	-	2,091	55,488	67,763
D. Surplus/(Deficit) from previous year	-	-	-	-	-	-
E. Total Revenue including accrued revenue	55,488	65,672	-	2,091	55,488	67,763
Less Expenses including accrued expenses	55,488	65,672	-	2,091	55,488	67,763
Surplus/(Deficit) for reporting period	-	-	-	-	-	-

A. Financial assistance received in CASH during reporting period (total received from Commonwealth)
 B. Net accrual Adjustments
 -Adjustment to Payments due to accounting policy
 -Prior year over-enrolments
C. Total from DEST A+B
 D. Surplus/(Deficit) from previous year
E. Total Revenue including accrued revenue
 Less Expenses including accrued expenses
Surplus/(Deficit) for reporting period

* Including Workplace Reform Program and superannuation contributions

34.2 HECS and other Commonwealth Loan Programmes

	HECS (Commonwealth Payments Only)		PELS		BOTPLS		Total	
	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	40,543	40,514	5,255	2,543	4	7	45,802	43,064
B. Net accrual Adjustments	3,526	(309)	-	-	-	-	3,526	(309)
-Adjustment to Payments due to accounting policy	4,350	2,491	-	-	-	-	4,350	2,491
-Prior year over-enrolments	-	-	-	-	-	-	-	-
C. Total from DEST A+B	48,419	42,696	5,255	2,543	4	7	53,678	45,246
D. Surplus/(Deficit) from previous year	-	-	-	-	-	-	-	-
E. Total Revenue including accrued revenue	48,419	42,696	5,255	2,543	4	7	53,678	45,246
Less Expenses including accrued expenses	48,419	42,696	5,255	2,543	4	7	53,678	45,246
Surplus/(Deficit) for reporting period	-	-	-	-	-	-	-	-

A. Financial assistance received in CASH during reporting period (total received from Commonwealth)
 B. Net accrual Adjustments
 -Adjustment to Payments due to accounting policy
 -Prior year over-enrolments
C. Total from DEST A+B
 D. Surplus/(Deficit) from previous year
E. Total Revenue including accrued revenue
 Less Expenses including accrued expenses
Surplus/(Deficit) for reporting period

34.3 Scholarships

	Australian Postgraduate Awards Pre 2002		Australian Postgraduate Awards Post 2002		International Postgraduate Research Scholarships		Commonwealth Education Costs Scholarships		Commonwealth Accommodation Scholarships		Total	
	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	75	187	378	258	87	43	108	-	252	-	898	488
B. Net accrual Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
-Adjustment to Payments due to accounting policy	-	31	-	(15)	-	-	-	-	-	-	-	16
-Prior year over-enrolments	-	-	-	-	-	-	-	-	-	-	-	-
C. Total from DEST A+B	75	218	378	243	87	43	106	-	252	-	898	504
D. Surplus/(Deficit) from previous year	21	55	11	-	19	6	-	-	-	-	51	61
E. Total Revenue including accrued revenue	96	273	389	243	106	49	106	-	252	-	949	565
Less Expenses including accrued expenses	127	252	366	232	83	30	106	-	252	-	934	514
Surplus/(Deficit) for reporting period	(31)	21	23	11	23	19	-	-	-	-	15	51

A. Financial assistance received in CASH during reporting period (total received from Commonwealth)

B. Net accrual Adjustments

-Adjustment to Payments due to accounting policy

-Prior year over-enrolments

C. Total from DEST A+B

D. Surplus/(Deficit) from previous year

E. Total Revenue including accrued revenue

Less Expenses including accrued expenses

Surplus/(Deficit) for reporting period

34.4 DEST Research

	Institutional Grants Scheme		Research Training Scheme		Systemic Infrastructure Initiative		Research Infrastructure Block Grants		Regional Protection Grants		Total	
	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	1,197	1,218	2,815	3,066	1,060	-	776	626	141	88	5,989	4,998
B. Net accrual Adjustments	104	(8)	245	-	-	-	67	(19)	4	3	420	(24)
-Adjustment to Payments due to accounting policy	-	-	-	-	-	-	-	-	-	-	-	-
-Prior year over-enrolments	-	-	-	-	-	-	-	-	-	-	-	-
C. Total from DEST A+B	1,301	1,210	3,060	3,066	1,060	-	843	607	145	91	6,409	4,974
D. Surplus/(Deficit) from previous year	-	-	-	-	-	-	56	126	-	-	56	126
E. Total Revenue including accrued revenue	1,301	1,210	3,060	3,066	1,060	-	899	733	145	91	6,465	5,100
Less Expenses including accrued expenses	1,301	1,210	3,060	3,066	1,060	-	821	677	145	91	6,387	5,044
Surplus/(Deficit) for reporting period	-	-	-	-	-	-	78	56	-	-	78	56

A. Financial assistance received in CASH during reporting period (total received from Commonwealth)

B. Net accrual Adjustments

-Adjustment to Payments due to accounting policy

-Prior year over-enrolments

C. Total from DEST A+B

D. Surplus/(Deficit) from previous year

E. Total Revenue including accrued revenue

Less Expenses including accrued expenses

Surplus/(Deficit) for reporting period

34.5 Australian Research Council Grants

(a) Discovery

	Projects		Total	
	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000
	368	288	368	288
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	-	35	-	35
B. Net accrual Adjustments	-	(20)	-	(20)
-Adjustment to Payments due to accounting policy	(35)	(36)	(35)	(36)
-Transfer to/from other institutions, prior year				
-Recovery of prior year financial assistance				
C. Total from ARC A+B	333	267	333	267
D. Surplus/(Deficit) from previous year	206	227	206	227
E. Total Revenue including accrued revenue	539	494	539	494
Less Expenses including accrued expenses	411	288	411	288
Surplus/(Deficit) for reporting period	128	206	128	206

(b) Linkages

	Centres		Projects		International		Total	
	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000	2004 \$ '000	2003 \$ '000
	942	943	762	620	12	14	1,716	1,577
A. Financial assistance received in CASH during reporting period (total received from Commonwealth)	-	-	-	42	-	1	-	43
B. Net accrual Adjustments	-	-	-	122	-	-	-	122
-Adjustment to Payments due to accounting policy	-	-	(1)	-	-	-	(1)	-
-Transfer to/from other institutions, prior year								
-Recovery of prior year financial assistance								
C. Total from ARC A+B	942	943	761	784	12	15	1,715	1,742
D. Surplus/(Deficit) from previous year	37	87	446	390	22	12	505	489
E. Total Revenue including accrued revenue	979	1,030	1,207	1,174	34	27	2,220	2,231
Less Expenses including accrued expenses	941	993	753	728	16	5	1,710	1,726
Surplus/(Deficit) for reporting period	38	37	454	446	18	22	510	505

Charles Sturt Services Limited

(a company limited by guarantee)
ABN No. 64 085 727 288

Annual Financial Statements

for Year Ended 31 December 2004

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9275-7166
d0504374/FA1133/kw

Mr J Hackett
Chairperson
Charles Sturt Services Limited
Locked Bag 677
WAGGA WAGGA NSW 2678

14 April 2005

Dear Mr Hackett

STATUTORY AUDIT REPORT
For the Year Ended 31 December 2004
CHARLES STURT SERVICES LIMITED

I have audited the accounts of Charles Sturt Services Limited as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on Charles Sturt Services Limited's financial report. The Independent Audit Report, together with Charles Sturt Services Limited's financial report, are attached.

Audit Result

I expressed an unqualified opinion on Charles Sturt Services Limited's financial report and I have not identified any significant matters since I wrote to you on 15 April 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on Charles Sturt Services Limited's financial operation will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to company management for review before the Report is tabled during May.

Scope of the Audit

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on Charles Sturt Services Limited's financial report. This includes testing whether your agency has complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Acknowledgment

I thank Charles Sturt University's staff for their courtesy and assistance

Yours sincerely



P Carr
Director, Financial Audit Services

cc Professor I Goulter, Vice-Chancellor Charles Sturt University
The Hon CM Tebbutt MLC, Minister for Education and Training
The Hon Dr. AJ Refshauge, Treasurer

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Statement by Members of the Board for the Year Ended

31 December 2004

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

1. The accompanying financial statements exhibit a true and fair view of the financial position of Charles Sturt Services Limited as at 31 December, 2004 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

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

Dated at Wagga Wagga this 7th day of February 2005

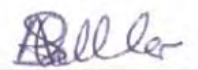
for and on behalf of the Board in accordance with its resolution.

Signed:



J.F. Hackett

Signed:



A.J. Callander

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Directors' Declaration for the Year Ended

31 December 2004

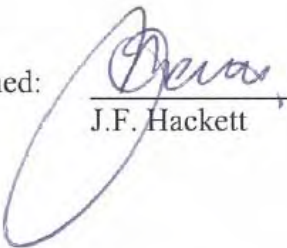
In accordance with a resolution of the Directors of Charles Sturt Services Ltd and pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983, we state that:

1. The attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the company at 31 December 2004 and the results of its operations and transactions of the company for the year then ended;
2. The financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act 1983 and the Corporation Act 2001;
3. The financial report has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and authoritative pronouncements of the Australian Accounting Standards Board;
4. We are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate; and,
5. There are reasonable grounds to believe that the company will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Directors, and on behalf of the Directors.

Dated at Wagga Wagga this 7th day of February 2005

Signed:



J.F. Hackett

Signed:



A.J. Callander

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Directors' Report for the Year Ended

31 December 2004

In accordance with the Corporations Act 2001, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

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

Mr J F Hackett, Director,	FCIS, FCIM, MNIA Accountant, aged 53, joined the Board in 2003
Prof J Pratley, Director,	PhD, <i>Uni NSW</i> , BSc (hons) (Uni NSW) Academic, aged 58, joined the Board in 1999
Mr Andrew Callander, Director,	GdipMan <i>C.Qld</i> , GdipHospMan <i>Sheff-Hall</i> , BBus <i>CSU</i> , AFCIA Residential Director, aged 44, joined the Board in 1999

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

Directors and Officers Liability Cover
ACE Insurance Limited
Policy No: 04CH006744
Expiry Date: 1 November 2005

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

9. During the year ended 31 December 2004 four (4) Director's meeting were held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended</u>
Mr J F Hackett	4	3
Prof J Pratley	4	2
Mr A Callander	4	4
M/s I B McMullen	1	1

There were no special or other meetings held during 2004.

Dated at Wagga Wagga this 7th day of February 2005

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

Signed:



J.F. Hackett

Signed:



A.J. Callander

Statement of Financial Position
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Receivables	7e	45,380	28,874
Other	7c	0	72
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<u>45,380</u>	<u>28,946</u>
TOTAL ASSETS		<u>45,380</u>	<u>28,946</u>
CURRENT LIABILITIES			
Creditors and Accruals	11	20,909	14,436
Provisions	4&10	24,471	14,510
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<u>45,380</u>	<u>28,946</u>
TOTAL LIABILITIES		<u>45,380</u>	<u>28,946</u>
NET ASSETS		<u>0</u>	<u>0</u>
EQUITY			
Accumulated Funds		<u>0</u>	<u>0</u>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Statement of Financial Performance for the year ended 31 December 2004

	Note	2004 \$	2003 \$
Revenue from ordinary activities	2a	703,774	689,418
Expenses from ordinary activities	2b	<u>703,774</u>	<u>689,418</u>
Profit from ordinary activities		0	0
Net profit (loss)		<u>0</u>	<u>0</u>
Total revenues, expenses and valuation adjustments attributable to members of the parent entity and recognised directly in equity		<u>0</u>	<u>0</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Statement of Cash Flows for the year ended 31 December 2004

	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash Flows from Operating Activities		
Cash Receipts from operations	687,340	709,222
Salaries and Oncosts	(683,815)	(704,322)
Other Operating Costs	<u>(3,525)</u>	<u>(4,900)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>
Note to the Statement of Cash Flows		
Reconciliation of Net Cash Provided by Operating Activities to Operating Result		
Operating Result	0	0
(Increase)/Decrease in Receivables	(16,506)	19,876
(Increase)/Decrease in Other Current Assets	72	(72)
Increase/(Decrease) in Provision for Annual Leave	9,961	(4,596)
Increase/(Decrease) in Creditors	<u>6,473</u>	<u>(15,208)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

Notes to and Forming Part of the Accounts

for the Financial Year Ended 31 December 2004

Charles Sturt Services Limited is incorporated in Australia as a company limited by guarantee on 4 January 1999 (ABN number 64 085 727 288). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

The registered office is at Graham Building, Charles Sturt University, Boorooma Street Wagga Wagga 2678.

Note 1 Summary of Significant Accounting Policies

The financial statements are a general purpose financial report having been prepared in accordance with:

- (i) Australian Accounting Standards;
- (ii) Other authoritative pronouncements of the Public Sector Accounting Standards Board and/or Australian Accounting Standards Board;
- (iii) Urgent Issues Group Consensus Views;
- (iv) Corporations Act 2001.
- (v) Public Finance and Audit Act 1983, Public Finance and Audit Regulation 2000

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

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

(a) Property, Plant and Equipment

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

(b) Employee Benefits

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

The provision represents the accrued leave as at 31 December 2004 at rates expected to be paid.

There were 19 employees as at 31 December 2004.

(c) Taxation

The Company is exempt from payment of income and capital gains tax. The Company is registered for Goods and Services Tax and is grouped with Charles Sturt University, the controlling entity, for GST purposes. Revenue expenses and assets are recognised net of the amount of GST.

(d) Going Concern

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

(e) Financial Instruments

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

In accordance with (AASB1033) "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 9, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

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

- nil

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

Note 2a Income

	2004	2003
	\$	\$
Fees for Services Rendered	703,774	689,418
	-----	-----
Total income	703,774	689,418

The income of \$703,774 from Charles Sturt University was principally for employment services provided to Charles Sturt University.

Note 2b Expenditure

	2004	2003
	\$	\$
Salaries	601,037	587,433
Provision for Annual Leave	7,784	(4,596)
Superannuation	45,073	48,931
Payroll Tax	38,611	46,170
Workers Compensation	7,579	6,580
Audit Fees	3,650	3,500
Fees for Services	0	1,364
Stores and Provisions	40	36
	-----	-----
Total expenditure	703,774	689,418

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of The Audit Office of NSW for the financial year ended 31 December 2004 was \$3,650. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Provisions

Provision is staff accrued recreation leave.

Note 5 Equity

Charles Sturt Services Limited does not retain any profits. The accounting policy referred to in Note 7 ensures that the company does not have any retained earnings or equity balances.

Note 6 Remuneration of Directors

No Directors of the Company had during the financial year received income from the Company in connection with the management of the affairs of the Company, whether as Executive Officer or otherwise. Detail of Directors remuneration from a related entity, as at the date of this report, is:-

	No. of Directors
\$	
150,000-159,999	1
210,000-219,999	2

Note 7 Related Parties**(a)** Names of Directors

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

Mr J F Hackett
Prof J Pratley
Mr A J Callander
M/s I B McMullen

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 6.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Charles Sturt Services Limited.

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

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

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

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

	2004	2003
	\$	\$
Current Receivables		
Controlling Entity	<u>45,380</u>	<u>28,874</u>
Other Assets	<u>0</u>	<u>72</u>

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

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

The value of these services has been considered and assessed as not being significant.

Note 8 Segment Reporting

The Company operates predominantly in one business segment being the provision of employment services and one geographical segment being Australia.

Note 9 Financial Instruments

(a) Interest Rate Risk

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

2004

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	45,380	45,380	N/A
<i>Total Financial Assets</i>	-	-	-	-	45,380	45,380	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	20,909	20,909	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	20,909	20,909	N/A

2003

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	28,874	28,874	N/A
<i>Total Financial Assets</i>	-	-	-	-	28,874	28,874	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	14,436	14,436	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	14,436	14,436	N/A

(b) Credit Risk

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

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

Note 10 Employee Benefits

Current

	2004	2003
	\$	\$
Provision for Accrued Recreation Leave	24,471	14,510
Accrued Salaries, wages and on-costs	16,894	10,586
Aggregate Employee Benefits	----- 41,365	----- 25,096

Note 11 Creditors and Accruals

Payables represent liabilities for goods and services provided to the economic entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

Note 12 Developments

There were no changes in the activities of the Company.

Note 13 Receivables

Receivables represent the amount owing from Charles Sturt University. Receivables are recognised on an accrual basis.

Note 14 Revenue Recognition

Revenue from employment services equates to the level of expenditure and is reimbursed by Charles Sturt University.

Note 15 Contingent Assets and Liabilities

There are no contingent Assets and Liabilities.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

There are no subsequent events.

Note 18 International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting IFRS for application on or after 1 January 2005. The AASB has issued Australian Equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Reporting Interpretations Committee or the former Standards Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated financial statements for the year ended 31 December 2005.

Entities complying with the Australian equivalents for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made retrospectively, against operating retained surplus as at 1 January 2004.

Charles Sturt University has established a project team to manage the transition to Australian equivalents to IFRS. The project team has identified and analysed those Australian equivalents to IFRS relevant to the accounting procedures of Charles Sturt Services Limited, and to date no major accounting policy changes have been identified.

END OF AUDITED FINANCIAL STATEMENTS

Mitchell Services Limited

(a company limited by guarantee)
ABN No. 37 063 446 864

Annual Financial Statements

for Year Ended 31 December 2004

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9275-7166
d0504369/fa963/kw

Mr J Hackett
Chairperson
Mitchell Services Limited
Locked Bag 677
WAGGA WAGGA NSW 2678

14 April 2005

Dear Mr Hackett

STATUTORY AUDIT REPORT
For the Year Ended 31 December 2004
MITCHELL SERVICES LIMITED

I have audited the accounts of Mitchell Services Limited as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on Mitchell Services Limited's financial report. The Independent Audit Report, together with Mitchell Services Limited's financial report, are attached.

Audit Result

I expressed an unqualified opinion on Mitchell Services Limited's financial report and I have not identified any significant matters since I wrote to you on 15 April 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on Mitchell Services Limited's financial operation will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to company management for review before the Report is tabled during May.

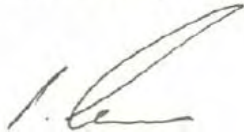
Scope of the Audit

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on Mitchell Services Limited's financial report. This includes testing whether your agency has complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Acknowledgment

I thank Charles Sturt University's staff for their courtesy and assistance.

Yours sincerely



P Carr
Director, Financial Audit Services

cc Professor I Goulter, Vice-Chancellor Charles Sturt University
The Hon CM Tebbutt MLC, Minister for Education and Training
The Hon Dr. AJ Refshauge, Treasurer

Statement by Members of the Board for the Year Ended
31 December 2004

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

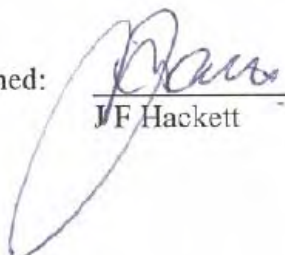
1. The accompanying financial statements exhibit a true and fair view of the financial position of Mitchell Services Limited as at 31 December, 2004 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

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

Dated at Bathurst this 7th day of February 2005

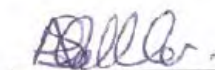
for and on behalf of the Board in accordance with its resolution.

Signed:



J F Hackett

Signed:



A J Callander

Directors' Declaration for the Year Ended
31 December 2004

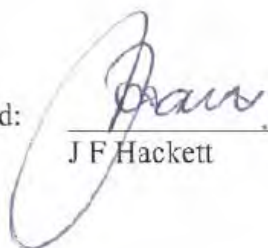
In accordance with a resolution of the Directors of Mitchell Services Limited and pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983, we state that:

1. the attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the Company at 31 December 2004 and the results of its operations and transactions of the Company for the year then ended;
2. the financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act 1983 and the Corporations Act 2001;
3. the financial report has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and authoritative pronouncements of the Australian Accounting Standards Board;
4. we are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate; and
5. there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

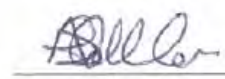
Dated at Bathurst this 7th day of February 2005

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

Signed:


J F Hackett

Signed:


A J Callander

Directors' Report for the Year Ended

31 December 2004

In accordance with the Corporations Act 2001, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

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

Mr A J Callander, BBus *C.Sturt*, GdipMan *C.Old*, GdipHosp *Sheff-Hall*, AFCIA,
Residential Director, aged 44, joined the Board in 1995.

Mr J F Hackett, FCIS, FCIM, MNIA,
Accountant, aged 53, joined the Board in 1995

Dr G A Walker, Mcom, DipEd *UNSW*, Phd *Macquarie*
Academic, aged 57, joined the Board in 2001

M/s V A Horner, RN Lithgow District Hospital
Operations Manager, aged 49, joined the Board in 2002

Mr S J Gittoes, Dip (Fin Plan) *Deakin*
Administrator, aged 46, joined the Board in 2003

Mr L V Wiggins, AACS
Administrator, aged 56, joined the Board in 2004

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

Directors and Officers Liability Cover
ACE Insurance Limited
Policy No: 04CH006744
Expiry Date: 1 November 2005

Mitchell Services Limited

(a company limited by guarantee)

ABN No. 37 063 446 864

9. During the year ended 31 December 2004 six (6) Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

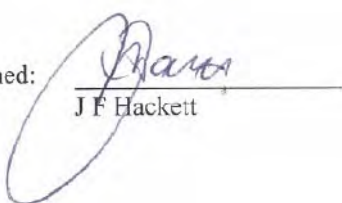
<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended</u>
Mr J F Hackett	6	6
Mr A J Callander	6	5
Mr S J Gittoes	6	3
Dr G A Walker	6	4
M/s V A Horner	6	5
Mr L Wiggins	2	2

There were no special or other meetings held during 2004.

Dated at Bathurst this 7th day of February 2005

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

Signed:


J F Hackett

Signed:


A J Callander

Statement of Financial Position
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Receivables	7e	120,266	56,894
Other	7e	0	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<u>120,266</u>	<u>56,894</u>
TOTAL ASSETS		<u>120,266</u>	<u>56,894</u>
CURRENT LIABILITIES			
Creditors and Accruals	11	26,724	18,986
Provisions	4&10	61984	37908
Income in Advance	12	0	0
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<u>88,708</u>	<u>56,894</u>
NON CURRENT LIABILITIES			
Provisions	4&10	31,558	0
		<hr/>	<hr/>
TOTAL NON CURRENT LIABILITIES		<u>31,558</u>	<u>0</u>
TOTAL LIABILITIES		<u>120,266</u>	<u>56,894</u>
NET ASSETS		<u>0</u>	<u>0</u>
EQUITY			
Accumulated Funds		0	0
		<hr/>	<hr/>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Financial Performance
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
Revenue from ordinary activities	2a	1,159,191	934,815
Expenses from ordinary activities	2b	<u>1,159,191</u>	<u>934,815</u>
Profit from ordinary activities		0	0
Net profit (loss)		<u>0</u>	<u>0</u>
Total revenues, expenses and valuation adjustments attributable to members of the parent entity and recognised directly in equity		<u>0</u>	<u>0</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Cash Flows
for the year ended 31 December 2004

	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash Flows from Operating Activities		
Cash Receipts from Operations	1,095,819	912,007
Salaries and Oncosts	(1,067,876)	(877,347)
Other Operating Costs	<u>(27,943)</u>	<u>(34,660)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>
Note to the Statement of Cash Flows		
Reconciliation of Net Cash Provided by Operating Activities to Operating Result		
Operating Result	0	0
(Increase)/Decrease in Receivables	(63,372)	(21,251)
(Increase)/Decrease in Other Current Assets	0	0
Increase/(Decrease) in Provision for Annual Leave	24,076	19,308
Increase/(Decrease) in Provision for Long Service Leave	31,558	0
Increase/(Decrease) in Creditors	7738	4826
Increase/(Decrease) in Income in Advance	<u>0</u>	<u>(2,883)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Mitchell Services Limited

(a company limited by guarantee)

ABN No. 37 063 446 864

Notes to and Forming Part of the Accounts

for the Financial Year Ended 31 December 2004

Mitchell Services Limited is incorporated in Australia as a company limited by guarantee on 11 February 1994 (ABN number 37 063 446 864). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

The registered office for Mitchell Services Limited is Phillips Building, Charles Sturt University, Panorama Avenue, Bathurst.

Note 1 Summary of Significant Accounting Policies

The financial statements are a general purpose financial report having been prepared in accordance with:

- (i) Australian Accounting Standards;
- (ii) Other authoritative pronouncements of the Public Sector Accounting Standards Board and/or Australian Accounting Standards Board;
- (iii) Urgent Issues Group Consensus Views;
- (iv) Corporations Act 2001.
- (v) Public Finance and Audit Act 1983, Public Finance and Audit Regulation 2000.

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

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

(a) Property, Plant and Equipment

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

(b) Employee Benefits

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

The provision represents accrued Leave as at 31 December 2004 at rates expected to be paid.

There were 42 employees as at 31 December 2004.

(c) Taxation

The Company is exempt from payment of income tax and capital gains tax. The Company is registered for the Goods and Services Tax and is grouped with Charles Sturt University, the controlling entity, for GST purposes. Revenue expenses and assets are recognised net of the amount of GST.

(d) Going Concern

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

(e) Financial Instruments

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

In accordance with (AASB1033) "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 9, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

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

- nil

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

Note 2a Income

	2004	2003
	\$	\$
Fees for Services Rendered	1,155,387	924,309
Travel Reimbursement	946	0
Salary Reimbursement	2,858	10,506
	-----	-----
Total income	1,159,191	934,815

The income of \$1,159,191 was principally for cleaning services provided to Charles Sturt University, Bathurst Campus.

Note 2b Expenditure

	2004	2003
	\$	\$
Salaries	849,554	695,764
Provision for Annual Leave	24,075	19,308
Provision for Long Service Leave	31,558	0
Superannuation	72,249	60,295
Payroll Tax	55,210	48,370
Workers Compensation	98,418	72,918
Motor Vehicle Expenses	1,090	0
Audit Fees	3,650	3,500
Stores and Provisions	20,979	30,398
Insurance	0	1,013
Communications	1,592	1,447
Maintenance of Equipment	190	576
Travel	0	1,106
Other	626	120
	-----	-----
Total expenditure	1,159,191	934,815

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of The Audit Office of NSW for the financial period ended 31 December 2004 was \$3,650. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Provisions

Provision is staff accrued recreation leave and conditional long service leave.

Note 5 Equity

Mitchell Services Limited does not retain any profits. The accounting policy Referred to in note 7 ensures that the company does not have any retained earnings or equity balances.

Note 6 Remuneration of Directors

No Directors of the Company had during the financial period received income from the Company in connection with the management of the affairs of the Company, whether as executive officer or otherwise. Detail of Directors remuneration from a related entity, as at the date of this report, is:-

\$	No. of Directors
50,000-59,999	1
60,000-69,999	1
110,000-119,999	1
130,000-139,999	1
150,000-159,999	1
210,000-219,999	1

Note 7 Related Parties

(a) Names of Directors

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

Mr J F Hackett
Mr A J Callander
Mr SJ Gittoes
Dr G A Walker
M/s VA Horner
Mr L V Wiggins

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 6.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Mitchell Services Limited.

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

The University meets the expenses of the Company principally in return for cleaning services provided to the University. These transactions do not result in a net cash flow situation. The Company has commercial transactions with the parent entity but these transactions do not result in a net cash flow between the University and Mitchell Services Limited.

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

	2004	2003
	\$	\$
Current Receivables		
Controlling Entity	<u>120,266</u>	<u>56,894</u>
Other Assets		
Controlling Entity	<u> 0</u>	<u> 0</u>

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

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

The value of these services has been considered and assessed as not being significant.

Note 8 Segment Reporting

The Company operates predominantly in one business segment being the provision of cleaning services and one geographical segment being Australia.

Note 9 Financial Instruments*(a) Interest Rate Risk*

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

2004

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	120,266	120,266	N/A
<i>Total Financial Assets</i>	-	-	-	-	120,266	120,266	N/A
<i>Financial Liabilities</i>							
Creditors / Income in Advance	-	-	-	-	26,724	26,724	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	26,724	26,724	N/A

2003

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	56,894	56,894	N/A
<i>Total Financial Assets</i>	-	-	-	-	56,894	56,894	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	18986	18986	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	18986	18986	N/A

(b) Credit Risk

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

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

Note 10 Employee Benefits

	2004	2003
	\$	\$
Current		
Provision for Accrued Recreation Leave	61,984	37,908
Accrued Salaries, wages and on-costs	22,690	15,136
Non Current		
Provision for Long Service Leave	31,558	0
	-----	-----
Aggregate Employee Benefits	116,232	53,044

Note 11 Creditors and Accruals

Payables represent liabilities for goods and services provided to the economic entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

Note 12 Income in Advance

Income in advance represents income received in advance of the period for which it is to be appropriated and is recognised as income received in advance. Income in advance is recognised on an accrual basis.

Note 13 Developments

There were no changes in the activities of the Company.

Note 14 Receivables

Receivables represent the amount owing from Charles Sturt University. Receivables are recognised on an accrual basis.

Note 15 Revenue Recognition

Revenue from cleaning services equates to the level of expenditure and is reimbursed by Charles Sturt University.

Note 16 Contingent Assets and Liabilities

There are no contingent Assets or Liabilities.

Note 17 Environmental Issues

There are no environmental issues.

Note 18 Subsequent Events

There are no subsequent events.

Note 19 International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting IFRS for application on or after 1 January 2005. The AASB has issued Australian Equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Reporting Interpretations Committee or the former Standards Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated financial statements for the year ended 31 December 2005.

Entities complying with the Australian equivalents for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made retrospectively, against operating retained surplus as at 1 January 2004.

Charles Sturt University has established a project team to manage the transition to Australian equivalents to IFRS. The project team has identified and analysed those Australian equivalents to IFRS relevant to the accounting procedures of Mitchell Services Limited, and to date no major accounting policy changes have been identified.

END OF AUDITED FINANCIAL STATEMENTS

Rivservices Limited

(a company limited by guarantee)
ABN No. 46 003 492 233

Annual Financial Statements

for Year Ended 31 December 2004

Rivservices Limited
(a company limited by guarantee)
ABN No. 46 003 492 233

Independent Audit Report



GPC BOX 12
SYDNEY NSW 2001

9275-7166
d0504380/FA0395/kw

Mr J Hackett
Chairperson
Rivservices Limited
Locked Bag 677
WAGGA WAGGA NSW 2678

14 April 2005

Dear Mr Hackett

STATUTORY AUDIT REPORT
For the Year Ended 31 December 2004
RIVSERVICES LIMITED

I have audited the accounts of Rivservices Limited as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on Rivservices Limited's financial report. The Independent Audit Report, together with Rivservices Limited's financial report, are attached.

Audit Result

I expressed an unqualified opinion on Rivservices Limited's financial report and I have not identified any significant matters since I wrote to you on 15 April 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on Rivservices Limited's financial operation will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to company management for review before the Report is tabled during May.

Scope of the Audit

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on Rivservices Limited's financial report. This includes testing whether your agency has complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Rivservices Limited
(a company limited by guarantee)
ABN No. 46 003 492 233

Acknowledgment

I thank Charles Sturt University's staff for their courtesy and assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P Carr', written in a cursive style.

P Carr
Director, Financial Audit Services

cc Professor I Goulter, Vice-Chancellor Charles Sturt University
The Hon CM Tebbutt MLC, Minister for Education and Training
The Hon Dr. AJ Refshauge, Treasurer

Statement by Members of the Board for the Year Ended
31 December 2004

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

1. The accompanying financial statements exhibit a true and fair view of the financial position of Rivservices Limited as at 31 December, 2004 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

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

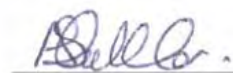
Dated at Wagga Wagga this 7th day of February 2005

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

Signed:


J F Hackett

Signed:


A J Callander

Directors' Declaration for the Year Ended
31 December 2004

In accordance with a resolution of the Directors of Rivservices Limited and pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983, we state that:

1. the attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the Company at 31 December 2004 and the results of its operations and transactions of the Company for the year then ended;
2. the financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act 1983 and the Corporations Act 2001;
3. the financial report has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and authoritative pronouncements of the Australian Accounting Standards Board;
4. we are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate; and
5. there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

Dated at Wagga Wagga this 7th day of February 2005

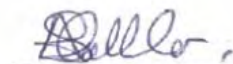
for an on behalf of the Board in accordance with its resolution.

Signed:



J F Hackett

Signed:



A J Callander

Riverservices Limited
(a company limited by guarantee)
ABN No. 46 003 492 233

Directors' Report for the Year Ended
31 December 2004

In accordance with the Corporations Act 2001, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

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

Mrs A Brassil, BA DipEd Syd.,

Home Duties, aged 71, joined the Board in 1988

Mr A J Callander, GdipMan C.Qld, GdipHospMan Sheff-Hall, BBus CSU, AFCIA

Residential Director, aged 44, joined the Board in 1988

Mr J F Hackett, FCIS, FCIM, MNIA,

Accountant, aged 53, joined the Board in 1988

Professor D L Green, NDD., Des RCA London,

Academic, aged 64, joined the Board in 2001

Mr T P O'Meara, B Bus Charles Sturt, B SocSc Charles Sturt

Administrator, aged 49, joined the Board in 2004

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

Directors and Officers Liability Cover

ACE Insurance Limited

Policy No: 04CH006744

Expiry Date: 1 November 2005

Rivservices Limited

(a company limited by guarantee)

ABN No. 46 003 492 233

9. During the year ended 31 December 2004 four (4) Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings</u>	<u>Attended</u>
Mrs A Brassil	4		1
Mr A J Callander	4		4
Mr J F Hackett	4		3
Professor D L Green	4		3
M/s I B McMullen	1		1
Mr T P O'Meara	3		1

There was one special meeting held during 2004.

Dated at Wagga Wagga this 7th day of February 2005

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

Signed:



J F Hackett

Signed:



A J Callander

Statement of Financial Position
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Receivables	7e	152,286	151,384
Other	7e	0	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<u>152,286</u>	<u>151,384</u>
TOTAL ASSETS		<u>152,286</u>	<u>151,384</u>
CURRENT LIABILITIES			
Creditors and Accruals	11	38,470	39,162
Provisions	4&10	54,660	45,192
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<u>93,130</u>	<u>84,354</u>
NON CURRENT LIABILITIES			
Provisions	4&10	59,156	67,030
		<hr/>	<hr/>
TOTAL NON CURRENT LIABILITIES		<u>59,156</u>	<u>67,030</u>
TOTAL LIABILITIES		<u>152,286</u>	<u>151,384</u>
NET ASSETS		<u>0</u>	<u>0</u>
EQUITY			
Accumulated Funds		<hr/>	<hr/>
TOTAL RETAINED EARNINGS		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Financial Performance
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
Revenue from ordinary activities	2a	2,131,388	1,968,466
Expenses from ordinary activities	2b	<u>2,131,388</u>	<u>1,968,466</u>
Profit from ordinary activities		0	0
Net profit (loss)		<u>0</u>	<u>0</u>
Total revenues, expenses and valuation adjustments attributable to members of the parent entity and recognised directly in equity		<u>0</u>	<u>0</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Cash Flows
for the year ended 31 December 2004

	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash Flows from Operating Activities		
Cash Receipts from Operations	2,130,486	1,938,228
Salaries and Oncosts	(2,015,214)	(1,807,857)
Other Operating Costs	<u>(115,272)</u>	<u>(130,371)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>

Note to the Statement of Cash Flows

Reconciliation of Net Cash Provided by Operating Activities to Operating Result

Operating Result	0	0
(Increase)/Decrease in Receivables	(902)	(30,238)
(Increase)/Decrease in Other Current Assets	0	0
Increase/(Decrease) in Provision for Long service Leave	(7,874)	25,277
Increase/(Decrease) in Provision for Annual Leave	9,468	(9,550)
Increase/(Decrease) in Creditors	<u>(692)</u>	<u>14,511</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Notes to and Forming Part of the Accounts

for the Financial Year Ended 31 December 2004

Rivservices Limited is incorporated in Australia as a company limited by guarantee on 14 April 1988 (ABN number 46 003 492 233). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

The registered office for Rivservices Limited is Graham Building, Charles Sturt University, Pine Gully Road, Wagga Wagga.

Note 1 Summary of Significant Accounting Policies

The financial statements are a general purpose financial report having been prepared in accordance with:

- (i) Australian Accounting Standards;
- (ii) other authoritative pronouncements of the Public Sector Accounting Standards Board and/or Australian Accounting Standards Board;
- (iii) Urgent Issues Group Consensus Views;
- (iv) Corporations Act 2001.
- (v) Public Finance and Audit Act 1983, Public Finance and Audit Regulation 2000.

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

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

(a) Property, Plant and Equipment

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

(b) Employee Benefits

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

The provision represents accrued leave as at 31 December 2004 at the rate expected to be paid.

There were 57 employees as at 31 December 2004.

(c) Taxation

The Company is exempt from payment of income tax and Capital Gains Tax. The Company is registered for Goods and Services Tax and is grouped with Charles Sturt University, the controlling entity, for GST purposes. Revenue, expenses and assets are recognised net of the amount of GST.

(d) Going Concern

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

(e) Financial Instruments

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

In accordance with AASB1033 "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 9 in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

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

- nil

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

Note 2a Income

	2004	2003
	\$	\$
Fees for Services Rendered	2,112,682	1,958,644
Insurance Reimbursement	18,706	9,632
Other Income	0	190
	-----	-----
Total income	2,131,388	1,968,466

The income of \$2,131,388 from Charles Sturt University was principally for cleaning and residential support services provided to Charles Sturt University, Wagga Wagga Campus and five external clients having income of \$8,845.

Note 2b Expenditure

	2004	2003
	\$	\$
Salaries	1,538,718	1,497,186
Provision for Annual Leave	9468	(9,550)
Provision for Long Service Leave	(7,875)	25,277
Superannuation	119,266	118,440
Payroll Tax	97,252	101,570
Workers Compensation	253,763	90,661
Buildings and Grounds	2036	597
Audit Fees	3,650	3,500
Consultants	0	2,375
Maintenance of Equipment	2,529	415
Motor Vehicle Expenses	883	8,383
Stores and Provisions	96,172	106,183
Insurance	0	956
Equipment	0	18,035
Communications	2,740	2,943
Travel	10,271	0
Other	2,515	1,495
	-----	-----
Total expenditure	2,131,388	1,968,466

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of The Audit Office of NSW for the financial year ended 31 December 2004 was \$3,650. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Current /Non-Current Liabilities

The current liability represents staff accrued recreation leave. Non-Current Liabilities comprise staff accrued long service leave.

Note 5 Equity

Rivservices Limited does not retain any profits. The accounting policy referred to in note 7 ensures that the company does not have any retained earnings or equity balances.

Note 6 Remuneration of Directors

No Directors of the Company had during the financial year received income from the Company in connection with the management of the affairs of the Company, whether as executive officer or otherwise. Detail of Directors remuneration from a related entity, as at the date of the report, is:-

\$	No. of Directors
50,000 - 59,999	1
110,000 -119,999	1
150,000 -159,999	1
210,000 -219,999	1

Note 7 Related Parties

(a) Names of Directors

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

Mrs A Brassil
Mr A J Callander
Mr J F Hackett
Prof D L Green
M/s I B McMullen
Mr T P O'Meara

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 6.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Rivservices Limited.

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

The University meets the expenses of the Company principally in return for cleaning and residential support services provided to the University. These transactions do not result in a net cash flow situation. The Company has commercial transactions with the parent entity only but these transactions do not result in a net cash flow between the University group and Rivservices Limited.

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

	2004	2003
	\$	\$
Current Receivables		
Controlling Entity	152,286	151,384
	<u>152,286</u>	<u>151,384</u>
Other Assets		
Controlling Entity	<u>0</u>	<u>0</u>

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

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

The value of these services has been considered and assessed as not being significant.

Note 8 Segment Reporting

The Company operates predominantly in one business segment being the provision of cleaning services and one geographical segment being Australia.

Note 9 Financial Instruments**(a)** Interest Rate Risk

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

2004

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	152,286	152,286	N/A
<i>Total Financial Assets</i>	-	-	-	-	152,286	152,286	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	38,470	38,470	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	38,470	38,470	N/A

2003

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	151,384	151,384	N/A
<i>Total Financial Assets</i>	-	-	-	-	151,384	151,384	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	39,162	39,162	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	39,162	39,162	N/A

(b) Credit Risk

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

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

Note 10 Employee Benefits

	2004	2003
	\$	\$
Current		
Provision for Accrued Recreation Leave	54,660	45,192
Accrued Salaries, wages and on-costs	29,096	35,312
Non Current		
Provision for Long Service Leave	59,156	67,030
	-----	-----
Aggregate Employee Benefits	142,912	147,534

Note 11 Creditors and Accruals

Payables represent liabilities for goods and services provided to the economic entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

Note 12 Developments

There were no changes in the activities of the Company.

Note 13 Receivables

Receivables represent the amount owing from Charles Sturt University. Receivables are recognised on an accrual basis.

Note 14 Revenue Recognition

Revenue from cleaning services equates to the level of expenditure and is reimbursed by Charles Sturt University.

Note 15 Contingent Assets and Liabilities

There are no contingent Assets or Liabilities.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

There are no subsequent events.

Note 18 International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting IFRS for application on or after 1 January 2005. The AASB has issued Australian Equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Reporting Interpretations Committee or the former Standards Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated financial statements for the year ended 31 December 2005.

Entities complying with the Australian equivalents for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made retrospectively, against operating retained surplus as at 1 January 2004.

Charles Sturt University has established a project team to manage the transition to Australian equivalents to IFRS. The project team has identified and analysed those Australian equivalents to IFRS relevant to the accounting procedures of Rivserves Limited, and to date no major accounting policy changes have been identified.

END OF AUDITED FINANCIAL STATEMENTS

Olive Street Services Limited

(a company limited by guarantee)
ABN No. 56 057 200 138

Annual Financial Statements

for Year Ended 31 December 2004

Olive Street Services Limited
(a company limited by guarantee)
ABN No. 56 057 200 138

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9275-7166
d0504540/FA0964/kw

Mr S Smith
Director
Olive Street Services Limited
PO Box 789
ALBURY NSW 2640

14 April 2005

Dear Mr Smith

STATUTORY AUDIT REPORT
For the Year Ended 31 December 2004
OLIVE STREET SERVICES LIMITED

I have audited the accounts of Olive Street Services Limited as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on Olive Street Services Limited's financial report. The Independent Audit Report, together with Olive Street Services Limited's financial report, are attached.

Audit Result

I expressed an unqualified opinion on Olive Street Services Limited's financial report and I have not identified any significant matters since I wrote to you on 15 April 2004. My audit is continuous and I may therefore identify new significant matters before the Auditor-General next reports to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on Olive Street Services Limited's financial operation will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to company management for review before the Report is tabled during May.

Scope of the Audit

As advised in the Engagement Letter, my audit procedures are targeted specifically towards forming an opinion on Olive Street Services Limited's financial report. This includes testing whether your agency has complied with key legislation that may materially impact on the financial report. The results of the audit are reported in this context.

Olive Street Services Limited
(a company limited by guarantee)
ABN No. 56 057 200 138

Acknowledgment

I thank Charles Sturt University's staff for their courtesy and assistance.

Yours sincerely



P Carr
Director, Financial Audit Services

cc Professor I Goulter, Vice-Chancellor Olive Street University
The Hon Carmel Tebbutt MLC, Minister for Education and Training
The Hon Dr. AJ Refshauge, Treasurer

Olive Street Services Limited

(a company limited by guarantee)

ABN No. 56 057 200 138

Statement by Members of the Board for the Year Ended

31 December 2004

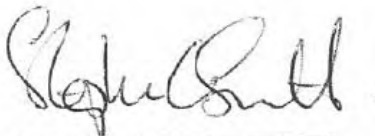
Pursuant to Section 41C(1B) and (1C) of the Public Finance and Audit Act, 1983, and in accordance with a resolution of the members of the Board of Directors of Olive Street Services Limited, we declare on behalf of the Board of Directors that in our opinion:

1. The accompanying financial statements exhibit a true and fair view of the financial position of Olive Street Services Limited as at 31 December, 2004 and the transactions for the year then ended.
2. The statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983 as amended, and its accompanying regulations.

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

Dated at Albury this 7th day of February 2005

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

Signed: 
S C Smith

Signed: 
H V Flood

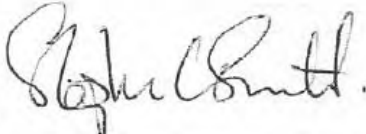
Directors' Declaration for the Year Ended
31 December 2004

In accordance with the Corporations Act 2001, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that in the opinion of the Directors:

1. the accompanying statement of financial performance gives a true and fair view of the Company's result for the financial year ended 31 December, 2004;
2. the accompanying statement of financial position gives a true and fair view of the Company's state of affairs as at 31 December, 2004
3. the financial statements and notes comply with Australian Accounting Standards;
4. the financial statements and notes are in accordance with the Corporations Act 2001;
5. at the date of this statement there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

Dated at Albury this 7th day of February 2005

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

Signed: 
S C Smith

Signed: 
H V Flood

Directors' Report for the Year Ended
31 December 2004

In accordance with the Corporations Act 2001, we, the Directors whose signatures and names appear below, do hereby state on behalf of the Board that:

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

Mr H V Flood, Director, ASA, Accountant, aged 54, joined the Board in 2004.
Mr D J McDonald, Director, Services Manager, aged 54, joined the Board in 2004.
Mr S C Smith, Director, BBus(Accounting) *C. Sturt*, ASA, Accountant, aged 49, joined the Board in 1996.

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

Directors and Officers Liability Cover
Unimutual
Policy No: AU CSU 02004
Expiry Date: 31 December 2004

Olive Street Services Limited
(a company limited by guarantee)

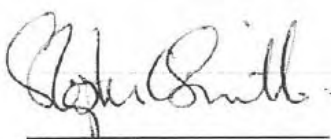
9. During the year ended 31 December 2004 three Directors meetings were held. The number of meetings at which Directors were in attendance is as follows:

<u>Name of Director</u>	<u>No. of Meetings Held while in Office</u>	<u>Meetings Attended</u>
Mr H V Flood (appointed 1/1/04)	3	3
Mr S C Smith	3	3
Mr G G Jackson (ceased 26/11/04)	3	3
Mr D J McDonald (appointed 1/1/04)	3	3

There were no special or other meetings held during 2004.

Dated at Albury this 7th day of February 2005

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

Signed: 
S C Smith

Signed: 
H V Flood

Statement of Financial Position
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Receivables	7e	23,280	18,819
Other	7e	0	0
TOTAL CURRENT ASSETS		<u>23,280</u>	<u>18,819</u>
TOTAL ASSETS		<u>23,280</u>	<u>18,819</u>
CURRENT LIABILITIES			
Creditors and Accruals	11	9,115	8,171
Provisions	4,10	14,165	10,648
TOTAL CURRENT LIABILITIES		<u>23,280</u>	<u>18,819</u>
TOTAL LIABILITIES		<u>23,280</u>	<u>18,819</u>
NET ASSETS		<u>0</u>	<u>0</u>
RETAINED EARNINGS			
Accumulated Funds		<u>0</u>	<u>0</u>
EQUITY		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Financial Performance
for the year ended 31 December 2004

	Note	2004 \$	2003 \$
Revenue from ordinary activities	2a	254,552	247,179
Expenses from ordinary activities	2b	<u>254,552</u>	<u>247,179</u>
Profit from ordinary activities		0	0
Net profit (loss)		<u>0</u>	<u>0</u>
Total revenues, expenses and valuation adjustments attributable to members of the parent entity and recognised directly in equity		<u>0</u>	<u>0</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Statement of Cash Flows
 for the year ended 31 December 2004

	2004 \$ Inflows (Outflows)	2003 \$ Inflows (Outflows)
Cash Flows from Operating Activities		
Cash receipts from operations	250,091	243,430
Salaries and Oncosts	(211,035)	(216,259)
Other Operating Costs	<u>(39,056)</u>	<u>(27,171)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>
Net Increase (Decrease) in Cash Held	0	0
Cash at the Beginning of the Year	<u>0</u>	<u>0</u>
Cash at the End of the Year	<u>0</u>	<u>0</u>

Note to the Statement of Cash Flows

Reconciliation of Net Cash Provided by Operating Activities to Operating Result

Operating Result	0	0
(Increase)/Decrease in Receivables	(4,461)	(3,749)
(Increase)/Decrease in Other Current Assets	0	0
Increase/(Decrease) in Provision for Annual Leave	3,517	1,602
Increase/(Decrease) in Creditors	<u>944</u>	<u>2,147</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

The accompanying notes form part of the financial statements

Notes to and Forming Part of the Accounts

for the Financial Year Ended 31 December 2004

Olive Street Services Limited is incorporated in Australia as a company limited by guarantee (ABN number 56 057 200 138). In accordance with the Memorandum of Association, the liability of each member, in the event of the company winding up, is limited to \$20.00.

The address of the registered office is Charles Sturt University, Gordon Beaven Building, 1 Ellis St Thurgoona NSW 2640

Note 1 Summary of Significant Accounting Policies

The financial statements are a general purpose financial report having been prepared in accordance with:

- (i) Australian Accounting Standards;
- (ii) other authoritative pronouncements of the Public Sector Accounting Standards Board and/or Australian Accounting Standards Board;
- (iii) Urgent Issues Group Consensus Views.
- (iv) Corporations Act 2001
- (v) Public Finance and Audit Act 1983, Public Finance and Audit Regulations 2000

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

(a) Property, Plant and Equipment

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

(b) Employee Benefits

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

The provision represents the accrued leave as at 31 December 2004 at rates expected to be paid.

There were thirteen employees as at 31 December 2004.

(c) Taxation

The Company is exempt from payment of income tax and capital gains tax. The Company is registered for the Goods and Services Tax and is grouped with Charles Sturt University, the controlling entity, for GST purposes. Revenue, expenses and assets are recognised net of the amount of GST.

(d) Going Concern

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

(e) Financial Instruments

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

In accordance with (AASB1033) "Presentation and Disclosure of Financial Instruments" information is disclosed in Note 9, in respect of the credit risk and interest rate risk of financial instruments. All such amounts are carried in the accounts at net fair value unless otherwise stated. The specific accounting policy in respect of each class of such financial instrument is stated hereunder.

Classes of instruments recorded at cost comprise:

- receivables
- creditors

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

- nil

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

Note 2a Income

	2004	2003
	\$	\$
Fees for Services Rendered	254,552	247,179
	-----	-----
Total income	254,552	247,179

The income of \$254,552 from Charles Sturt University was principally for cleaning services provided to Charles Sturt University, Albury-Wodonga Campus.

Note 2b Expenditure

	2004	2003
	\$	\$
Salaries	168,470	175,657
Provision for Annual Leave	1669	1,602
Superannuation	13,442	14,154
Payroll Tax	10,795	12,088
Workers Compensation	20,176	14,360
Audit Fees	3,650	3,500
Communications	58	302
Maintenance of Equipment	296	300
Insurance	0	339
Buildings and Grounds services	17,835	0
Stores and Provisions	17,484	23,640
Motor Vehicle	551	551
Advertising	0	104
Other	126	582
	-----	-----
Total expenditure	254,552	247,179

Note 3 Fees Paid in Respect of Audit Services

Audit fees payable in respect of the services of the Audit Office of NSW for the financial year ended 31 December 2004 was \$3650. Apart from the audit fees, the auditors did not receive any other benefits.

Note 4 Provisions

Provision is staff accrued recreation leave.

Note 5 Equity

Olive Street Services Limited does not retain any profits. The accounting policy referred to in note 7 ensures that the company does not have any retained earnings or equity balances.

Note 6 Remuneration of Directors

No Directors of the Company had during the financial year received income from the Company, in connection with the management of the affairs of the Company, whether as executive officer or otherwise, (includes reimbursement of out-of-pocket expenses). Detail of Directors remuneration from a related entity is:

\$	No. of Directors
40,000-49,999	1
50,000-60,000	2
60,000-70,000	1

Note 7 Related Parties

(a) Names of Directors

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

Mr H V Flood (appointed 1/1/04)
Mr G G Jackson (ceased 26/11/04)
Mr S C Smith
Mr D J McDonald (appointed 1/1/04)

(b) Remuneration

Information on remuneration of Directors is disclosed in Note 6.

(c) Controlling Entity

Charles Sturt University is the controlling entity of Olive Street Services Limited.

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

The University meets the expenses of the Company principally in return for cleaning services provided to the University. The company has commercial transactions with the parent entity only but these transactions do not result in a net cash flow between the University and Olive Street Services Limited.

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

	2004	2003
	\$	\$
Current Receivables		
Controlling Entity	<u>23,280</u>	<u>18,819</u>
Other Assets		
Controlling Entity	<u>0</u>	<u>0</u>

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

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

The value of these services has been assessed and is not considered significant.

Note 8 Segment Reporting

The Company operates predominantly in one business segment being the provision of cleaning services and in one geographical segment being Australia.

Note 9 Financial Instruments

(a) Interest Rate Risk

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

2004

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	23,280	23,280	N/A
<i>Total Financial Assets</i>	-	-	-	-	23,280	23,280	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	9,115	9,115	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	9,115	9,115	N/A

2003

Financial Instruments	Floating Interest Rate \$	Fixed Interest Rate Maturing in:				Total Carrying Amount as Balance Sheet \$	Weighted Average Effective Interest Rate \$
		1 Year or Less \$	Over 1 to 5 Years \$	More than 5 Years \$	Non-Interest Bearing \$		
<i>Financial Assets</i>							
Receivables	-	-	-	-	18,819	18,819	N/A
<i>Total Financial Assets</i>	-	-	-	-	18,819	18,819	N/A
<i>Financial Liabilities</i>							
Creditors	-	-	-	-	8,171	8,171	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	8,171	8,171	N/A

(b) Credit Risk

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

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

Note 10 Provision for Employee Benefits

	2004	2003
	\$	\$
Provision for Accrued Recreation Leave	14,165	10,648
Accrued Salaries, wages and Oncosts	5,465	4,671
Aggregate Employee Benefits	<u>19,630</u>	<u>15,319</u>

Note 11 Creditors and Accruals

Payables represent liabilities for goods and services provided to the economic entity prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

Note 12 Developments

There were no changes in the activities of the company.

Note 13 Receivables

Receivables represent the amount owing from Charles Sturt University. Receivables are recognised on an accrual basis.

Note 14 Revenue Recognition

Revenue from cleaning services equates to the level of expenditure and is reimbursed by Charles Sturt University.

Note 15 Contingent Assets and Liabilities

There are no contingent Assets or liabilities.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

There are no subsequent events

Note 18 International Financial Reporting Standards

The Australian Accounting Standards Board (AASB) is adopting IFRS for application on or after 1 January 2005. The AASB has issued Australian Equivalents to IFRS, and the Urgent Issues Group has issued interpretations corresponding to IASB interpretations originated by the International Reporting Interpretations Committee or the former Standards Interpretations Committee. The adoption of Australian equivalents to IFRS will be first reflected in the consolidated financial statements for the year ended 31 December 2005

Entities complying with the Australian equivalents for the first time will be required to restate their comparative financial statements to amounts reflecting the application of IFRS to that comparative period. Most adjustments required on transition to IFRS will be made retrospectively, against operating retained surplus as at 1 January 2004.

Charles Sturt University has established a project team to manage the transition to Australian equivalents to IFRS. The project team has identified and analysed those Australian equivalents to IFRS relevant to the accounting procedures of Olive Street Services Limited, and to date no major accounting policy changes have been identified.

END OF AUDITED FINANCIAL STATEMENTS

Charles Sturt Foundation Limited

(a company limited by guarantee)
ABN No. 23 002 557 459

together with the trustee's report, financial report and Independent audit report for the year ended 31 December 2004 for

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Annual Financial Statements
for Year Ended 31 December 2004

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001
9275-7166
D0504834/FA1280/rm

Mr L Willett
Chairman
Charles Sturt Foundation Limited
Panorama Avenue
BATHURST NSW 2795

21 April 2005

Dear Mr Willett

STATUTORY AUDIT REPORT

For the Year Ended 31 December 2004

**CHARLES STURT FOUNDATION LIMITED - Trustee of:
CHARLES STURT UNIVERSITY FOUNDATION TRUST
MITCHELL FOUNDATION TRUST
MURRAY FOUNDATION TRUST
RIVERINA FOUNDATION TRUST
PHARMACY TRUST**

I have audited the accounts of Charles Sturt Foundation Limited (the Trustee) and the Charles Sturt University Foundation Trust, the Mitchell Foundation Trust, the Murray Foundation Trust, the Riverina Foundation Trust and the Pharmacy Trust (the Trusts) as required by the *Public Finance and Audit Act 1983* (the Act). This Statutory Audit Report outlines the results of my audit for the year ended 31 December 2004, and details any significant matters that in my opinion call for special notice. The Act requires that I send this report to the Minister and to the Treasurer.

This report is not the Independent Audit Report, which expresses my opinion on the Trustee's and the Trusts' financial reports. The Independent Audit Reports, together with the Trustee's and the Trusts' financial reports, are attached.

Audit Result

I expressed an unqualified opinion on the Trustee's financial report.

The Trusts' financial reports were qualified because evidence available to us regarding revenue from donations was limited. My audit procedures with respect to donations were restricted to the amounts recorded in the financial records and I am unable to express an opinion whether the donations that the Trusts obtained are complete. The Independent Audit Report for the year ended 31 December 2003 was similarly qualified.

I have not identified any other significant matters. My audit is continuous and I may therefore identify new significant matters before I next report to Parliament on the Trustee's and the Trusts' audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on the Trustee's and Trusts' activities and financial operations will appear in the Auditor-General's Report to Parliament. I will send a draft of this comment to Trustee company management for review before the Report is tabled during May 2005.

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Scope of the Audit

My audit procedures are targeted specifically towards forming an opinion on the Trustee's and Trusts' financial reports. This includes testing whether they complied with key legislation that may materially impact on the financial reports. The results of the audit are reported in this context.

Acknowledgment

I thank the Trustee and Trusts' staff for their courtesy and assistance.

Yours sincerely



P Carr

Director, Financial Audit Services

cc Professor I Goulter, Vice-Chancellor Charles Sturt University
The Hon Carmel Tebbutt MLC, Minister for Education and Training
The Hon Dr A J Refshauge MP, Treasurer

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT CHARLES STURT FOUNDATION LIMITED

To Members of the New South Wales Parliament and Members of Charles Sturt Foundation Limited

Audit Opinion

In my opinion, the financial report of Charles Sturt Foundation Limited is in accordance with:

- (a) the *Corporations Act 2001*, including:
 - (i) giving a true and fair view of Charles Sturt Foundation Limited's financial position as at 31 December 2004 and financial performance for the year ended on that date, and
 - (ii) complying with Accounting Standards in Australia, and the *Corporations Regulations 2001*,
- (b) other mandatory financial reporting requirements in Australia, and
- (c) section 41B of the *Public Finance and Audit Act 1983*.

My opinion should be read in conjunction with the rest of this report.

The Directors' Role

The financial report is the responsibility of the company's directors. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes, and directors' declaration.

The Auditor's Role and the Audit Scope

As required by the *Public Finance and Audit Act 1983* and the *Corporations Act 2001*, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament and the members of Charles Sturt Foundation Limited that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the directors in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the company's directors had not fulfilled their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of the company,
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements and the *Corporations Act 2001*. The *Public Finance and Audit Act 1983* further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



P Carr
Director, Financial Audit Services

SYDNEY
21 April 2005

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Director's Declaration for the Year Ended

31 December 2004

Pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983 and the Corporations Act 2001, the directors of the Charles Sturt Foundation Limited state that:

1. the attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the Company at 31 December 2004 and the results of its operations and transactions of the Company for the year then ended;
2. the financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act 1983 and the Corporations Act 2001;
3. the financial report has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and authoritative pronouncements of the Australian Accounting Standards Board;
4. we are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate; and
5. there are reasonable grounds to believe that the Company will be able to pay its debts as and when they fall due.

This declaration is in accordance with a resolution of directors made on 21 March 2005.



Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Director's Report for the Year Ended

31 December 2004

In compliance with the provisions of the Corporations Act 2001, the directors of your company report as follows:

Review Of Operations

During 2004 the company continued to operate as trustee of the Charles Sturt University Foundation Trust, the Mitchell Foundation Trust, the Murray Foundation Trust, the Riverina Foundation Trust and the Pharmacy Trust and undertook no other activity.

The directors consider that the accounting records kept for the trust correctly record and explain the transactions of the company as trustee.

The company did not trade in its own name and made neither a profit nor a loss.

Significant Changes In The State Of Affairs

There were no significant changes in the state of affairs of the company.

Principal Activities

The principal activity of the company during the year was the provision of trustee services and there was no significant change in the nature of this activity during the year.

Significant Post Balance Date Events

The company approved the final distribution of funds collected in support of the development of the Somerville Collection Ltd in January 2005, thereby finalising the role of the Foundation in supporting fundraising activities for this initiative.

The company also commenced the winding up of four of the five existing trusts and consolidating these trusts into the Charles Sturt University Foundation Trust. After consulting extensively with members and stakeholders, the trustee sought and obtained approval from the Australian Taxation Office to the terms of the proposed dissolution and amendments which was granted in January 2005. The trustee will now proceed to wind up the Murray Foundation Trust, Mitchell Foundation Trust, Riverina Foundation Trust and the Pharmacy Foundation Trust and consolidate the funds and management under the amended Charles Sturt University Foundation Trust.

The company is not aware of any other matter of circumstance that has arisen since the end of the financial year and that has significantly affected or may significantly affect:

- o The operations of the company;
- o The results of those operations; and
- o The state of affairs of the company in subsequent years.

Future Developments

See Significant Post Balance Date Events.

Directors

The names of the directors in office at the date of this report, together with their qualifications, experience and special responsibilities, are attached.

Share Options And Director's Shareholdings

The company is limited by guarantee and has no share capital.

Indemnification Of Officers And Auditors

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

Directors and Officers / Company Reimbursement Liability
Chubb Insurance Company of Australia Ltd
Policy No: 93289849(02)
Expiry Date: 31 December 2004

Proceedings On Behalf Of Company

No person has applied for leave of the Court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the year.

This report is in accordance with a resolution of directors made on 21 March 2005.



Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Statement of Financial Position for the year ended 31 December 2004

	This Year \$	Last Year \$
Assets	NIL	NIL
Liabilities	NIL	NIL

Statement of Financial Performance for the year ended 31 December 2004

	This Year \$	Last Year \$
Revenue	NIL	NIL
Expenses	NIL	NIL

Statement of Cash Flows for the year ended 31 December 2004

There are no cash flows

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Notes to and Forming Part of the Accounts for the Year Ended 31 December 2004

1. Statement of Accounting Policies

The financial statements are a general purpose financial report and have been prepared in accordance with the requirements of the Public Finance and Audit Act 1983 (as amended) and the Public Finance and Audit Regulation 2000, applicable accounting standards and the Corporations Act 2001. The financial report is for the entity The Charles Sturt Foundation Limited as an individual entity. The company is a company limited by guarantee, incorporated and domiciled in Australia.

2. Trust Financial Statements

The company acts as trustee of:

Charles Sturt University Foundation Trust,
Mitchell Foundation Trust,
Murray Foundation Trust,
Pharmacy Trust, and
Riverina Foundation Trust.

The financial statements of the trusts are prepared from books of accounts kept by the trustee.
(Note – the financial statements of the trusts are presented with the company's financial statement).

3. Company and Trust Expenses

Operating costs of the company have been met by the trusts in lieu of reimbursement of the trustee. All expenses incurred by the company were in its capacity as trustee.

4. Auditors remuneration

	This Year	Last Year
Auditing the company's financial statements	\$ nil	\$ nil
Other services, including auditing the financial report of the Foundation Trusts	\$7,800	\$6,300

5. Right of Indemnity out of the Trust Assets

The assets of the Trusts as at 31 December 2004 are sufficient to meet the trustee's rights of indemnity out of trust assets for liabilities incurred on behalf of the trusts, as and when they fall due.

6. Members' Liability

The company is limited by guarantee. In the event of the winding up of the company, a member's liability is limited to \$5.00. There were 27 members at the end of the financial year.

7. Related parties

Directors remuneration

The directors act in an honorary capacity and do not receive remuneration in connection with managing the affairs of the company or of the trusts for which the company acts as trustee.

Detail of Directors remuneration from a related entity, as at the date of the report, is:-

Remuneration band	No. of Directors
110,000 – 119,999	2
210,000 - 219,999	1
240,000 – 249,999	1
390,000 – 399,999	1

Directors

Directors who held office at any time during the financial year were:

DA Battersby	BD Cameron	HL Gardiner	PM Gissing (a)
IC Goulter	DL Green	JB Hector	MA Kennedy
RH Lewis (r)	RWT Marris (r)	RJ Meyenn	GE Whiteford (a)
LJ Willett			

(a) = appointed during year - (r) = retired during year

Controlling entity

Charles Sturt University is considered to be the controlling entity of The Charles Sturt Foundation Limited

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Support

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

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

These services are valued at approximately \$252,500.

8. Segment Reporting

The Company operates predominantly in one business segment, being the provision of trustee services, and one geographical segment being Australia.

9. Contingent Liabilities

There are no contingent Liabilities.

10. Subsequent Events

There are no subsequent events.

11. Developments

There were no changes in the activities of the Company.

12. Environmental Issues

There were no changes in the activities of the Company.

13. Other disclosures

The company's registered office (and principal place of business) is: Charles Sturt University, Panorama Avenue, Bathurst NSW

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Directors of Charles Sturt Foundation Limited

Name	Other Information	Period a Director and other responsibilities	Number of meetings during the 2004 financial year	
			Attended	Held whilst a Director
<i>In Office at the date of the Directors Report</i>				
David Arthur BATTERSBY	Deputy Vice-Chancellor (Administration) and Head of the Dubbo Campus of Charles Sturt University	from 24/1/00 to present representative of the Charles Sturt University Foundation Trust	2	3
Bruce Donald CAMERON	Chartered Accountant	from 18/4/97 to present Chairman, Investment sub-committee	2	3
Henry Lee GARDINER	Retired	from 09/12/94 to present Chairman, Riverina Foundation Trust	3	3
Peter Morris GISSING	Pharmacist	from 1/3/04 to present Chairman, Pharmacy Trust	3	3
Ian Charles GOULTER	Vice-Chancellor of Charles Sturt University	from 4 /7/ 2001 to present	3	3
David Leslie GREEN	Head of the Wagga Wagga Campus of Charles Sturt University	from 9/3/00 to present	2	3
Jennifer Beatrice HECTOR	Retired	from 3/12/2003 representative, Mitchell Foundation Trust	3	3
Michael Anthony KENNEDY	Chartered Accountant	from 3/12/2003	2	3
Robert John MEYENN	Head of Bathurst Campus and Dean, Faculty of Education Charles Sturt University	from 17/2/2003 to present	2	3
Gail Elizabeth WHITEFORD	Head of the Albury Wodonga Campus of Charles Sturt University	From 1/1/2004	3	3
Lawrence John WILLETT	Chancellor of Charles Sturt University and Company Director	from 3/12/02 to present Acting Chairman of the Board	3	3
No longer in Office				
Ronald Hugh LEWIS	Solicitor	from 8/12/99 to 12/2/04 was Chairman, Murray Foundation Trust	none	none
Richard Walter Thornton MARRIS	Consultant	from 7/4/2003 to 1/3/2004	none	none

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

CHARLES STURT UNIVERSITY FOUNDATION TRUST
MITCHELL FOUNDATION TRUST
MURRAY FOUNDATION TRUST
RIVERINA FOUNDATION TRUST
PHARMACY TRUST

To Members of the New South Wales Parliament

Qualified Audit Opinion Pursuant to the *Public Finance and Audit Act 1983*

In my opinion, except for the effects of such adjustments, if any, as might have been required had the limitations on my audit procedures referred to in the qualification paragraph below not existed, the financial reports of the Charles Sturt University Foundation Trust, Mitchell Foundation Trust, Murray Foundation Trust, Riverina Foundation Trust and Pharmacy Trust (the Trusts):

- (a) present fairly the Trusts' financial positions as at 31 December 2004 and their financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) comply with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act).

Qualified Audit Opinion Pursuant to the *Charitable Fundraising Act 1991*

In my opinion, except for the effects of such adjustments, if any, as might have been required had the limitations on my audit procedures referred to in the qualification paragraph below not existed:

- (a) the accounts of the Trusts show a true and fair view of the financial result of fundraising appeals for the year ended 31 December 2004
- (b) the accounts and associated records of the Trusts have been properly kept during the year in accordance with the *Charitable Fundraising Act 1991* (the CF Act) and the *Charitable Fundraising Regulation 2003* (the CF Regulation)
- (c) money received as a result of fundraising appeals conducted during the year has been properly accounted for and applied in accordance with the CF Act and the CF Regulation, and
- (d) there are reasonable grounds to believe that the Trusts will be able to pay their debts as and when they fall due.

My opinions should be read in conjunction with the rest of this report.

Qualification

Donations are a significant source of revenue for the Trusts. Whilst a system is in place for recording pledges and their subsequent receipt, it is impracticable to establish control over the collection of other gifts prior to entry in the financial records. Other gifts are generally in the form of cheques and direct deposits, not notes and coin. Accordingly, as the evidence available to me regarding revenue from this source was limited, my audit procedures with respect to donations had to be restricted to the amounts recorded in the financial records. I therefore am unable to express an opinion whether the donations that the Trusts obtained are complete. The Independent Audit Report on the financial reports relating to the year ended 31 December 2003 was similarly qualified.

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

The Trustee's Role

The financial reports are the responsibility of the Trustee of the Trusts. They consist of the statements of financial position, the statements of financial performance, the statements of cash flows and the accompanying notes.

The Auditor's Role and the Audit Scope

As required by the PF&A Act and the CF Act, I carried out an independent audit to enable me to express an opinion on the financial reports. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial reports are free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Trustees in preparing the financial reports,
- examined a sample of the evidence that supports:
 - (i) the amounts and other disclosures in the financial reports,
 - (ii) compliance with accounting and associated record keeping requirements pursuant to the CF Act, and
- obtained an understanding of the internal control structure for fundraising appeal activities.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Trustee had not fulfilled its reporting obligations.

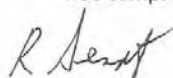
My opinions do *not* provide assurance:

- about the future viability of the Trusts,
- that they have carried out their activities effectively, efficiently and economically, or
- about the effectiveness of their internal controls.

Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



R J Sendt
Auditor-General

SYDNEY
21 April 2005

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Statement by Trustee

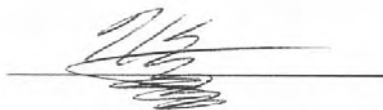
for the year ended 31 December 2004

It is the opinion of the Trustee that:

1. the attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the Trusts at 31 December 2004 and the results of their operations and transactions of the Trusts for the year then ended;
2. the financial report has been prepared in accordance with the provisions of the Public Finance and Audit Act 1983 and the Corporations Act 2001;
3. the financial report has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and authoritative pronouncements of the Australian Accounting Standards Board;
4. we are not aware of any circumstances which would render any particulars included in the financial reports to be misleading or inaccurate; and
5. there are reasonable grounds to believe that the Trusts will be able to pay their debts as and when they fall due.

This statement is in accordance with a resolution of the Trustee made on 21 March 2005.

By order of the Board of The Charles Sturt Foundation Limited as Trustee of the Charles Sturt University Foundation Trust, the Mitchell Foundation Trust, the Murray Foundation Trust, the Pharmacy Trust and the Riverina Foundation Trust.



The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Trustee's Report

for the year ended 31 December 2004

Trustee

The Mitchell Foundation Trust was established by deed dated 9 May 1983 and under that deed Mitchell Foundation Limited was appointed Trustee. The name of the company Mitchell Foundation Limited was changed to Charles Sturt Foundation Limited in November 1993, to Charles Sturt University Foundation Limited on 5 September 1994 and to Charles Sturt Foundation Limited on 19 November 2002 and continues as Trustee of the Charles Sturt University Foundation Trust, the Mitchell Foundation Trust, the Murray Foundation Trust, the Riverina Foundation Trust and the Pharmacy Trust.

Review Of Operations

During 2004 the Trustee operated as Trustee of the Charles Sturt University Foundation Trust, the Mitchell Foundation Trust, the Murray Foundation Trust, the Riverina Foundation Trust and the Pharmacy Trust and undertook no other activity.

The net result of activities for the year was a net profit of \$87,977 for the Charles Sturt University Foundation Trust, a net profit of \$490,824 for the Mitchell Foundation Trust, a net profit of \$4,400 for the Murray Foundation Trust, a net profit of \$65,687 for the Riverina Foundation Trust and a net profit of \$59,157 for the Pharmacy Trust giving an overall profit of \$708,045 across the five Trusts.

Significant Changes In The State Of Affairs

There were no significant changes in the state of affairs of the trusts.

Principal Activities

The principal activity of the Trusts during the year was the provision of tertiary scholarships. Other activities included 3 funded academic staff positions, support of the Pharmacy program and the Somerville Collection, a project to develop a world class museum in which the University is a stakeholder.

Significant Post Balance Date Events

The trustee approved the final distribution of funds collected in support of the development of the Somerville Collection Ltd in January 2005, thereby finalising the role of the Foundation in supporting fundraising activities for this initiative.

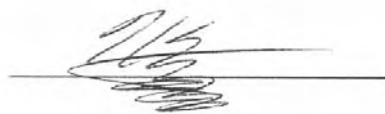
The trustee also commenced the winding up of four of the five existing trusts and consolidating these trusts into the Charles Sturt University Foundation Trust. After consulting extensively with members and stakeholders, the trustee sought and obtained approval from the Australian Taxation Office to the terms of the proposed dissolution and amendments which was granted in January 2005. The trustee will now proceed to wind up the Murray Foundation Trust, Mitchell Foundation Trust, Riverina Foundation Trust and the Pharmacy Foundation Trust and consolidate the funds and management under the amended Charles Sturt University Foundation Trust.

The trustee is not aware of any other matter of circumstance that has arisen since the end of the financial year and that has significantly affected or may significantly affect:

- n The operations of the trusts;
- n The results of those operations; and
- n The state of affairs of the trusts in subsequent years.

This report is in accordance with a resolution of the Trustee made on 21 March 2005 by order of the Board, Charles Sturt Foundation Limited, as Trustee of

- the Charles Sturt University Foundation Trust
- the Mitchell Foundation Trust
- the Murray Foundation Trust
- the Riverina Foundation Trust and
- the Pharmacy Trust



The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Trusts Statement of Financial Position
for the year ended 31 December 2004

	Note	All Trusts		Charles Sturt Trust		Mitchell Trust		Murray Trust		Pharmacy Trust		Riverina Trust	
		This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year
Current assets													
Cash	15(a)	641,375	523,789	71,872	57,684	434,826	353,862	40,722	37,983	48,188	38,671	45,767	35,589
Receivables	5	8,881	15,857	995	1,746	6,021	10,713	564	1,150	667	1,171	634	1,077
		<u>650,256</u>	<u>539,646</u>	<u>72,867</u>	<u>59,430</u>	<u>440,847</u>	<u>364,575</u>	<u>41,286</u>	<u>39,133</u>	<u>48,855</u>	<u>39,842</u>	<u>46,401</u>	<u>36,666</u>
Non-current assets													
Other financial assets	6	4,566,561	4,005,112	511,721	441,080	3,095,948	2,705,776	289,941	290,432	343,088	295,692	325,863	272,132
		<u>5,216,817</u>	<u>4,544,758</u>	<u>584,588</u>	<u>500,510</u>	<u>3,536,795</u>	<u>3,070,351</u>	<u>331,227</u>	<u>329,565</u>	<u>391,943</u>	<u>335,534</u>	<u>372,264</u>	<u>308,798</u>
Current liabilities													
Payables	7	5,114	41,100	627	4,526	3,386	27,766	242	2,980	287	3,035	572	2,793
		<u>5,211,703</u>	<u>4,503,658</u>	<u>583,961</u>	<u>495,984</u>	<u>3,533,409</u>	<u>3,042,585</u>	<u>330,985</u>	<u>326,585</u>	<u>391,656</u>	<u>332,499</u>	<u>371,692</u>	<u>306,005</u>
Net assets													
		<u>5,211,703</u>	<u>4,503,658</u>	<u>583,961</u>	<u>495,984</u>	<u>3,533,409</u>	<u>3,042,585</u>	<u>330,985</u>	<u>326,585</u>	<u>391,656</u>	<u>332,499</u>	<u>371,692</u>	<u>306,005</u>
being:													
Equity													
Trust settlements		50	50	10	10	10	10	10	10	10	10	10	10
Retained profits	20	4,647,263	4,503,608	522,009	495,974	3,148,755	3,042,575	294,355	326,575	349,215	332,489	332,929	305,995
Asset revaluation reserve	21	564,390	-	61,942	-	384,644	-	36,620	-	42,431	-	38,753	-
		<u>5,211,703</u>	<u>4,503,658</u>	<u>583,961</u>	<u>495,984</u>	<u>3,533,409</u>	<u>3,042,585</u>	<u>330,985</u>	<u>326,585</u>	<u>391,656</u>	<u>332,499</u>	<u>371,692</u>	<u>306,005</u>

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Trusts Statement of Financial Performance
for the year ended 31 December 2004

	Note	All Trusts		Charles Sturt Trust		Mitchell Trust		Murray Trust		Pharmacy Trust		Riverina Trust	
		This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year
Revenue from ordinary activities	2												
Donations	19	652,141	753,100	116,650	232,150	355,227	346,677	44,286	70,432	20,765	20,000	115,213	83,841
Investment income	2	308,448	514,658	33,852	48,567	210,214	359,419	20,013	34,352	23,189	37,424	21,180	34,896
University Subsidy		12,500	61,000	1,372	5,756	8,519	42,600	811	4,072	940	4,436	858	4,136
Tax imputation credits refunded		83,913	51,171	9,209	4,829	57,188	35,735	5,445	3,415	6,309	3,721	5,762	3,471
Total revenue from ordinary activities		1,057,002	1,379,929	161,083	291,302	631,148	784,431	70,555	112,271	51,203	65,581	143,013	126,344
Expenses from ordinary activities	3	19,659	95,223	2,156	11,294	13,399	64,469	1,275	6,064	1,477	7,235	1,352	6,161
Profit for year before distributions		1,037,343	1,284,706	158,927	280,008	617,749	719,962	69,280	106,207	49,726	58,346	141,661	120,183
Distributions	19	893,688	1,089,648	132,892	138,754	511,569	782,144	101,500	86,250	33,000	-	114,727	82,500
Profit (loss) after distributions	20	143,655	195,058	26,035	141,254	106,180	(62,182)	(32,220)	19,957	16,726	58,346	26,934	37,683
Increase in asset revaluation reserve	21	564,390	-	61,942	-	384,644	-	36,620	-	42,431	-	38,753	-
Total changes in equity	22	708,045	195,058	87,977	141,254	490,824	(62,182)	4,400	19,957	59,157	58,346	65,687	37,683

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Trusts Statement of Cash Flows
for the year ended 31 December 2004

Note	All Trusts		Charles Sturt Trust		Mitchell Trust		Murray Trust		Pharmacy Trust		Riverina Trust	
	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year
Cashflows from operating activities												
Donations	674,494	775,155	117,950	234,050	369,322	358,622	44,386	72,632	21,665	20,000	121,171	89,851
Interest received	43,407	28,183	4,764	2,660	29,583	19,682	2,816	1,881	3,263	2,049	2,981	1,911
Dividends and distributions received	234,389	214,424	25,704	20,162	159,757	149,864	15,241	14,308	17,618	15,566	16,069	14,524
Other receipts	13,750	63,100	1,509	5,954	9,371	44,067	892	4,212	1,034	4,589	944	4,278
Tax imputation credits refunded	83,913	51,171	9,209	4,829	57,188	35,735	5,445	3,415	6,309	3,722	5,762	3,470
Suppliers paid	(56,395)	(69,339)	(6,191)	(8,130)	(38,223)	(47,479)	(3,962)	(4,153)	(4,186)	(5,227)	(3,833)	(4,350)
Net GST refunded by (paid to) Tax Office	(8,148)	40,614	(1,301)	(102)	202	44,764	(232)	(722)	(1,033)	1,364	(5,784)	(4,690)
Distributions to beneficiaries	(908,393)	(1,131,493)	(132,892)	(138,754)	(526,274)	(823,989)	(101,500)	(86,250)	(33,000)	-	(114,727)	(82,500)
<i>Net cash provided by (used in) operating activities</i>	15(b) 77,017	(28,185)	18,752	120,669	60,926	(218,734)	(36,914)	5,323	11,670	42,063	22,583	22,494
Cashflows from investing activities												
Payments for investments made	(1,640,566)	(611,835)	(189,076)	(164,984)	(1,125,599)	(254,539)	(69,528)	(47,742)	(128,557)	(82,254)	(127,806)	(62,316)
Receipts for investments disposed of	1,681,135	530,911	184,512	49,892	1,145,637	371,070	109,181	35,361	126,404	38,591	115,401	35,997
<i>Net cash provided by (used in) investing activities</i>	40,569	(80,924)	(4,564)	(115,092)	20,038	116,531	39,653	(12,381)	(2,153)	(43,663)	(12,405)	(26,319)
Net increase (decrease) in cash held	117,586	(109,109)	14,188	5,577	80,964	(102,203)	2,739	(7,058)	9,517	(1,600)	10,178	(3,825)
Cash at beginning of financial year	523,789	632,898	57,684	52,107	353,862	456,065	37,983	45,041	38,671	40,271	35,589	39,414
Cash at end of financial year	15(a) 641,375	523,789	71,872	57,684	434,826	353,862	40,722	37,983	48,188	38,671	45,767	35,589

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Notes to and Forming Part of the Accounts for the Year Ended 31 December 2004

1. Summary of Significant Accounting Policies

Basis of accounting

The financial report of the Trusts is a general purpose financial report prepared in accordance with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views and the trust deeds.

The financial report has been prepared in accordance with historical cost conventions and on an accruals basis and to reflect net fair values.

The accounting policies have been consistently applied, unless otherwise stated.

Trust deeds

The trusts were established by deeds of settlement as follows:

the Charles Sturt University Foundation Trust on 17 March 1994,
the Mitchell Foundation Trust on 9 May 1983,
the Murray Foundation Trust on 17 March 1994,
the Pharmacy Trust on 13 December 2002, and
the Riverina Foundation Trust on 17 March 1994.

The Charles Sturt Foundation Limited acts as Trustee to the trusts. The trusts are for the benefit of the Charles Sturt University.

Revenue

Donations are recognised as revenue when received.

Interest income is taken up when due.

Dividends and distributions are recognised as revenue when the Trusts' right to receive payment is established.

Gains and losses on revaluation of current investments to market at balance date, are taken to the income and expenditure statement. Revaluation increments on non-current investments are credited directly to an asset revaluation reserve except to the extent that an increment reverses a revaluation previously recognised as an expense, the increment is recognised as revenue.

Gains and losses on realisation of investments are taken to the statement of financial performance when the investment is disposed of. The gain or loss is the difference between the net proceeds of disposal and the carrying value of the investment.

Receivables

Trade receivables are generally settled within 60 days of being due. The Trustee believes the carrying amount of receivables approximates their net fair value.

Investments

The carrying value of investments at balance date is:

- (a) Managed investment trusts - at market value being the exit values advised by the managers
- (b) Quoted investments - at market value being the closing prices quoted by the Australian Stock Exchange.

No allowance is made for selling costs.

Payables

Payables represent liabilities for goods and services provided prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Income tax

The trustee and trusts are exempt from income tax.

Refunds of imputation credits arising from investment income received, are classified in the accounts as revenue.

Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST.

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

Going concern

The trustee and trusts operate independently from the Charles Sturt University. The Trustee and Trusts are in a sound financial position and will be in a position to meet their financial commitments for the foreseeable future.

Change in presentation

Where there has been a change in the presentation of items, the comparative amounts have been reclassified to conform with the current presentation. This has not effected the results or financial position of the trusts.

	2004 \$	2003 \$
2. Revenue		
Operating revenue		
<i>Gifts (note 19)</i>		
Donations – annually funded scholarships	222,717	249,450
Donations - other	429,424	564,650
Donation returned to donor	<u>-</u>	<u>(61,000)</u>
<i>Investment revenue</i>		
Interest income	43,407	28,183
Dividends income	83,724	90,999
Distributions received	156,889	123,510
Profit (loss) on disposal of investments	24,428	21,034
Unrealised gain (loss) on revaluation of investments to market at year end		<u>250,932</u>
Total investment revenue	<u>308,448</u>	<u>514,658</u>
<i>Other income</i>		
Subsidy from university	12,500	61,000
Tax imputation credits refunded	<u>83,913</u>	<u>51,171</u>
Revenue from ordinary activities	<u>1,057,002</u>	<u>1,379,929</u>
3. Expenses		
Salaries and on-costs reimbursed	-	36,291
Other administrative expenses	<u>19,659</u>	<u>58,932</u>
Total operating expenses	<u>19,659</u>	<u>95,223</u>
4. Fees payable in respect of audit services		
Audit fees accrued in respect of the services of the Audit Office of NSW for the financial year ended 31 December 2004 was \$7,800. Apart from the audit fees, the auditors did not receive any other benefits.		
5. Receivables		
Investment income receivable	8,881	2,657
Proceeds from sale of investments	<u>-</u>	<u>13,200</u>
	<u>8,881</u>	<u>15,857</u>
6. Other financial assets		
<i>at market value</i>		
Listed equities and trusts	2,493,158	2,160,890
Listed income securities	355,164	200,983
Unlisted managed investment trusts	<u>1,718,239</u>	<u>1,643,239</u>
	<u>4,566,561</u>	<u>4,005,112</u>
7. Payables		
Creditors	-	7,865
GST	114	2,235
Accrued expenses	<u>5,000</u>	<u>31,000</u>
	<u>5,114</u>	<u>41,100</u>

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

8. Retained profits

The movement in retained profits of each Trust is disclosed at note 20.

9. Contingent Liabilities

There are no contingent Liabilities.

10. Subsequent events

There are no subsequent events

11. Remuneration of Trustee Company's Directors

The directors act in an honorary capacity and do not receive remuneration in connection with managing the affairs of the company or of the trusts for which the company acts as trustee.

Detail of Directors remuneration from a related entity, as at the date of the report, is:-

Remuneration band	No. of Directors
110,000 – 119,999	2
210,000 - 219,999	1
240,000 – 249,999	1
390,000 – 399,999	1

12. Related party – Corporate Trustee

Directors of Corporate Trustee

Directors who held office at any time during the financial year were:

DA Battersby	BD Cameron	HL Gardiner	PM Gissing (a)
IC Goulter	DL Green	JB Hector	MA Kennedy
RH Lewis (r)	RWT Marris (r)	RJ Meyenn	GE Whiteford (a)
LJ Willett			

(a) = appointed during year - (r) = retired during year

Trustee and Trust Expenses

Operating costs of the trustee have been met by the trusts in lieu of reimbursement.

Right of Indemnity out of Trust Assets

The assets of the trusts as at 31 December 2004 are sufficient to meet the trustee's rights of indemnity out of trust assets for liabilities incurred on behalf of the trusts, as and when they fall due.

13. Related party – Controlling entity

Charles Sturt University is considered to be the controlling entity of the Trusts and the corporate trustee, The Charles Sturt Foundation Limited

Support

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

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

These services are valued at approximately \$252,500.

Employees

As at 31 December 2004, there were the equivalent of 2.5 full-time employees provided by the Charles Sturt University to the Foundation.

14. Segment Reporting

The Trusts operate predominantly in one business sector, being fund raising, and one geographical segment being Australia.

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

15. Cash Flow

(a) Reconciliation of cash

For the purposes of the Cash Flow Statement, cash includes cash at bank and with cash management trusts.

	2004	2003
	\$	\$
Cash	<u>641,375</u>	<u>523,789</u>
 (b) Reconciliation of net cash provided by operating activities to net profit after distributions		
Net profit after distribution	143,655	195,058
Profit (loss) on sale of investments	(24,428)	(21,034)
(Gain) loss on revaluation of investments	-	(250,932)
Decrease (increase) in receivables	(6,224)	16,727
Increase (decrease) in payables	<u>(35,986)</u>	<u>31,996</u>
Net cash provided by (used in) operating activities	<u>77,017</u>	<u>(28,185)</u>

16. Developments

There were no changes in the activities of the Trusts.

17. Environmental Issues

There are no environmental issues.

18. Financial Instruments Disclosure

- a **Interest rate risk** - The trusts' exposure to interest rate risk, which is the risk that financial instrument's value, will fluctuate as a result of changes in the market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	<i>Weighted av. interest rate (pa)</i>	Floating interest rate	Non-interest bearing	Total
2004				
<i>Financial assets</i>				
Cash	4.45%	641,375	-	641,375
Receivables		-	8,881	8,881
Other financial assets	6.79%	355,164	4,211,397	4,566,561
		<u>996,539</u>	<u>4,220,278</u>	<u>5,216,817</u>
<i>Financial liabilities</i>				
Creditors		-	5,114	5,114
 2003				
<i>Financial assets</i>				
Cash	4.09%	523,789	-	523,789
Receivables		-	15,857	15,857
Other financial assets	7.24%	200,983	3,804,129	4,005,112
		<u>724,772</u>	<u>3,819,986</u>	<u>4,544,758</u>
<i>Financial liabilities</i>				
Creditors		-	41,100	41,100

- b **Net market value of financial assets and liabilities** - The net market value of the cash, receivables, funds with university and creditors approximate their carrying value. Quoted investments and managed investment funds are shown at market value being last sale price or exit price (after distributions).

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

19. Charitable fundraising disclosures

Donations are sought for various purposes and the general benefit of the Charles Sturt University. No other fundraising activities were carried out. Set out below is a summary of donations received and distributions made:

Purpose	2004		2003	
	Collections	Distributions	Collections	Distributions
Charles Sturt University Foundation Trust				
ANZ Visiting Professor	-	63,592	100,000	100,004
Residences (Dubbo)	-	-	37,500	-
Charles Sturt Collection	10,000	-	-	-
Chair in Irrigation	65,000	33,550	65,000	-
Scholarships - Annually funded	22,000	21,750	28,000	23,750
Scholarships - other	-	14,000	-	15,000
Untied	19,650	-	1,650	-
Total - CSU	116,650	132,892	232,150	138,754
Mitchell Foundation Trust				
Commercial Radio	15,000	35,000	15,000	-
Commercial Radio - refunded	-	-	(61,000)	-
Research (Dr L Johnstone)	500	-	35,000	30,000
BTCAA (Bathurst Teachers College)	1,998	-	2,970	-
Somerville Collection	213,680	142,500	147,237	418,394
Mitchell Staff Club	-	-	-	-
Scholarships - Annually funded	98,200	98,700	131,950	128,450
Scholarships - other	-	212,750	-	190,000
Untied	25,849	22,619	75,520	15,300
Total - Mitchell	355,227	511,569	346,677	782,144
Murray Foundation Trust				
AAOMT	23,334	70,000	46,668	70,000
Mark Smyth Mem S/ship Fund	15,000	-	1,300	-
Scholarships - Annually funded	5,500	11,000	19,000	3,750
Scholarships - other	-	20,500	-	12,500
Untied	452	-	3,464	-
Total - Murray	44,286	101,500	70,432	86,250
Pharmacy Trust (new end 2002)				
Scholarships - Annually funded	9,000	9,000	-	-
Untied	11,765	24,000	20,000	-
Total - Pharmacy	20,765	33,000	20,000	-
Riverina Foundation Trust				
WWTC Alumni	4,240	-	5,447	-
Scholarships - Annually funded	88,017	94,227	70,500	68,500
Scholarships - other	-	20,500	-	14,000
Untied	22,956	-	7,894	-
Total - Riverina	115,213	114,727	83,841	82,500
Total all trusts	652,141	893,688	753,100	1,089,648

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Note	All Trusts		Charles Sturt Trust		Mitchell Trust		Murray Trust		Pharmacy Trust		Riverina Trust	
	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year
Note 20. Retained profits												
Retained profits at start of financial year	4,503,608	4,308,550	495,974	354,720	3,042,575	3,104,757	326,575	306,618	332,489	274,143	305,995	268,312
Profit (loss) after distributions	143,655	195,058	26,035	141,254	106,180	(62,182)	(32,220)	19,957	16,726	58,346	26,934	37,683
Retained Profits at end of financial year	<u>4,647,263</u>	<u>4,503,608</u>	<u>522,009</u>	<u>495,974</u>	<u>3,148,755</u>	<u>3,042,575</u>	<u>294,355</u>	<u>326,575</u>	<u>349,215</u>	<u>332,489</u>	<u>332,929</u>	<u>305,995</u>

Note 21. Asset revaluation reserve

Balance at start of financial year	-	-	-	-	-	-	-	-	-	-	-	-
Net increment arising on revaluation of investments to market value	564,390	-	61,942	-	384,644	-	36,620	-	42,431	-	38,753	-
Balance at end of financial year	<u>564,390</u>	<u>-</u>	<u>61,942</u>	<u>-</u>	<u>384,644</u>	<u>-</u>	<u>36,620</u>	<u>-</u>	<u>42,431</u>	<u>-</u>	<u>38,753</u>	<u>-</u>

The asset revaluation reserve records unrealised gains on revaluations of non-current investments.

Note 22. Equity

Total equity at start of financial year	4,503,658	4,308,600	495,984	354,730	3,042,585	3,104,767	326,585	306,628	332,499	274,153	306,005	268,322
Total changes in equity recognised in the statement of financial performance	708,045	195,058	87,977	141,254	490,824	(62,182)	4,400	19,957	59,157	58,346	65,687	37,683
Total equity at end of financial year	<u>5,211,703</u>	<u>4,503,658</u>	<u>583,961</u>	<u>495,984</u>	<u>3,533,409</u>	<u>3,042,585</u>	<u>330,985</u>	<u>326,585</u>	<u>391,656</u>	<u>332,499</u>	<u>371,692</u>	<u>306,005</u>

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

23. International Financial Reporting Standards

Australia is currently preparing for the introduction of International Financial reporting standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the beginning of the next financial year. Entities are required to explain how the transition is managed and key differences in accounting policies that impact on the entity. The Trustee has sought, and will receive, external advice on the introduction of the IFRS, however, at this time the Trustee is not aware of any key difference in the Trusts' accounting policies that would arise from the adoption of IFRS.

END OF TRUST'S FINANCIAL STATEMENTS

The Charles Sturt University Foundation Trust
The Mitchell Foundation Trust
The Murray Foundation Trust
The Riverina Foundation Trust
The Pharmacy Trust

Declaration by Chairman of the Trustee in respect of Fund Raising Appeals

I, Lawrence John Willett, being Chairman of the Charles Sturt Foundation Limited, corporate trustee of:

the Charles Sturt University Foundation Trust,
the Mitchell Foundation Trust,
the Murray Foundation Trust,
the Pharmacy Trust, and
the Riverina Foundation Trust

declare that in my opinion:

- (a) the accounts give a true and fair view off all income and expenditure of the Trusts with respect to fund raising appeals
- (b) the statement of financial position gives a true and fair view of the state of affairs with respect to fund raising appeals
- (c) the provisions of the Charitable Fundraising Act 1991 and the regulations under that Act and the conditions attached to the authority have been complied with
- (d) the internal controls exercised by the Trustee are appropriate and effective in accounting for all income received once it has been recorded in the trust accounting records.



L J Willett
Chairman of the Trustee, The Charles Sturt Foundation Limited

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Appendix 1

Accounts payment performance

Year ended 31 December 2004

Total accounts paid on time in each quarter

Quarter	Total Accounts Paid on Time			Total Amount Paid
	Target %	Actual %	Current	
Mar	88.00%	73.89%	\$12,345,284	\$16,706,700
Jun	88.00%	71.96%	\$13,262,235	\$18,428,856
Sept	88.00%	77.51%	\$16,391,382	\$21,146,523
Dec	88.00%	73.40%	\$14,911,067	\$20,314,717

The geographical spread and decentralised nature of Charles Sturt University can cause delays in the payment of accounts due to time lags between receipt of goods and processing of the corresponding invoices despite the existence of an efficient inter-campus mail system. Charles Sturt University has developed a good relationship with many suppliers who accept the slight delay in payment without imposing penalty as the majority of payments are made on time. The lack of information technology resources has delayed the implementation of processing payments by electronic funds transfer. Once payments can be electronically processed, improved payment performance will be achieved by eliminating the time taken to produce a cheque payment and post this to the creditor. Once the system of electronic payments has been implemented, a web-based requisition system will be investigated, which will result in increased efficiencies and overall improvement in payment performance.

Aged Accounts Payable Analysis

Quarter	Current (ie within due date)	Less than 30 Days Overdue	Between 30 and 60 Days overdue	Between 60 and 90 days overdue	More than 90 days overdue
Mar	\$12,345,284	\$3,214,153	\$402,163	\$242,341	\$502,759
Jun	\$13,262,235	\$2,914,931	\$1,601,607	\$164,855	\$485,228
Sept	\$16,391,382	\$3,818,907	\$487,561	\$240,347	\$208,326
Dec	\$14,911,067	\$3,971,482	\$897,484	\$153,073	\$381,611

Appendix 2

Economic or other factors

There were no significant economic or other factors that impacted on the achievement of operational objectives during 2004.

Appendix 3

Investment Performance

The average rate of return on all funds invested was 6.36%.

The amount of interest earned was \$5,035,750.

All of the investments were initially for periods of between two and five years, with one investment being for a period of ten years.

The University has been using the current investment strategy since late 2002. Prior to this funds were generally invested in interest bearing deposits and bank bills.

The Treasury Corporation Hour Glass facility lists their "Bond Market Facility", which is investments between two and four years as below:

	1 Year	2 Year	3 Year	5 Year
Returns Net of Fees	p.a.	p.a.	p.a.	p.a.
Bond Market Facility	5.37%	4.45%	5.48%	6.10%
Benchmark	5.49%	4.60%	5.63%	6.22%

Appendix 4

Funds granted

The University makes significant contributions to community activities and initiatives related to its core educational mission. Funding for non-government community organisations is drawn from resources made available for regional engagement under the University's Strategic Plan. The total of direct financial contributions does not account for the significant investment of staff time and expertise, and ancillary support, provided by the University to regional engagement initiatives. The table below lists all direct financial contributions to non-government community organisations for 2004. These contributions are made from the University's Enterprise Subsidies fund.

Non-Government Community Organisation	Funds Granted	Description
Riverina Conservatorium	\$25,000	Support the teaching of music within the Wagga Wagga community
Murray Conservatorium	\$25,000	Support the teaching of music within the Albury-Wodonga community
Mitchell Conservatorium	\$25,000	Support the teaching of music within the Bathurst community
2MCE-FM Radio Station	\$155,000	Support community broadcasting within the Bathurst community
Somerville Collection Ltd	\$100,000	Support development and preservation of significant minerals and fossils for the Bathurst and wider Australian communities
Siemens Science School	\$4900	Provision of tertiary upgrade program in chemistry to young people
Community Partnerships	\$5000	
National Radio News	\$2000	Support provision of an hourly news service to community radio stations
Riverina Playhouse	\$18,000	
Total	\$359,900.00	

Appendix 5

Major Works

The following major works projects were commenced during 2004.

Major Works	Project Budget Sum (Costs at 31 Dec)	Commenced Planned Completion Forecast Completion	Significant Cost Overruns or Delays or Issues
Dubbo Student Accommodation Stage 2	1,429,000 (1,232,000)	Nov-04 Oct-04 Dec-04	Cottages completed in October but could not occupy until landscaping and car parks completed in December 2004

Appendix 6

Land Disposal

There were no land disposals during 2004.

Appendix 7

Risk management and insurance activities

The major insurance risks for the University are professional indemnity, security of assets and accidents resulting in workers compensation and insurance claims.

The University has a full range of insurance as detailed in the table below:

Type	Provider
------	----------

Industrial Special Risk	CGU Insurance Ltd
Public & Products Liability	QBE Insurance Aust Ltd
Professional Indemnity	ACE Insurance Ltd
Motor Vehicle	Allianz Australia Ltd
Contract Works	Allianz Australia Ltd
Corporate Travel	American Home Assurance Company
Group Personal Accident	American Home Assurance Company
ACT Workers Compensation	CGU Workers Compensation
Fidelity Guarantee	Ace Insurance Ltd
Professional Indemnity – Malpractice	Vero Insurance Ltd
Professional Indemnity – Veterinary Malpractice	Vero Insurance Ltd
Director & Other Officers/Company Reimbursement Liability	ACE Insurance Ltd

CSU's Risk Management policy was approved by the University Council in February 2004. The policy requires the University and its controlled entities to systematically identify, assess and treat both corporate and operational risks, in a manner that utilises and complements existing management and accountability structures and reporting lines and in which all staff assume an appropriate level of responsibility. The associated risk management implementation strategy approved by the University's executive:

- Integrates risk management with current University policies, operational planning, and strategic decision making; and
- Incorporates training strategies that make full use of the University's teaching expertise in the area of risk management.

Since then, a review of the University's corporate risk profile identified the following challenges and opportunities:

1. The potential for revenue streams to be impacted by:
 - Changes in Government policy including the allocation of new places;
 - Reduced non grant revenue;
 - Increased competition in areas such as distance education and research; and
 - Economic conditions beyond the control of the University, including exchange rate fluctuation.
2. Maintaining and developing governance structures to ensure the ongoing quality of teaching and research.
3. Undertaking a due diligence of major proposals and applying an integrated project management approach to major initiatives.
4. Controlling and managing operating costs within an environment of increased financial uncertainty.
5. Maintaining the University's advantage in the use of IT platforms to support teaching, research and administration.
6. The potential impact of changes in Government policies such as the introduction of voluntary membership of student associations or potential changes to the funding base of higher education institutions.
7. Managing human resources effectively within a changing operational and policy environment.
8. Ensuring satisfactory internal control and regulatory compliance within an environment characterised by competing demands and high staff workloads.

Appendix 8

Code of conduct and ethics

The University's Code of Conduct and Conflict of Interest Policy was established in December 1992 and last reviewed and

amended in March 2004. This Code reflects community and University expectations of ethical conduct and behaviour of staff and service providers to the University. The Code was amended to ensure it fully complied with the University's Equal Opportunity Policy and existing legislative requirements.

All employees have access to the Code on the University's web site and all new employees are issued with a copy.

Appendix 9

Consumer Response

The University has both a complaints management system and a grievance resolution system, as well as a variety of mechanisms by which students can seek review of academic decisions such as grades or exclusion.

The complaints system is intended to deal with concerns about the delivery or quality of services and complaints. The grievance resolution system is intended to deal with concerns with an interpersonal element, such as harassment or prejudice. Both systems are available to staff, students and members of the public.

The complaints system directs complaints to the managers or supervisors of the activity concerned in the first instance. Complainants may pursue their concerns at higher levels (the manager's manager) if not satisfied with the resolution of the complaint.

In accordance with the recommendations stemming from the 2002/2003 review of the University's complaints and grievance systems, the complaints system is able to be integrated with the grievance resolution system if complainants are not satisfied with the resolution of their complaint and choose to lodge a formal grievance. The grievance system provides for both mediation and formal investigation at the discretion of the person lodging the grievance.

Also in accordance with the recommendations stemming from the review, the University has appointed a Manager, Complaints Resolution to oversee and refine the complaints and grievance systems of the University. This position is located centrally in the Office of the Vice-Chancellor and is responsible for resolution of complaints and grievances, as well as promoting awareness and understanding of process for handling complaints and grievances. It is envisaged that in the future this role will also collate statistical data in order to identify trends in this area. This information may then be used for the purpose of continuous improvement in the University.

Appendix 10

Legal Change

The *Charles Sturt University Act 1989* was amended by the *Universities Legislation Amendment Act 2004* on 21 December 2004.

Appendix 11

Employee Wage Movements

A 4% salary increase was granted to staff on 7 May 2004, and a 2% salary increase from 22 October 2004.

Appendix 12

Enterprise Industrial Relations

Staff in each category are employed under enterprise agreements negotiated within the University:

Academic Staff

Charles Sturt University (Academic Staff) Enterprise Agreement 2000-2003.

General Staff

Charles Sturt University (General Staff) Enterprise Agreement 2000-2003.

Charles Sturt University (Hospitality, Security, Trades and Related Staff Enterprise Agreement 2000-2003.

English Language Teachers

Charles Sturt University (English Language Teachers) Enterprise Agreement 2001-2003.

During 2004, a number of personnel and industrial policies and practices were introduced, rescinded or amended.

Introduced

Policy No	Policy introduced	Date
	Children on Campus Policy	18 October 2004
	Claiming Lost Time Guidelines	21 June 2004
	Functional Assessments and Medical Assessments Guidelines	31 August 2004
	Injury Management Administration Guidelines	17 June 2004
	Injury Management Definitions Guidelines	22 June 2004
	Internal Staff Secondment Guidelines	20 April 2004
	OH&S Consultation Statement	13 September 2004
	OH&S Information for CSU Staff Visiting/Attached to Other Organisations	6 October 2004
	OH&S Information for Visiting Staff to CSU	6 October 2004
	Postgraduate Study Support Scheme for General Staff Guidelines	9 September 2004
	Professional Development for CSU Staff Support Guidelines	4 May 2004
	Professional Enhancement Program for Senior and Executive Managers Guidelines	29 November 2004
	Professional Experience Scheme for General Staff Guidelines	21 July 2004
	Q Fever Administration Guidelines	16 July 2004
	Recognition of CSU Service Policy	15 December 2004
	Recognition of CSU Staff – Guidelines on Awards	15 December 2004
	Return to Work Guidelines	26 August 2004
	Return to Work (Key People in) Guidelines	26 August 2004
	Special Needs Equipment Guidelines	26 August 2004
OCC09	Stress and the Employee Assistance Program Policy	2 March 2004
	Student Guidelines on OH&S at CSU	11 January 2004
	Study Time Scheme for General Staff Policy	17 September 2004
	Suitable Duties Guidelines	26 August 2004
	Termination Due to Ill Health Guidelines	14 October 2004
	Vice-Chancellor's Award for Excellence Guidelines	12 May 2004
	Worker's Compensation – Guidelines for Ill/Injured Employees	18 October 2004
	Worker's Compensation – Insurer Guidelines	31 August 2004
	Workforce Planning Guidelines	3 November 2004
	Working Alone or in Isolation – Draft Guidelines	12 November 2004

Rescinded

Policy No	Policy rescinded	Date
PER05	Recognition of Twenty Years' Service at CSU	3 December 2004
	Student Time and Assistance Scheme Policy	3 December 2004

Amended

Policy No	Policy amended	Date
	Accident and Incident Investigation Guidelines	11 January 2004
	Accident and Incident Reporting Guidelines	11 January 2004

EQT09	Breastfeeding Policy	27 May 2004
FLE03	Campus Speed Limits Policy	13 July 2004
OCC11	Campus Watch Program	5 August 2004
	Control of Hazardous Substances Guidelines	5 August 2004
OCC01	CSU OH&S Policy	3 March 2004
	CSU Safety Management Guidelines	3 December 2004
	Driver Training Guidelines	9 August 2004
OCC10	Emergency Control Organisation Policy	29 November 2004
OCC14	Health and Safety in Offices Policy	13 July 2004
	Induction and Development Program	4 June 2004
	Internal Staff Secondment Guidelines	19 October 2004
	Notification of Hazards Policy	5 August 2004
	OH&S Staff Guidelines	11 January 2004
OCC07	OH&S Action Plans Policy	28 January 2004
	OH&S Induction Guidelines	4 October 2004
OCC02	OH&S Objectives and Responsibilities	13 July 2004
	Professional Development for CSU Staff Support Guidelines	10 December 2004
	Professional Experience Scheme for General Staff Guidelines	8 October 2004
OCC03	Smoking in the Workplace Policy	5 August 2004
	Vice-Chancellor's Award for Excellence Guidelines	8 October 2004
	Workplace Inspections Guidelines	28 September 2004
OCC06	Workplace Inspections and Reports Policy	13 April 2004

Appendix 13 Consultants

For consultants paid more than \$30,000:

Consultant	Project Category	Amount
John Blackwood Architects	Structural Documentation	\$41,386.37
Woods Bagot	Architectural	\$55,020.00
Equest Consulting	Information Technology	\$60,005.91
Evenway Pty Ltd	Management Services – CSU Winery	\$91,000.00
NSW Department of Commerce	Project Management – Dubbo Campus Stage 2	\$119,332.00
Total		\$366,744.28

For consultants paid less than \$30,000, the University made a total of 271 payments, with a total value of \$949,424.66.

Appendix 14 New Publications

Handbooks and Manuals

- CSU Handbook
- Academic Manual (published electronically)

Corporate Documents and Reports

- Annual Report
- Annual Report to the Affirmative Action Agency
- Annual Report to the Director of Equal Opportunity in Public Employment
- Strategic Plan 2002 - 2007

Prospectuses/Study Guides

- Undergraduate On Campus Study Opportunities – Arts
- Undergraduate On Campus Study Opportunities – Commerce
- Undergraduate On Campus Study Opportunities – Education
- Undergraduate On Campus Study Opportunities – Health Studies

- Undergraduate On Campus Study Opportunities – Science & Agriculture
- Undergraduate Distance Education Study Opportunities – Arts
- Undergraduate Distance Education Study Opportunities – Commerce
- Undergraduate Distance Education Study Opportunities – Education
- Undergraduate Distance Education Study Opportunities – Health Studies
- Undergraduate Distance Education Study Opportunities – Science & Agriculture
- Postgraduate Study Opportunities – Arts
- Postgraduate Study Opportunities – Commerce
- Postgraduate Study Opportunities – Education
- Postgraduate Study Opportunities – Health Studies
- Postgraduate Study Opportunities – Science & Agriculture
- ELS Prospectus
- Year 10 Career Chooser

Other Publications

- Scholarships brochure – details of scholarships available at CSU
- A range of publications detailing specific courses/services within the University
- Graduation Ceremony Program
- Newsletters

A complete list of current University publications can be obtained by contacting the Office of the Vice-Chancellor and requesting the University's Statement of Affairs.

Appendix 15

Equal employment opportunity

Trends in the Representation of EEO Groups (Academic Staff)

EEO Group	Benchmark or Target	% of Total Staff			
		2001	2002	2003	2004
Women	50%	36%	37%	40%	42%
Aboriginal people and Torres Strait Islanders	2%	1.1%	0.9%	1.1%	1.2%
People whose first language was not English	19%	12%	12%	11%	10%
People with a disability	12%	5%	5%	5%	5%
People with a disability requiring work-related adjustment	7%	2.3%	2.2%	1.6%	1.6%

Trends in the Representation of EEO Groups (General Staff)

EEO Group	Benchmark or Target	% of Total Staff			
		2001	2002	2003	2004
Women	50%	63%	63%	64%	65%
Aboriginal people and Torres Strait Islanders	2%	1.3%	1.3%	1.2%	0.7%
People whose first language was not English	19%	4%	5%	5%	5%
People with a disability	12%	6%	6%	6%	6%
People with a disability requiring work-related adjustment	7%	1.9%	2%	1.8%	1.5%

adjustment					
------------	--	--	--	--	--

Trends in the Distribution of EEO Groups (Academic Staff)

EEO Group	Benchmark or Target	Distribution Index			
		2001	2002	2003	2004
Women	100	83	87	84	81
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	93	92	93	90
People with a disability	100	106	107	105	105
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a	n/a

Trends in the Distribution of EEO Groups (General Staff)

EEO Group	Benchmark or Target	Distribution Index			
		2001	2002	2003	2004
Women	100	80	82	84	84
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	111	117	111	104
People with a disability	100	86	88	89	91
People with a disability requiring work-related adjustment	100	n/a	89	n/a	n/a

Notes
 1. Staff numbers as at 31 March
 2. Excludes casual staff

Equal Employment Opportunity supports the development and implementation of strategically based anti-discrimination, equal opportunity and affirmative action policies and programs.

Achievements for 2004

- Appointment of an Indigenous Employment Coordinator and progress towards introducing an Indigenous Employment Strategy with appointments of four Indigenous staff in mainstream positions;
- Introduction of the Banksia Women in Research Program, providing scholarships to women for PhD completion, research seminars and a forum;
- A University wide professional development day for women in conjunction with the Vice-Chancellor's annual Women's Forum lunch;
- Development of the Children on Campus policy, balancing flexibility with safety considerations;
- Establishment of parent's rooms with facilities for breastfeeding mothers on all campuses;
- Introduction of a strategy to increase female applicants for senior appointments through the development of search plans;
- Extension of paid maternity leave to 14 weeks; and
- Participation in on-line training on equal opportunity by 87% of all staff.

Challenges and Opportunities – 2005 and Beyond

- Implementation of the Indigenous Employment Strategy;
- Drafting of a new EEO management plan, with widespread consultation;
- Establishment of a leadership development program for women;
- Establishment of a mentoring program for women; and

- Continued implementation of recommendations from the maternity leave review, taking account of developments due to enterprise bargaining.

Appendix 16

Ethnic Affairs Priority Statement

The University Strategic Plan 2002-2007 recognises the importance of cultural diversity. In particular, the University in its Learning and Teaching programs and in its engagement with regional communities will endeavour to:

- Incorporate an international dimension to its academic offerings;
- Extend the international contacts of staff and students; and
- Promote an awareness of cultures and customs.

The Division of Planning and Audit continues to provide data on the country of birth of all enrolled students. The equity performance indicators provide data on students of non-English speaking backgrounds who have arrived in Australia within the past ten years. The Division of Human Resources collects data on language background and country of birth of all staff.

Achievements for 2004

- International partnership agreements have added significantly to the interculturalism of the University, particularly within the Faculty of Commerce. The Faculty, as part of its partner relationships, has exchange student programs with institutions in China. CSU students attend at a host institution for a semester and complete four Business Chinese subjects which comprise language and culture studies. In addition, University staff supervise students from offshore universities who may wish to come to the University to complete research which may relate to Australian issues. Several students from partner institutions have gone on to postgraduate study on the University's campuses;
- Resources continue to be provided for staff to assist students through the English Skills Support service in Student Services;
- Outreach to and involvement with the local community is an important part of the work of supporting international students in their integration into the life of the University. International nights and celebration of festivals provide an opportunity for the local community to experience diverse cultures, and to develop and strengthen links between students and their host communities;
- University faculties have a strong commitment to assisting with overseas and intercultural professional placements, although these have been curtailed in 2004 due to international travel restrictions. Students in health courses have had experience in Vietnam, communications students have been placed in Malaysia and the US.
- The International Exchange program declined slightly in 2004, with 34 incoming students and 34 outgoing. Student advisers hold pre-departure orientation programs for all exchange students, with emphasis on awareness and expectations;
- As well as exchange, partnership and offshore programs, University courses are available by distance education for enrolment by students located outside Australia. In 2004 there were nearly 8000 students studying by e-learning, mostly in China, Malaysia, the United Kingdom and Canada;
- The University has put in place procedures to assist the admission of people with permanent refugee status by referring their applications to the relevant faculty who can then determine eligibility for admission;
- The Faculty of Commerce is funding five Asia Pacific Research Grant projects worth \$5,000 each to support projects where outcomes will add significant insight to an issue important to the Asia Pacific region;
- Workshops on cultural diversity issues were presented by International Student Advisers at the two-day Admin Focus forum, designed for all general staff;
- Management training conducted in 2004 included a component on working with culturally diverse staff;
- The Faculty of Commerce has a staff exchange program where the visiting academics work closely with University

staff for one semester. These academics then teach University programs at partner institutions eg in China;

- The Division of Marketing Communications seeks to reflect cultural/ethnic diversity in all publications through both words and images.

Challenges and Opportunities – 2005 and Beyond

- Update the University's Ethnic Affairs Priority Statement;
- Continue consultation with staff from diverse cultural backgrounds for the development of strategies to be included in a new EEO Management Plan; and
- Introduce the "Diversity Game", a training program specifically designed to examine diversity, across campuses throughout 2005.

Appendix 17

Leave liabilities

See Note 10 to the Consolidated Financial Statements.

Appendix 18

Environmental health and safety

Environment, Health and Safety supports the development of strategically based health and safety programs to assist managers and staff maintain an environmentally safe and healthy workplace. During 2004, there were no staff, student or visitor fatal incidents during the reporting period, and there were no WorkCover prosecutions during the reporting period. There was one WorkCover investigation at Wagga Wagga following a complaint against the Vineyard/Winery. No action was taken by WorkCover in relation to the complaint.

Achievements for 2004

- Evaluation and reporting on the OH&S on-line induction and training program which provides information on duty of care and due diligence, OH&S objectives and responsibilities, OH&S legislation and penalties, safety management systems and risk management principles
- Continued successful results for the second year's audit against the set benchmarks of the WorkCover Authority of NSW's (WorkCover) "Premium Discount Scheme" to achieve the maximum 15% rate rebate on the University's workers' compensation premium
- Use of the rebate received on the workers' compensation premium to engage an officer to assist managers in implementing the University's safety management system, which has led to a greater than 40% improvement in the submission of Unit "OH&S Action Plans" for this year
- Restructuring of the Injury Management area to maximise efficiencies, including a new single point incident reporting system for the University
- Development and implementation of a Q Fever program that involved both staff and students potentially exposed to the animal bacterium
- Conclusion to the legislative OH&S consultation negotiations and staff vote that led to the signing of an "OH&S Consultation Statement by the Vice-Chancellor and creation of a new OH&S Committee at the Dubbo campus. The re-election of all other campus OH&S Committees, which occurs on a biannual basis, was also completed
- The new Environment, Health and Safety (EH&S) Operational Plan for the period 2005 to 2007 was developed and approved

Overview

	2003	2004
Total Number of Incidents *	199 (273)	152 (172)
Number of Fatal Incidents *	0(0)	0(0)
Number Lost Time Incidents	51	62
Number Medical Treatment Incidents	93	96

Total Staff	1472	1508
Total Compensation Claims	63	74
LTIR	3.47	4.11
LTIFR	21.44	25.44
MTIR	6.32	6.36
MTIFR	39.1	39.39

Explanatory Notes

* As per recognised reporting standards, the above performance indicators do not include commuting injuries. Commuting injuries include injuries that occurred whilst not on duty or during a recess period and includes travel between place of abode and workplace (under workers' compensation a 'journey claim'). During the reporting period there were 2 staff fatalities recorded, both journey claims; however, one is pending final determination.

Student data in brackets

Lost Time Incidents The number of incidents where medical treatment, other than first aid, was sought.

Medical Treatment Incidents The number of incidents where medical treatment, including first aid, was sought.

Total Staff Full time equivalent (FTE) staff. Figures do not include casual staff.

LTIR Lost Time Incident Rate. The number of lost time incidents for each hundred workers employed.

LTIFR Lost Time Incident Frequency Rate. The number of lost time incidents for each million hours worked.

MTIR Medical Treatment Incident Rate. The number of medical treatment incidents for each hundred workers employed.

MTIFR Medical Treatment Incident Frequency Rate. The number of medical treatment incidents for each million hours worked.

Cause of Injury

Type of Injury	Total (2003)	Total (2004)
Exposure to Environment	10	3
Psychological Stress	2	5
Fall from Height	4	1
Foreign Object	5	2
Incident Only	14	22
Manual Handling	44	44
Slip/Trip/Fall at Same Height	36	28
Struck by Falling/Moving Object	25	12
Struck Stationary Object	15	9
Vehicle/Travel Accident	11	10
Other	22	33
Total	188	170

OH&S Structures and Committee Meetings

The effective management of OH&S is described in the University's OH&S Policy and linked documents. These documents also enshrine mechanisms for effective OH&S communication and consultation. The University's multi-campus model uses OH&S Committees with workgroup representation to meet the legislative requirements for OH&S consultation. The following table reflects the function and meetings held during this reporting period compared to the previous year.

Name of Committee	Function	Meetings
Environment & Safety Management Committee (ESMC) (University-wide Committee)	Provide advice to the Vice-Chancellor on University environmental and safety management for an integrated and controlled approach	2003 (4) 2004 (3)
Emergency Planning Committee (EPC) (University-wide Committee)	Set standards and provide guidance on dealing with a variety of emergency and critical incident situations within the University	2003 (4) 2004 (2)
Radiation Safety Committee (University-wide Committee)	Provide guidance and control over the use of radiation in undergraduate and post-graduate activities and research	2003 (4) 2004 (6)
Biosafety Committee (University-wide Committee)	Provide guidance and control over the use of biological agents in undergraduate and post-graduate activities and research	2003 (3) 2004 (4)
Critical Response Group (Albury-Wodonga)	Provide response team and management of local	2003 (1) 2004 (2)

Campus)	critical incidents and emergencies	
Critical Response Group (Bathurst Campus)	Provide response team and management of local critical incidents and emergencies	2003 (0) 2004 (0)
Critical Response Group (Dubbo Campus)	Provide response team and management of local critical incidents and emergencies	2003 (1) 2004 (0)
Critical Response Group (Wagga Wagga Campus)	Provide response team and management of local critical incidents and emergencies	2003 (4) 2004 (3)
Albury-Wodonga OH&S Committee Including Campus Watch	Provide advice to the Executive Director Division of Human Resources on policy and programs to control campus OH&S issues and best practice approaches. Provide mechanism for communication and consultation between the University and staff and students	2003 (6) 2004 (6)
Bathurst OH&S Committee Including Campus Watch	Provide advice to the Executive Director Division of Human Resources on policy and programs to control campus OH&S issues and best practice approaches. Provide mechanism for communication and consultation between the University and staff and students	2003 (6) 2004 (6)
Dubbo OH&S Committee Including Campus Watch	Provide advice to the Executive Director Division of Human Resources on policy and programs to control campus OH&S issues and best practice approaches. Provide mechanism for communication and consultation between the University and staff and students	2004 (3)
Wagga Wagga OH&S Committee Including Campus Watch	Provide advice to the Executive Director Division of Human Resources on policy and programs to control campus OH&S issues and best practice approaches. Provide mechanism for communication and consultation between the University and staff and students	2003 (8) 2004 (8)

Audits, Inspections and OH&S Action Plans

The following tables provide information for this reporting period compared to the previous period. The audits were undertaken by EH&S staff from the Division of Human Resources; the workplace inspections and OH&S action plans are the responsibility of the various management units of the University. There was a 49% increase in the receipt of unit OH&S actions plans, exceeding the 2004 forecast of a 30% improvement.

There was a 5% increase in the number of Initial EH&S Audits undertaken during 2004.

OH&S Action Plans

Year	2003	2004
Percentage of units *	1%	50%

* A Unit is described as a Faculty, Division, School or Section that has cost centre management and is geographically contained.

Workplace Inspections

The University's Workplace Inspections and Reports Policy requires that at least two workplace inspections are carried out each year by all Units of the University.

Year	2003	2004
Percentage of Units completing Workplace Inspections	14%	24%

EH&S Audits

In 2004, in addition to general health and safety audits, a number of audits were undertaken specifically focussing on the use of chemicals and pesticides at the University.

Year	2003	2004
Number of Units audited	27	40
Percentage of Units audited	11%	16%

Workers' Compensation Indicators

Year	2002	2003	2004
Premium Cost	\$1,346,524	\$862,517	\$1,002,978
Total Wages	\$84,088,320	\$88,027,000	\$106,027,000 *
Total Claims Lodged	81	63	74
Total Cost of Claims	\$225,312	\$395,458	\$199,863
Average Claim Cost	\$2781.63	\$6277.11	\$2700.85
Claim Frequency Rate	0.96	0.72	0.70
Premium Rate	1.60	0.98	0.95

Explanatory notes

* Wages estimate for 2004

Claim Frequency Rate – number of accepted claims per \$million of wages

Premium Rate – premium cost for each \$100 of wages

Premium Discount Scheme

In 2004 the University participated in Year 2 of WorkCover's Premium Discount Scheme. The Scheme runs for three years and provides for a discount of up to \$150,000 off the University's Worker's Compensation Premium, provided the University's OH&S and Injury Management (IM) systems meet benchmarks set by WorkCover. To receive the discount an external Premium Discount Scheme Adviser (PDSA) will regularly audit the University over the three-year period against these benchmarks, covering the following six areas:

- Management and responsibility;
- Consultation and communication;
- Risk management and process control;
- Training, learning and skills development;
- Records and record management;
- Injury management.

The Year 2 benchmarks, audited by RiskChase (the University's PDSA) on 31 May 2004, were based upon how well the corporate OH&S and IM systems had been integrated into each unit of the University. The audit process consisted of auditing the corporate systems as well as comprehensive interviews with three units of the University on the Wagga Wagga Campus, covering the six areas mentioned above. One specific benchmark in this audit also measured if units were complying with the University's existing policy requirement for managers to produce an OH&S Action Plan at the commencement of May each year. The auditor set a target benchmark compliance level of 40% of units. The University successfully passed the Year 2 audit and was awarded the maximum discount for the year. The Year 3 audit will take place on the Bathurst Campus, prior to 31 December 2005.

Challenges and Opportunities – 2005 and Beyond

- Promote the University's Occupational Health and Safety Management System through the recently

revised "Safety Management Guidelines" and link the embedded risk management approach to the wider promotion of integrated risk management within the University;

- Work with the staff at the Orange campus to ensure a staged and smooth transition into the University's health and safety management systems, commencing with incident reporting;
- Expand auditing of the University's facilities, policies and practices to identify areas in need of improvement
- Provide ongoing promotion of the University's "Employee Assistance Program", which provides free professional counselling to staff and their immediate families;
- Measure the University's OH&S performance against WorkCover's "Premium Discount Scheme" benchmarks for the final year of the scheme;
- Provide ongoing on-line OH&S induction training to staff and students and measure and report on the engagement of new and existing staff;
- Consult with management and staff on a number of policies and guidelines, including the revised "Return to Work Program" policy as part of the consultation and approval process; and
- Simplify and enhance the functionality of the EH&S website and continue to integrate the required injury management components.

Appendix 19

Overseas travel

Consistent with the national and international mission of the University, staff and students of the University undertake significant overseas travel to attend conferences, participate in student and staff exchanges, undertake research and to attend graduations for students enrolled overseas.

Overseas Travel

Reason for Travel	Cost
Accreditation	\$20,985.66
AVCC Grant	\$6343.27
Book Launch	\$3543.16
Book/Research	\$7801.44
Commerce Group	\$5930.97
Conference	\$580,742.12
Consultancy	\$2240.46
Convention	\$1731.00
Course Promotion	\$4933.81
Education Fair	\$5639.52
Exam Moderation	\$128,290.58
Examination	\$2120.53
Exhibition	\$43,783.15
Graduation	\$140,228.58
Interview Program	\$8560.61
Meeting	\$233,242.15
Meeting/Education Fair	\$7027.52
Meeting/Research	\$2660.41
Partnership Investigation	\$0.00
Personnel-related	\$91,419.08
Professional Development	\$100.00
Promotion/Meeting	\$2615.87
Research	\$46,066.53
Residential School	\$19,192.12
Seminar	\$4190.00
Student Internship	\$8532.30

Student Recruitment	\$5616.34
Student-related	\$26,393.27
Study Leave	\$35,499.02
Study Leave/Meeting/Conference	\$25,905.53
Study Program	\$25,481.61
Study School	\$10,568.8
Study Tour	\$8841.53
Symposium	\$100.00
Teaching	\$89,896.51
Teaching/Research	\$3842.74
Trade Fair	\$10,146.29
Trade Mission	\$8999.29
University Representative	\$1912.38
University Visit	\$37,419.88
Website Provision	\$1881.79
Workshop	\$3522.09
Workshop/Seminar	\$2810.54
Other	\$228,815.40
Total	\$1,905,573.85

Appendix 20

Privacy and personal information

The University has an existing privacy management plan to ensure compliance with the principles and requirements of the *Privacy and Personal Information Protection Act 1998*. The management plan provides guidance on the requirements of the Act for all officers dealing with personal information, strategies for compliance with the Act, and identifies procedures that can be adopted to eliminate or reduce the risk of non-compliance. The University's Privacy Officer is located in the Office of the Vice-Chancellor, and is responsible for coordinating the implementation of the privacy management plan and ensuring that the University meets its obligations under the Act.

Appendix 22

Freedom of information

The University received and granted in full one new Freedom of Information (FOI) application between 1 July 2003 and 30 June 2004.

Section A: Numbers of new FOI requests

Information relating to numbers of new FOI requests received, those processed and those incomplete from the previous period.

FOI requests	Personal		Other		Total	
	02-03	03-04	02-03	03-04	02-03	03-04
A1 New (including transferred in)	1	1	1	0	2	1
A2 Brought forward	1	0	0	0	1	0
A3 Total to be processed	2	1	1	0	3	1
A4 Completed	1	1	1	0	2	1
A5 Transferred out	0	0	0	0	0	0
A6 Withdrawn	1	0	0	0	1	0
A7 Total processed	2	1	1	0	3	1
A8 Unfinished	0	0	0	0	0	0

Section B: What happened to completed requests?

Result of FOI requests	Personal		Other		Total	
	02-03	03-04	02-03	03-04	02-03	03-04
B1 Granted in full	0	1	1	0	1	1
B2 Granted in part	0	0	0	0	0	0
B3 Refused	1	0	0	0	1	0
B4 Deferred	0	0	0	0	0	0
B5 Completed	1	1	1	0	2	1

Section C: Ministerial Certificates

Number issued during the period.

The University received no complaints regarding privacy in the period 1 July 2003 to 30 June 2004.

Appendix 21

Electronic Service Delivery

In 2004 the University continued to capitalise on the use of the World Wide Web to deliver services to students and staff. A large array of services that are available to students are now delivered online, including key activities such as enrolment, library services, release of results and subject support.

The University has maintained a high level of usage of its online facilities with an estimated 90% of students accessing CSU Online on a regular basis. The strong use of core applications such as my.csu, eBox and Forums has continued.

The majority of subjects at CSU have an online presence and are supported by various services in the virtual learning environment (VLE). These services include chat, online quizzes and an electronic assignment submission facility. VLE tools, such as the Forums communication tool, are used extensively and successfully to enable peer to peer interaction and to facilitate communication between academic staff and students.

Projects to further develop CSU's VLE commenced in 2004 and will become a core focus of online developments for the next triennium. These projects will further enhance and expand the online tools that are available to academic staff to support their learning and teaching objectives. The infrastructure required to support these projects is being developed via further enhancement of the information architecture and information systems. Scalability and integration will continue to be core considerations in development of the VLE.

The Subject Outline Management System is nearing completion and will be fully implemented in 2005. This system will position the University to gain further efficiencies and flexibility in the development of online subject outlines.

A project to enhance the University's groundbreaking eBox system commenced in 2004. These enhancements will result in expanded use of the eBox across the organisation to deliver an increasing variety of official communications.

Ministerial Certificates	02-03	03-04
C1 Ministerial Certificates issued	0	0

Section D: Formal consultations

Number of requests requiring formal consultations (issued) and total number of formal consultations for the period.

Formal consultations	Number of requests requiring consultations (issued)		Total number of formal consultations	
	02-03	03-04	02-03	03-04
D1 Number of requests requiring formal consultations	0	0	0	0

Section E: Amendment of personal records

Number of requests for amendment processed during the period.

Result of amendment request	Total	
	02-03	03-04
E1 Result of amendment – agreed	0	0
E2 Result of amendment – refused	0	0
EG Total	0	0

Section F: Notation of personal records

Number of requests for notation processed during the period.

Notation of personal records	Total	
	02-03	03-04
F1 Number of requests for notation	0	0

Section G: FOI requests granted in part or refused

Basis of disallowing access – Number of times each reason cited in relation to completed requests that were granted in part or refused.

Basis of disallowing or restricting access	Personal		Other		Total	
	02-03	03-04	02-03	03-04	02-03	03-04
G1 section 19 – application incomplete, wrongly directed	0	0	0	0	0	0
G2 Section 22 – deposit not paid	0	0	0	0	0	0
G3 Section 25(1)(a1) – diversion of resources	0	0	0	0	0	0
G4 Section 25(1)(a) – exempt	0	0	0	0	0	0
G5 Section 25(1)(b)(c)(d) – otherwise available	1	0	0	0	1	0
G6 Section 28(1)(b) – documents not held	0	0	0	0	0	0
G7 Section 24(2) – deemed refused, over 21 days	0	0	0	0	0	0
G8 Section 31(4) (released to medical practitioner)	0	0	0	0	0	0
G9 Totals	1	0	0	0	1	0

Section H: Costs and fees of requests processed

Costs and fees of requests processed during the period.

Costs	Assessed costs		FOI fees received	
	02-03	03-04	02-03	03-04
H1 All completed requests	\$390.00	\$0.00	\$60.00	\$0.00

Section I: Discounts allowed

Numbers of FOI requests processed during the period where discounts were allowed.

Type of discount allowed	Personal		Other	
	02-03	03-04	02-03	03-04
I1 Public interest	0	0	0	0
I2 Financial hardship – pensioner or child	0	0	0	0
I3 Financial hardship – non-profit organisation	0	0	0	0
I4 Totals	0	0	0	0
I5 Significant correction of personal records	0	0	0	0

Section J: Days to process

Number of completed requests by calendar days (elapsed time) taken to process.

Elapsed time	Personal		Other	
	02-03	03-04	02-03	03-04
J1 0–21 days	0	1	1	0
J2 22–35 days	1	0	0	0
J3 Over 35 days	1	0	0	0
J4 Totals	2	1	1	0

Section K: Processing time

Number of completed requests by hours taken to process.

Processing hours	Personal		Other	
	02-03	03-04	02-03	03-04
K1 0–10 hours	1	1	1	0

K2 11–20 hours	1	0	0	0
K3 21–40 hours	0	0	0	0
K4 Over 40 hours	0	0	0	0
K5 Totals	2	1	1	0

Section L: Reviews and Appeals

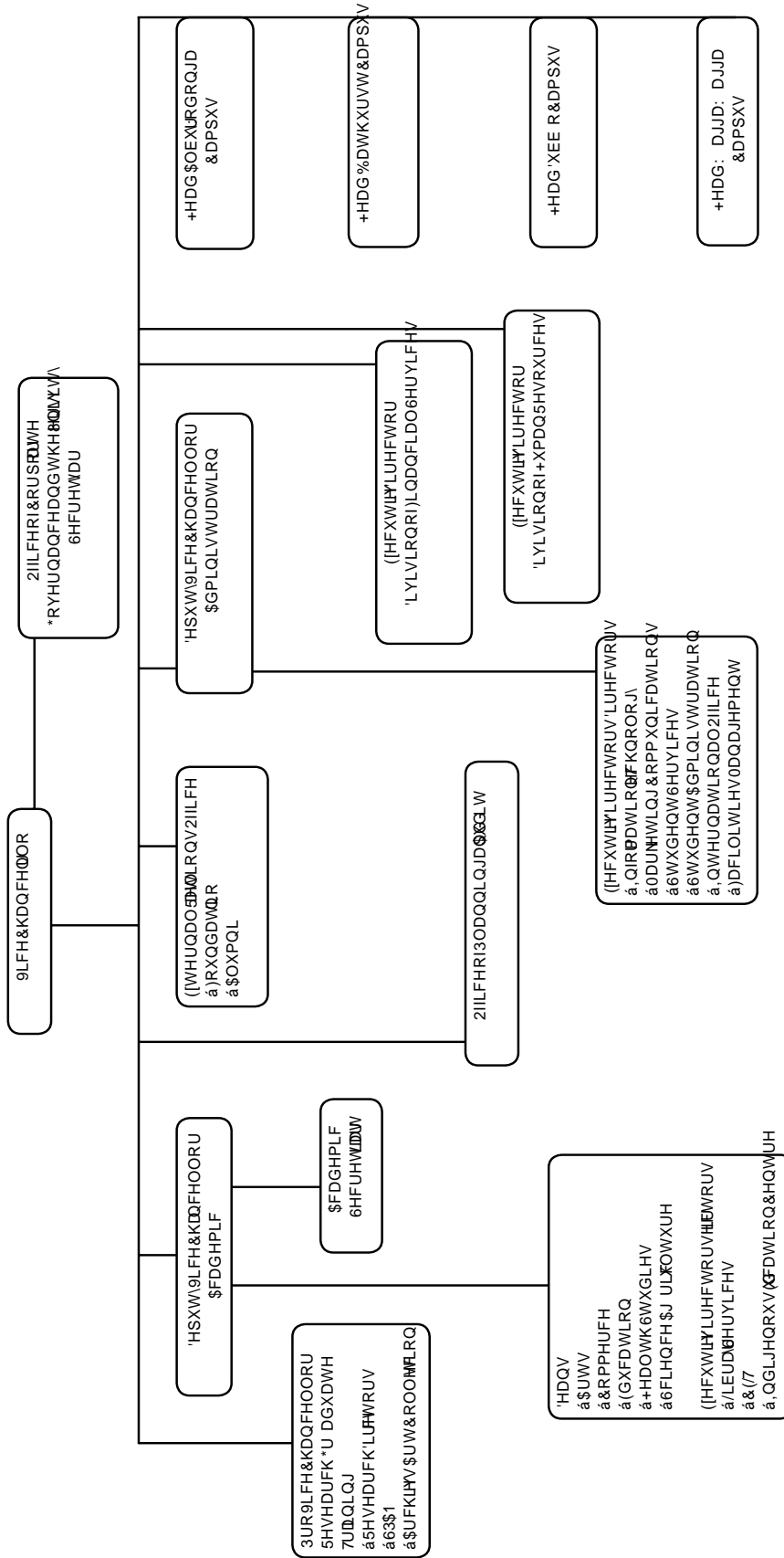
Number finalised during the period

Reviews and Appeals	Total	
	02-03	03-04
L1 Number of internal reviews finalised	0	0
L2 Number of Ombudsman reviews finalised	0	0
L3 Number of ADT appeals finalised	0	0

Details of internal results – in relation to internal reviews finalised during the period.

Bases of internal review	Personal				Other			
	02-03	Upheld 03-04	02-03	Varied 03-04	02-03	Upheld 03-04	02-03	Varied 03-04
L4 Access/Amendment refused	0	0	0	0	0	0	0	0
L5 Deferred	0	0	0	0	0	0	0	0
L6 Exempt matter	0	0	0	0	0	0	0	0
L7 Unreasonable charges	0	0	0	0	0	0	0	0
L8 Charge unreasonable incurred	0	0	0	0	0	0	0	0
L9 Withdrawn	0	0	0	0	0	0	0	0
L10 Totals	0	0	0	0	0	0	0	0

Appendix 23
Management Structure



Compliance Index

In order of Treasury compliance checklist. Page numbers in bold denote references to information located in Volume 2 – Statutory and Financial Reports of the Annual Report 2004.

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