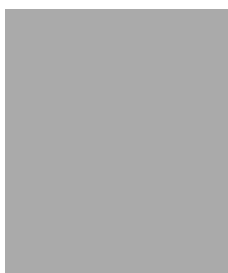


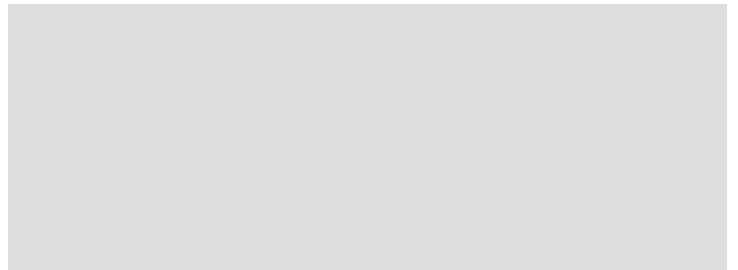
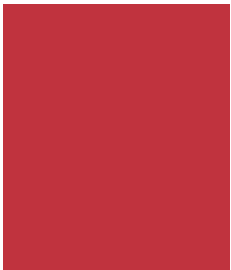
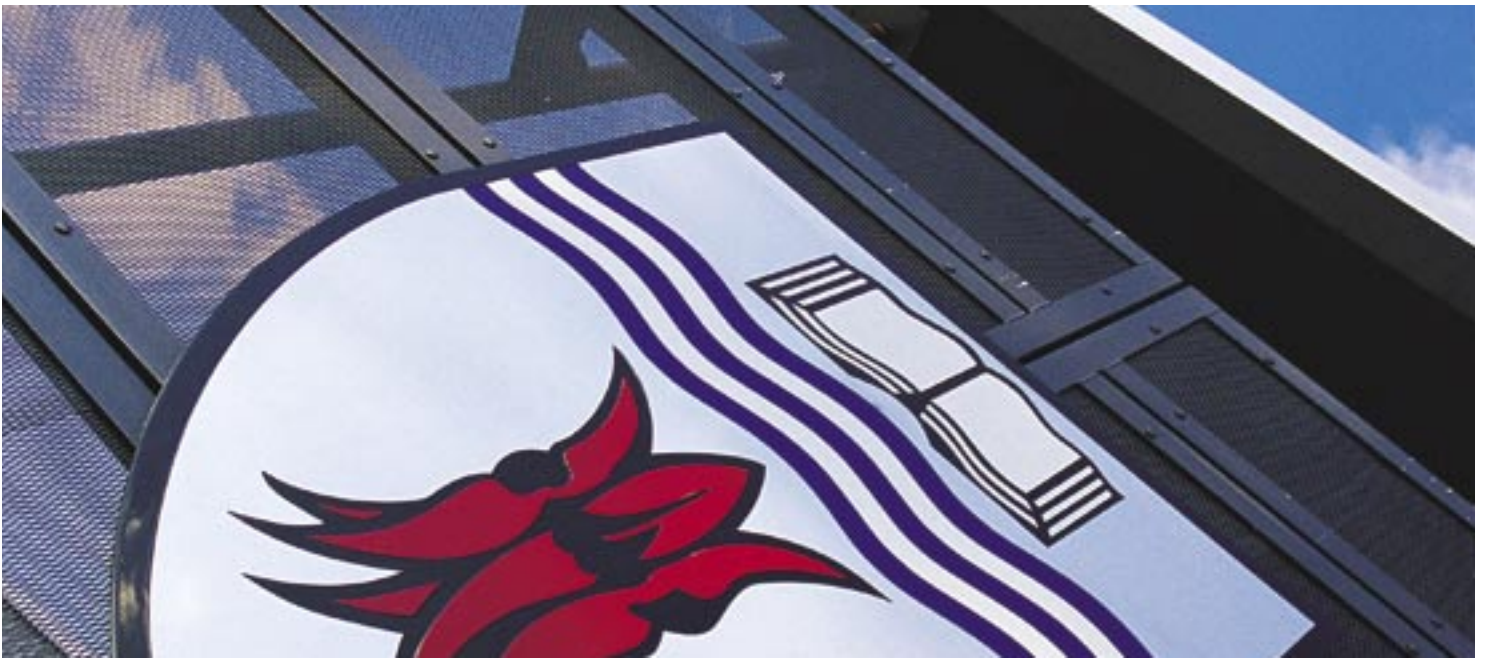


CHARLES STURT UNIVERSITY



ANNUAL REPORT 2003 TO PARLIAMENT AND THE COMMUNITY

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.

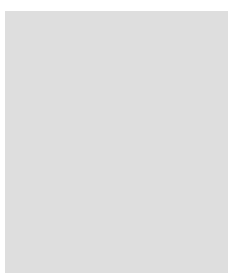
Sturt arrived in New South Wales in 1827. His major achievement was as an explorer of inland Australia. He was particularly associated with explorations of the Macquarie, Lachlan, Murrumbidgee, Darling and Murray river system - the principal rivers serving the region which the University has been established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

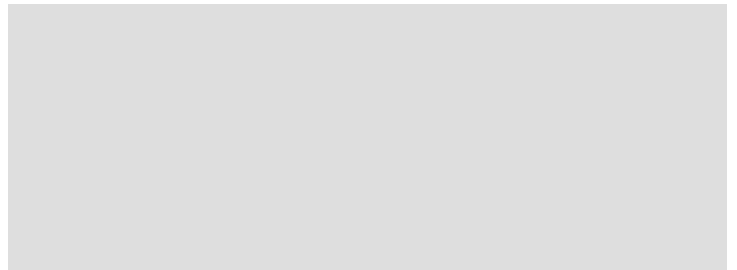
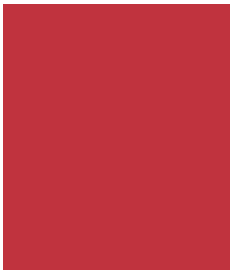
A wish to contribute to the public good led me to undertake those journeys which cost me so much ... I sought that career, not, I admit, without a feeling of ambition as should ever pervade a soldier's breast, but chiefly with an earnest desire to promote the public good, and certainly without any hope 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 and resource management and generation in the spirit of Charles Sturt - for the public good.



Contents

Letter of Submission.....	4
Our University.....	5
Vice-Chancellor's Review	6
Our Strategy	8
Our Achievements	9
Learning and Teaching.....	10
Research	13
Regional Engagement.....	15
Resource Management and Generation	17
Our Students	20
Our People.....	23
Our Environment.....	25
Corporate Governance	27
Contact Details.....	34



Letter of Submission

The Hon Andrew Refshauge, MP
Deputy Premier
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 2003. 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. The University was granted an extension of time to submit its Annual Report to 15 May 2004 due to unforeseen administrative issues.

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



Charles Sturt University - 'For The Public Good'



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 and Wagga Wagga. The objects of the University are 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 which meets the needs, and supports the aspirations, of our communities.

We are also committed to contributing to the wider Australian community and to participating in the internationalisation of higher education. We consider that 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 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 management, and allied health.

Our 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).

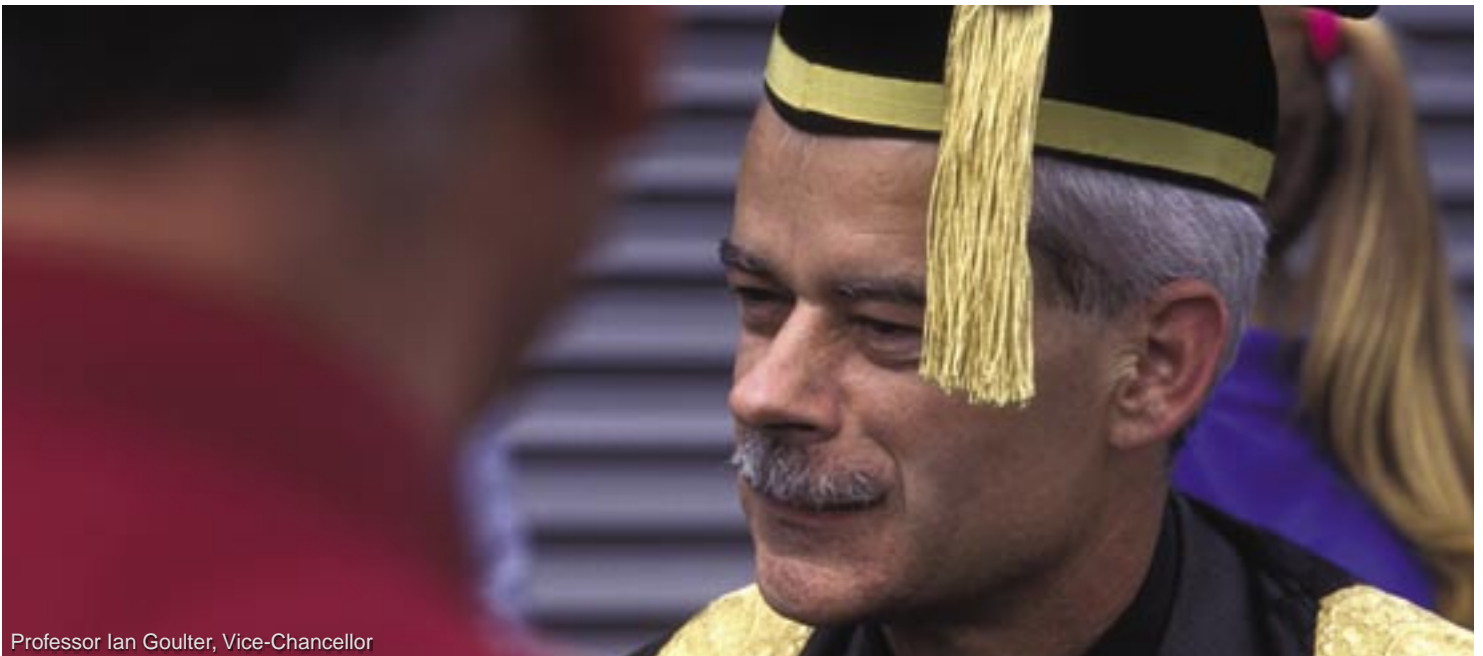
Our capacity and reputation for large-scale distance education and online learning infrastructure, provide additional education options

for mature-age regional students and extends the University's sphere of influence to metropolitan areas, both interstate and overseas.

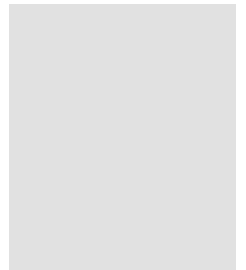
Over many years, we have combined our learning resources, delivery systems and experience with our reputation in multi-site delivery to enrol students in cooperation with third parties. For example, Charles Sturt University collaborates with NSW Police to deliver the Diploma of Policing Practice, the 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, England 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, offices and centres which operate across the University's campuses.

The University has two centres of research excellence, the ARC Special Research Centre for Applied Philosophy and Public Ethics [CAPPE] and the National Wine and Grape Industry Centre [NWGIC]; five designated research centres; three designated research groups, and 12 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

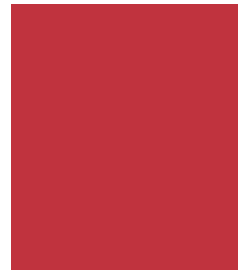
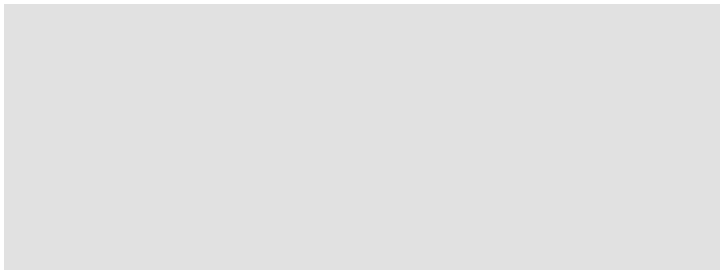
The last 12 months have seen a number of important achievements across the University with a continued focus on organisational change. Based on our Strategic Plan, our emphasis is on continuously improving our performance in teaching and learning, research, regional engagement and resource management and generation.

In 2003, we continued to focus on the consolidation of our academic programs, with particular regard to ensuring their relevance to the needs of our regional communities. As part of this agenda, we were pleased to announce that the University was granted approval to begin offering a Veterinary Science course from our Wagga Wagga Campus commencing in 2005. This program will be the first Veterinary Science course in Australia to be offered outside a major metropolitan centre and will target high-calibre students particularly from regional areas. The course aims to develop professionals to care for Australia's commercial flocks and herds, and breeding stock.

Our research capacity continues to develop, concentrating on our strengths in Rural Sustainability, Application of Theory to Critical Societal Issues, and Applied Research for the Professions. The University has taken major strides in developing our research profile, with gains in research productivity and income during 2003.

Regional engagement – local, national and international – drives our strategic planning and development. The partnership we have fostered with our regions enriches and informs the University's teaching and research programs and allows the University to make a significant and sustained contribution to the social and economic development of regional NSW and Victoria.

Over many years, Charles Sturt University has advanced the sustainability of rural communities through the education of young professionals and leadership in tangible and relevant business research. The presence of the University in regional NSW has a direct economic impact on our communities flowing from University expenditure on staff, student and capital development



and indirect expenditure by on-campus students and visitors. A recent study showed that over 70% of regional students, and 20% of metropolitan students, who study on-campus take up initial employment in regional areas. The location of the University makes a critical contribution to the sustainability of regional Australia by providing the necessary intellectual foundation and skills for continued business and government investment.

Through our work with local government and community organisations, the University has become a focal point for the arts, music, history, literature, theatre and discourse.

Our success in 2003 has been underpinned by sound and effective resource management, providing us with the foundation to continue to extend the quality and capacity of our programs. During 2003, the University exceeded its benchmark for cash reserves, thus providing a sound basis for our financial future. The year saw continued increases in revenues and investment income and our reliance on Commonwealth funding as a proportion of total revenue fell to one of the lowest levels in the Australian higher education sector.

The prudent management of our resources will allow the University to invest further over time in the development of our workplace environment, deliver on our commitment to environmental sustainability in campus design and enhance the student experience.

While operating across many different regions, states and nations, Charles Sturt University is committed to the principle of One University. As One University we aim to achieve consistency of purpose across all our campuses and operations. Our Strategic Plan will continue to guide our activities and priorities as we meet the challenges and opportunities in 2004 and beyond.

Professor Ian Goulter
Vice-Chancellor



Charles Sturt University is committed to developing graduates and research that meet the needs of its regional, national and international communities.

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 research that meet 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, accountability
- intellectual independence and freedom of inquiry
- personal, regional, national and international enrichment
- economic, social and environmental sustainability, and
- participation, cooperation and collaboration.

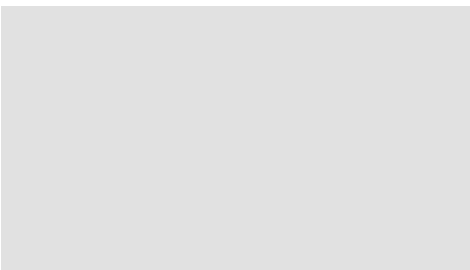
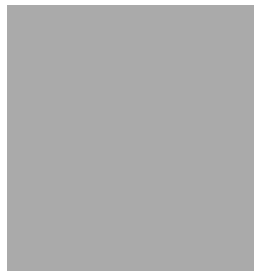
The future direction of the University is built on the continuous enhancement and renewal of its academic activities and administrative and support services. This requires a disciplined commitment to our values and plans and, at the same time, the courage to act on opportunities and challenges with creativity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

Our Achievements





In 2003, the Faculty of Health Studies introduced Honours in three undergraduate programs (Medical Imaging, Nursing, Podiatry)

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 2003, 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.

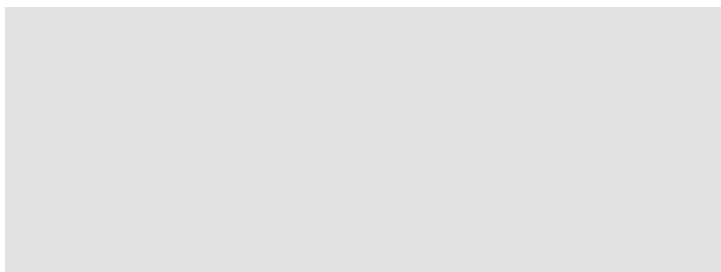
General Indicators of Performance

In 2003, the University:

- conducted a Student Course Experience Survey in which 74% of students indicated positive overall satisfaction with the University
- found that around 87% of students were in full-time employment after completion of their studies
- delivered over 100,000 distance education study packages in over 2,120 subjects to approximately 19,000 students across Australia and internationally
- achieved success in the delivery of online services with over 85% of distance education students visiting the University website at least once per month
- increased the number of assignments submitted electronically from 50% in 2002 to 63% and expanded the use of online learning forums by over 30%
- increased the number of pages viewed on the University's HSC Online site by more than 2 ½ million pages (6,732,147 pages in 2002 and 9,308,843 pages in 2003)
- expanded the number of international students studying in the distance education and on-campus modes from 7,135 in 2000 to 8,542 in 2003 (332 on-campus)

A new lease on life

Children of an orphanage in southern Vietnam were given a new lease on life due to a long-term project undertaken by the University's School of Community Health. Staff and students from the School continue to work in the Phu My Orphanage as part of their degree. 2003 marked the fourth year they have worked closely with staff and more than 300 Vietnamese children with disabilities such as cerebral palsy, autism, down syndrome, intellectual and physical disabilities, with some learning to be independent in their daily lives. "While they were once lying in their cots all day, the children are now up and stimulated with a number feeding themselves – the changes we have seen since the project started have been astounding," said Professor Gail Whiteford, Chair of Occupational Therapy and Director of Research into Professional Practice, Learning and Education.



- improved pathways for TAFE students to university education, with almost 14% of commencing domestic students entering the University on the basis of TAFE qualifications.

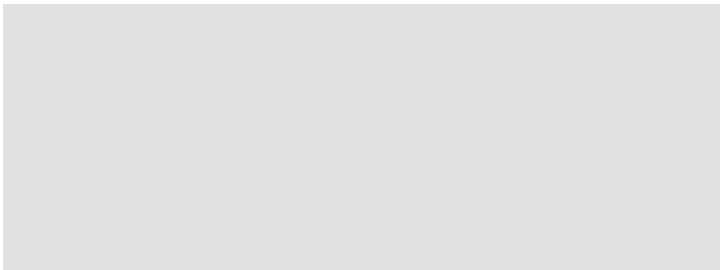
Key Achievements

Our key achievements for 2003 in teaching and learning include:

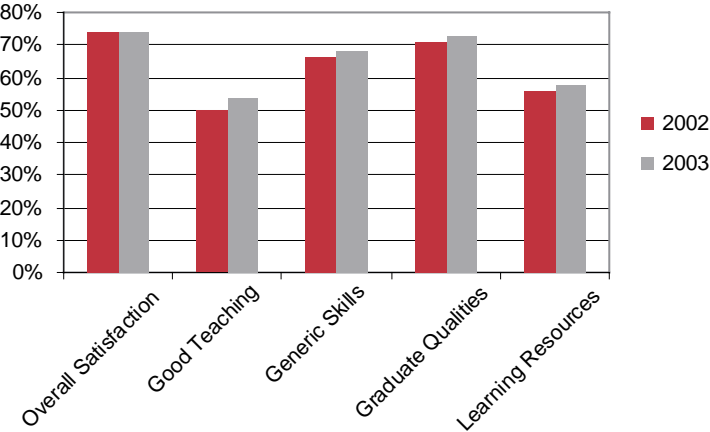
- launching a large-scale trial of “flexible publishing” to increase the capacity for staff to provide additional information to students during session
- establishing a Scholarship in Teaching Fund to promote research and scholarship in university learning and teaching and to evaluate and improve our learning and teaching practices
- developing an internet document delivery request service in the Library to improve access to required resources, with 90% of requests from distance education students, and 100% of inter-campus requests, delivered via the internet by June 2003
- commencing a new fully online local history subject through the University’s Regional Archives
- launching a University-wide Teaching Dynamics Service to assist lecturers to reflect on and enhance their classroom practice
- adopting a Student Experience Strategy
- in the Faculty of Education:
 - introducing a Bachelor of Education (K-12-Middle Schooling) and Bachelor of Early Childhood Teaching (0-5)/Bachelor of Speech and Hearing Science on the Albury-Wodonga Campus
 - commencing a Master of Sport and Recreation
 - obtaining approval to commence the local delivery of a Bachelor of Primary Education/Junior Education Studies in Ontario, Canada
- in the Faculty of Arts:
 - implementing the recommendations of the review of the Diploma of Policing Practice
 - collaborating with the Centre for Enhancing Learning and Teaching to develop an interactive CD-ROM for the first-level subject Fundamentals of Design
- in the Faculty of Commerce:
 - commencing a full-fee Doctor of Business Administration in Switzerland
 - collaborating with the Faculty of Arts to develop a double degree Bachelor of Arts(Communication-Advertising)/Bachelor of Business(Marketing) to commence in 2004
- in the Faculty of Health Studies:
 - introducing Honours in three undergraduate programs (Medical Imaging, Nursing, Podiatry)
 - commencing a Bachelor of Nursing/Bachelor of Midwifery
 - offering two new postgraduate programs (Master of Indigenous Health and Graduate Certificate in Indigenous Mental Health Nursing)
 - delivering ten new subjects in conjunction with The Michener Institute for Applied Health Sciences in Canada
 - offering a Master of Emergency Management in collaboration with Ambulance Service Institute in Hong Kong
- in the Faculty of Science and Agriculture:
 - developing postgraduate courses in Ecotourism, Karst Management, Systems Development, Systems Security, Teacher Librarianship, River Restoration and Food Science
 - obtaining accreditation for the University’s undergraduate degree in Library Science with the Australian Library and Information Association (ALIA)
 - obtaining accreditation for the University’s undergraduate information technology degree with the Australian Computer Society (ACS)
 - introducing, in partnership with industry, a Master course in IT that is extremely successful in generating additional non-grant income
 - obtaining approval to offer veterinary science.

Challenges and Opportunities - 2004 and beyond

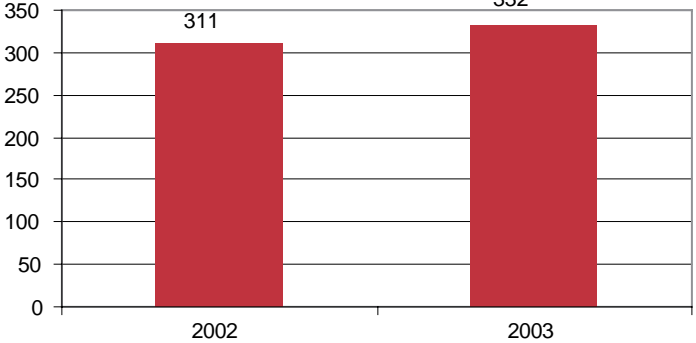
- review the course profile of the University with a focus on the postgraduate coursework area and the number of low enrolment subjects
- continue to develop a leading-edge learning environment including working to ensure that all subjects have an online subject outline with links to e-resources and commencing a full-scale rollout of the Flexible Publishing System
- review instruments and procedures used in the evaluation of teaching to support a comprehensive and responsive system of teaching evaluation
- develop a Marketing and Student Recruitment Plan for Indigenous students.



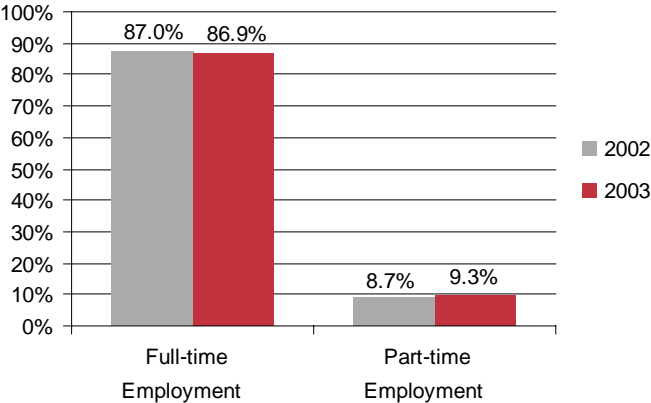
Student Course Experience Comparison



International Students On-campus
2002-3



Graduate Destination 2002-3





In 2003, the University increased research income from \$4.05 million in 2002 to \$5.85 million.

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 2003, 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 importance. We emphasised our broad commitment to the linkages between teaching, learning, professional practice and research by supporting staff and student participation at conferences and implementing strategies to attract high quality staff and students.

General Indicators of Performance

In 2003, the University:

- increased research income from \$4.05 million in 2002 to \$5.85 million
- increased refereed research publications from 278 to 380
- received 130 rural and regional research grants
- increased the proportion of research-productive staff across all faculties
- increased the research completion/attrition ratio for research students from 1.08 to 1.23.

Key Achievements 2003

Our key achievements for 2003 in research include the following:

- committed \$250,000 per annum in the Faculty of Education that supports the development of research
- launched Regional Research Solutions in the Centre for Rural Social Research to provide specialised Computer Assisted Telephone Interviewing (CATI) for staff, students, researchers and external businesses
- collaborated with the CSIRO to establish two jointly funded Chairs in Water Policy and Aquatic System Ecology within the Faculty of Science and Agriculture
- received two major research grants totalling around \$600,000 through the affiliated research institute, CAMBIA
- developed the Metalib and SFX Library System modules which allow a single search to create links to all relevant electronic resources regardless of their location
- expanded access to electronic back sets of library research periodicals in targeted areas of research strength
- awarded two Summer Research Scholarships through the University's Regional Archives.



Challenges and Opportunities - 2004 and beyond

- improve research income and outputs (publications) with a balance between quantity and quality
- develop and implement a new policy for establishing Designated Research Centres and Communities of Scholars
- appoint two new jointly funded chairs in Aquatic Systems Ecology and Water Policy with the CSIRO Division of Land and Water
- establish a University funded Chair in Environmental Management

ARC Special Research Centre

Centre for Applied Philosophy and Public Ethics (with ANU 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 Centre

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

Affiliated Centres

Centre for the Application of Molecular Biology to International Agriculture

Research Groups

Complex Systems

Public and Contextual Theology

Communities of Scholars

Gender, Women and Social Policy

Rural Speech Pathology Research Group

Diabetes Complications Research Group

Theory of Applications of Evolutionary Dynamics Group

Applications of Phenolic Chemistry

Economic Research into Sustainable Agricultural and Regional Development

VET Research Group

Studies in Science and Culture of Sport and Exercise

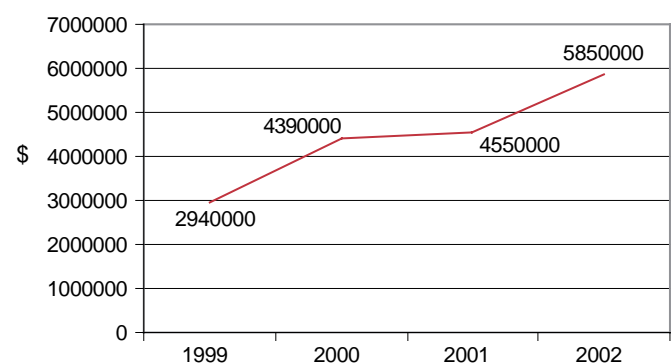
Strategic Issues in Marketing

Complementary Medicines Research

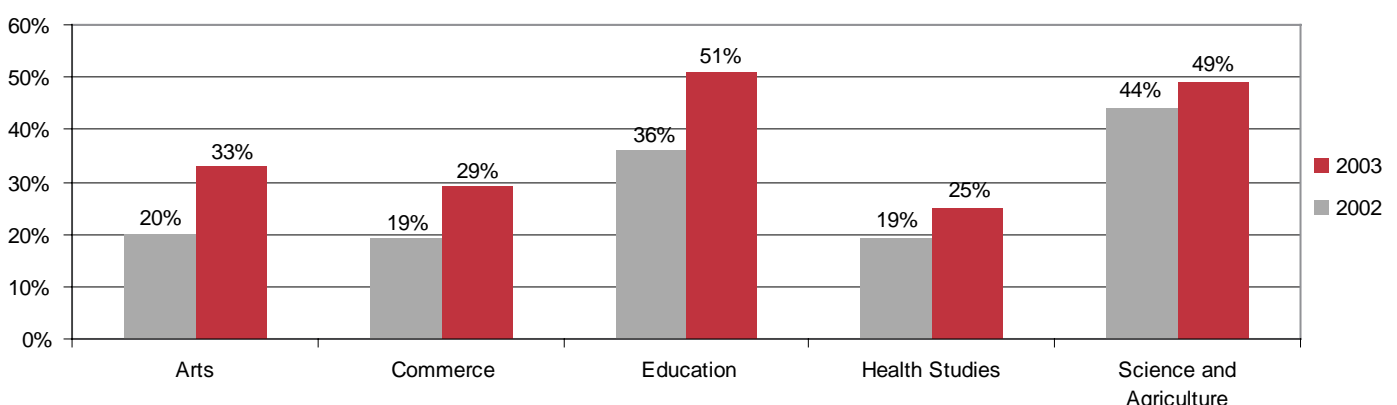
Design, New Media, Visual and Performing Arts

Social Cognition Group

Research Income



Research Productive Staff by Faculty 2002-3





One Of Charles Sturt University's key achievements for 2003 in regional engagement included increasing Indigenous student enrolments from 314 in 1997 to 368

Artwork by Malcolm Jagamarra entitled 'My Country - Lander River', 254cm x 168cm

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 2003, 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

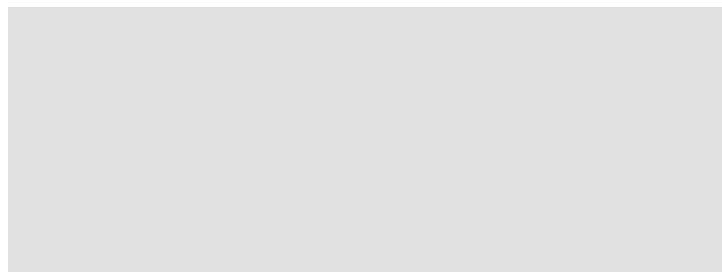
In 2003:

- the proportion of regional students who studied on-campus at the University and took up initial employment in a regional area was 70%
- the proportion of graduates from metropolitan areas who studied on-campus at the University and took up their initial employment in a regional area was 20%
- the proportion of our region's distance education students who enrolled with the University was 60%
- the proportion of our region's students who studied on-campus was 40%.

Key Achievements 2003

Our key achievements for 2003 in regional engagement include:

- reviewing our regional engagement strategy and adopting a new approach that emphasises partnerships, networks and connections which are reciprocal and sustainable
- allocating \$20 million for the completion of the showcase environmentally sustainable campus at Thurgoona in Albury-Wodonga
- admitting 329 students from 639 applications through the Principals' Report Entry Program (this program gives applicants from secondary schools in the University's immediate regions the opportunity to gain admission on the basis of a School Principal's Report)
- admitting 30 Indigenous students through the Koori Admissions Program
- increasing Indigenous student enrolments from 314 in 1997 to 368
- significantly exceeding national retention and success rates for Indigenous students, with an 81% retention rate (59% national) and 85% success rate (76% national)
- achieving an enrolment level for on-campus Indigenous students at the Dubbo Campus of more than 10%
- admitting 1,040 Commonwealth supported students on the basis of TAFE qualifications (approximately 14% of the commencing cohort)



- providing approximately 200 scholarships through the Charles Sturt Foundation, representing a total value of \$450,000
- opening the Allied Health Clinic on Albury-Wodonga Campus with patient consultations offered in Podiatry on-site as well as at two off-site regional locations
- receiving \$2 million in Commonwealth funding for a new Rural Health program at the University's Thurgoona Campus under which all existing allied health disciplines will transfer from Albury City Campus
- delivering allied health clinic services into local communities, including the Respiratory and Nutrition Clinics supported by the School of Biomedical Sciences at Wagga Wagga
- providing commercial and research testing service to councils, industry, individuals, researchers and students through the University's affiliated Environmental and Analytical Laboratories
- exhibiting the artworks of students and practising artists at the Wilson Street Gallery (Albury) and the HR Gallop Gallery (Wagga Wagga)
- hosting 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
- providing community radio services to the Bathurst and Orange areas through the University's radio station 2MCE FM involving students studying journalism, theatre, advertising and media production
- hosting public lectures on our main campuses and in centres such as Cowra, Goulburn, Tumut, West Wyalong, Temora, Coonabarabran, Tumbarumba and Deniliquin
- contributing financial and human resources to the development of the Somerville Collection, the internationally significant palaeontology collection in Bathurst
- conducting science summer schools for regional HSC students through the Faculty of Science and Agriculture

- developing partnership agreements for reciprocal library access with Riverina Institute of TAFE and Canberra Institute of TAFE to enhance access to resources by both cohorts of students.

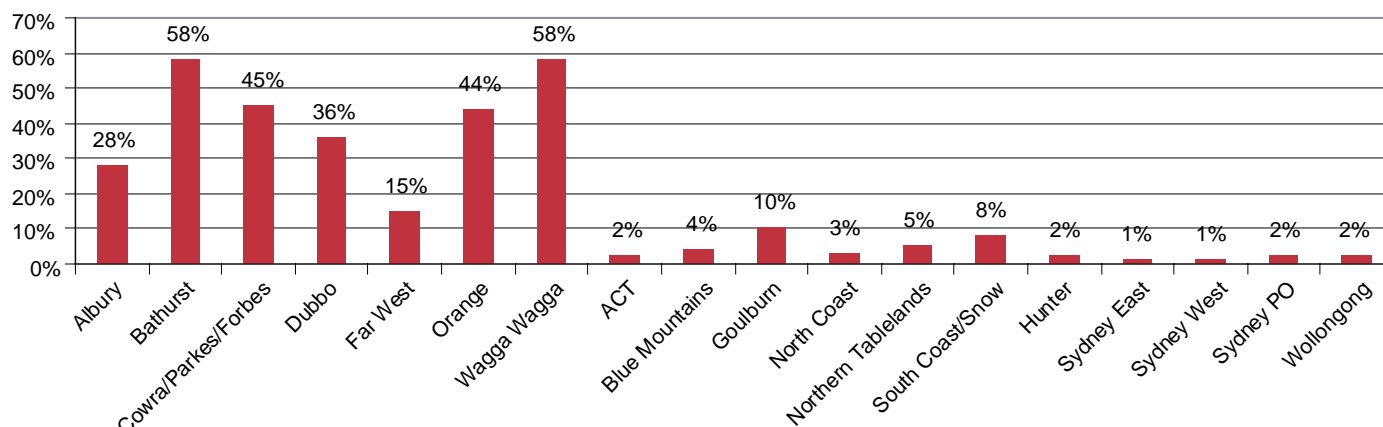
Challenges and Opportunities - 2004 and beyond

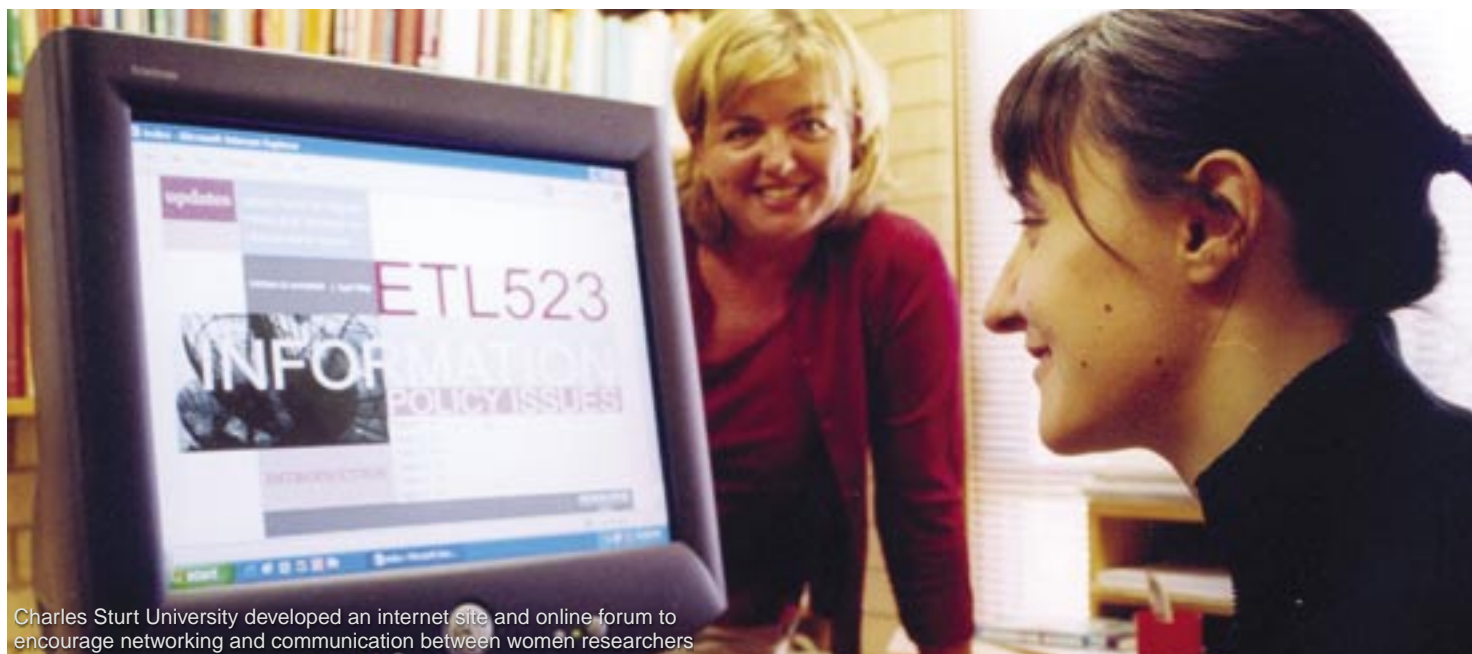
- implement the University's new regional engagement strategy, including new regional consultative committees
- undertake an external review of the Indigenous Education Centre to assess its effectiveness and to recommend enhancements to its operation
- increase the number of practicum placements in the Faculty of Education in areas of our regions which are difficult to staff
- take a leadership role in the development of Technology Parks in Bathurst, Wagga Wagga and Albury
- launch the Somerville Collection.

Strengthening businesses and expanding industries

In 2003, the University commenced work on a three-year pilot program in conjunction with the communities of Blayney and Parkes in Central Western New South Wales to develop a collaborative approach to help local business. A first of its kind in Australia, a regional development expert from the University will work with the centres to stimulate growth. The University's expertise and research capabilities will provide additional skills to nurture innovative development ideas. The program was developed under the auspices of the Western Research Institute (WRI). Director Tom Murphy said the program is based on a number of priorities: "The first is to strengthen existing businesses and expand those industries. After that we will examine new initiatives within the community and only then will we look at bringing in outside business," he said.

Total Internal Enrolments at CSU by Region 2002
(as a percentage of all university enrolments from those areas)





Charles Sturt University developed an internet site and online forum to encourage networking and communication between women researchers

Resource Management and Generation

Charles Sturt University aims 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 2003, the University continued to strengthen its financial position through continuous organisational improvement, underpinned by enhanced planning processes and more rigorous reviews of performance.

General Indicators of Performance

In 2003, the University:

- received a positive rating against 24 of 33 benchmarks in an independent workplace climate survey of management and human resource practices
- received 225,107 contacts mainly 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 \$201.9m to \$213.6m, an increase of 5.8%
- increased total investment income from \$2.2m to \$3.2m, an increase of 44%
- continued to promote a fair work environment with more than 65% of all continuing and fixed-term staff completing online equal opportunity training

- reduced reliance on Commonwealth funding as a proportion of total revenue to 33.5% (one of the lowest levels in the Australian higher education sector)
- increased income from domestic students by 21%
- increased income from international students by 22%
- increased the non-operating surplus from \$9.1m to \$11.5m
- increased cash reserves from \$54.1m to \$71.3m, reaching the University's benchmark target three years earlier than anticipated.

Key Achievements 2003

Our key achievements for 2003 in resource management and generation include:

- undertaking an independent audit of processes and consistency across campus based Human Resource Offices
- commissioning a survey of academic women's research participation and needs; developing an internet site and online forum to encourage networking and communication between women researchers; sponsoring female staff to attend a national conference and consequent seminars on each campus and organising a Women in Research Forum
- analysing sector agreements in support of Enterprise Bargaining and Employee Relations

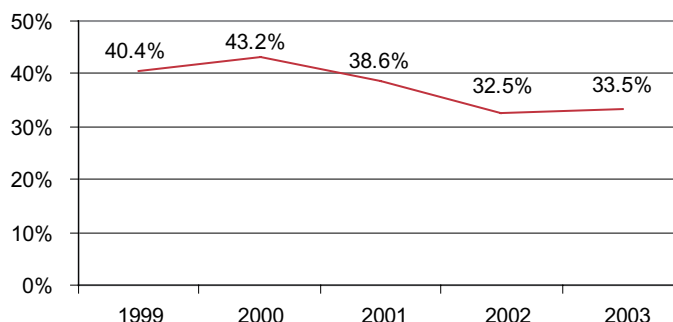
- delivering an integrated program for staff development by coordinating input from across the University and with external providers
- commencing a major review of the management of casual staffing
- introducing a mandatory Induction and Development Program for continuing and fixed-term staff and a Leadership and Management Development Framework
- introducing a new Performance Management Scheme for academic staff
- developing guidelines for recruiting Indigenous staff to be incorporated into the University's Recruitment and Selection Policy and Procedures
- developing a detailed costing model for courses and subjects to improve the capacity of the University to monitor and manage the costs of teaching subjects and courses and support decisions on fees and charges for academic services
- commencing a space utilisation assessment to inform future capital planning
- introducing a customer satisfaction survey and service charter in the Division of Facilities Management to allow the integration of customer feedback results into planning and performance management
- constructing the Student Association facility at Thurgoona maximising the use of recyclable or renewable materials
- completing the first stage of a major upgrade of audio-visual equipment in teaching rooms
- implementing New Student Surveys (NSS) online to increase feedback from distance education students
- commencing a major review of offshore partnership agreements
- receiving \$100,135 in competitive salary and infrastructure funding from NSW State Records "Archives in the Bush" program

- implementing a new strategic planning and review process
- coordinating the University's Trial Audit in preparation for the Australian Quality Audit Review in 2004
- collating and publishing information to gauge general performance against the University's Strategic Plan.

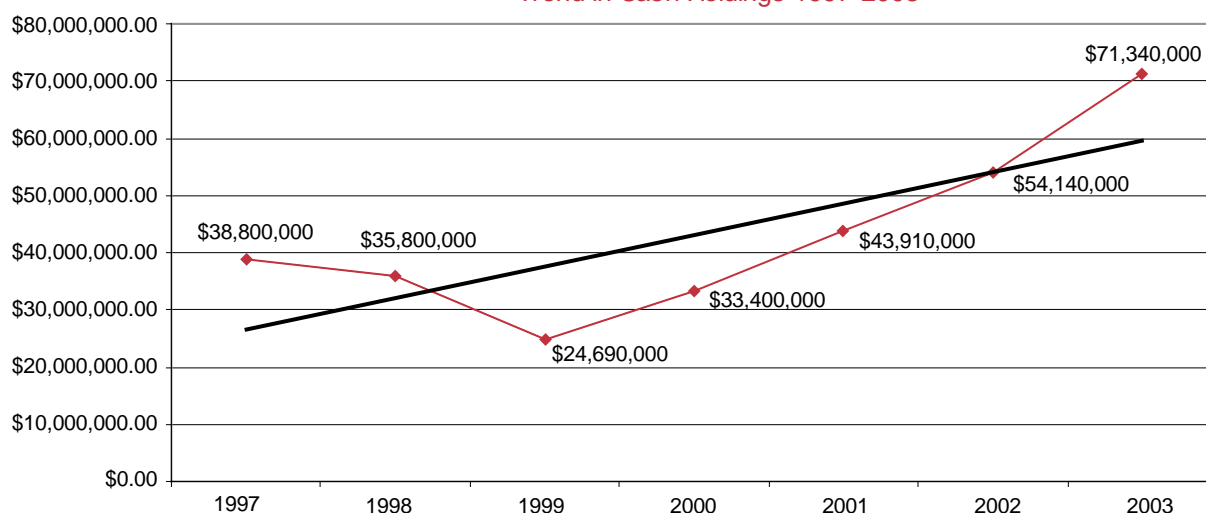
Challenges and Opportunities - 2004 and beyond

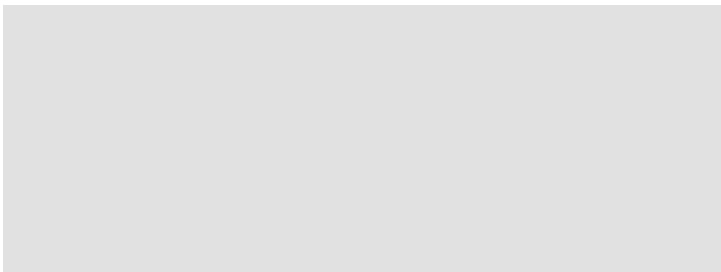
- undertake a business process review (including enhancement of risk management and compliance procedures) to reduce business overheads
- obtain a successful outcome from the Australian Quality Audit Review
- investigate the development of a totally IP-based network for voice, video and IT communications
- develop and implement a digital resource management system for the University including copyright compliance and intellectual property rights management
- develop an online admissions system, including an online information system for staff.

Commonwealth Operating Grant Funds as a Percentage of Total Revenue 1999-2003

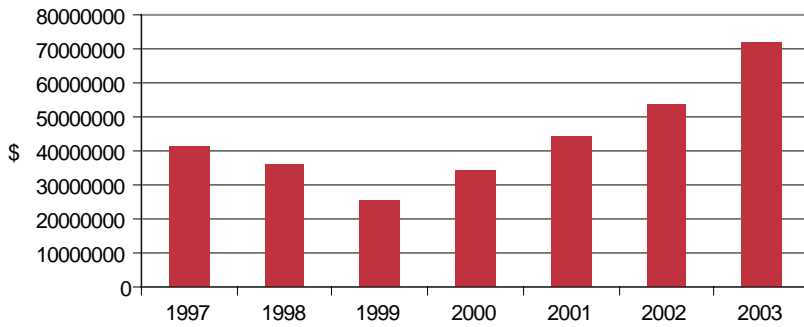


Trend in Cash Holdings 1997-2003

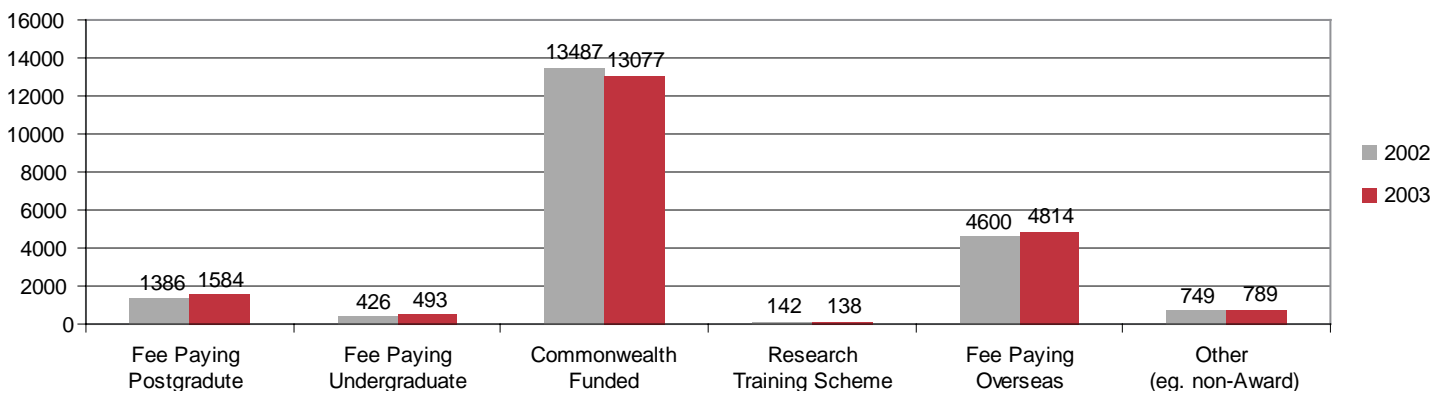




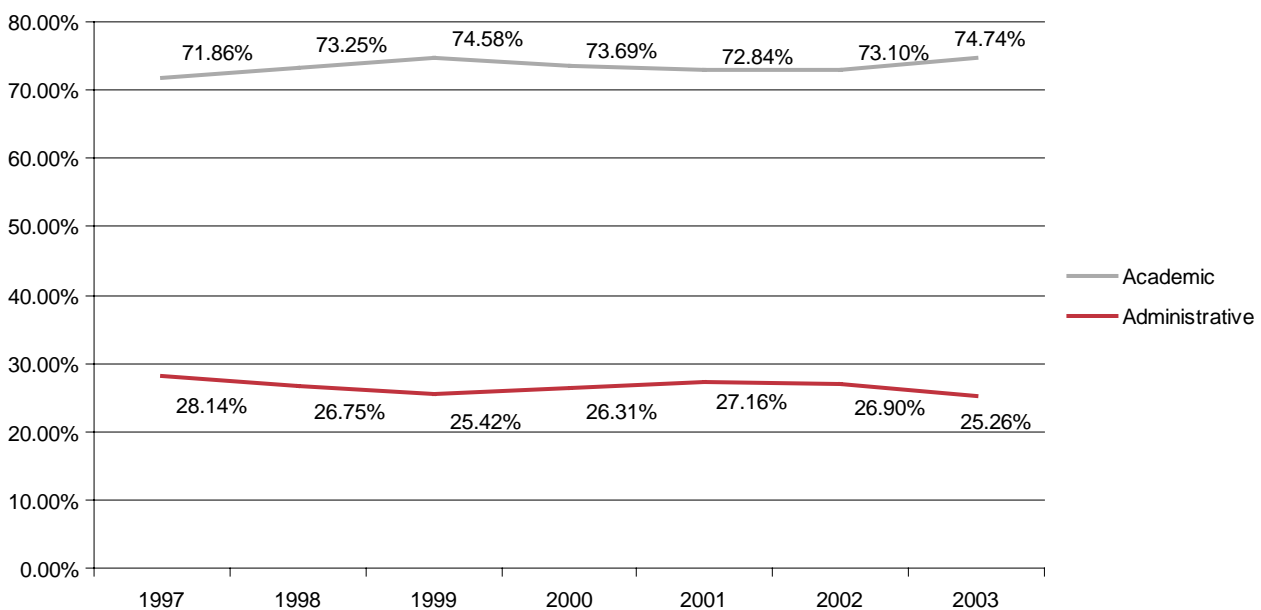
Trend in Cash Investment Performance 1997-2003



Students by Funding Source 2002-2003

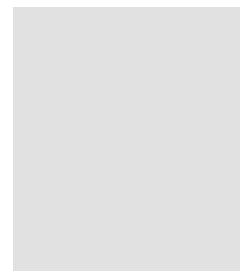


Trend in Expenditure on Academic and Administrative Activities 1997-2003





Over the past ten years, the University has graduated almost 55,000 students



Our Students

Charles Sturt University currently has 38,292 students who are enrolled in 426 courses. Over the past ten years, the University has graduated almost 55,000 students, nearly 7,600 of whom have been international students.

In 2003:

- 8,274 students attended the main campuses
- 19,907 studied by distance education
- 9,987 were in partnership arrangements (both in Australia and overseas)
- the majority of students (25,299) were enrolled in undergraduate courses
- 9,040 were pursuing postgraduate study by coursework
- 372 were research higher degree students
- 54% of students were women and 46% men
- around 50% of students came from regional NSW
- around 80% of on-campus students were aged under 24 years
- around 60% of distance education students were aged over 30 years
- 890 students with disabilities were enrolled
- the top five countries of origin for overseas students were Malaysia, China, Hong Kong, Canada and the United Kingdom.

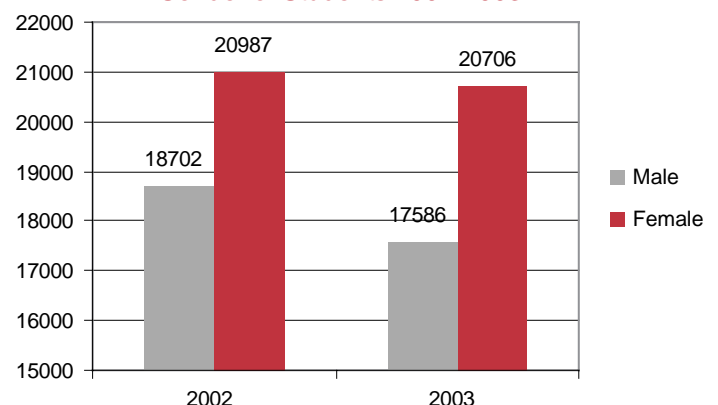
Challenges and Opportunities – 2004 and beyond

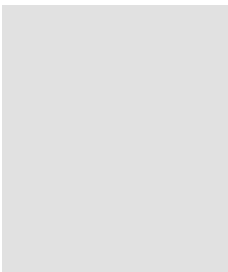
- improve overall student satisfaction with their educational experience through the implementation of the Student Experience Strategy

Student advertising agency wins International Advertising Association (IAA) competition

Kajulu Communications, the University's student-run advertising agency, ended 2003 by winning the International Advertising Association (IAA) Australian Chapter's Big Ideas Marketing Communications competition. The team of six advertising students – Billie Hutchison, Alice Curtis, Sarah Jacobs, August Low, Richard Frost and Chelsea Blampied – produced an educational and fundraising campaign concept for the National Heart Foundation. IAA judges said the submission was "a highly professional presentation, with some stretching new ideas and thoughts". Course Coordinator, Rod McCulloch said collaborating with charities gave "real value" to the students' work. Kajulu Communications previously won the international award on two occasions.

Gender of Students 2002-2003





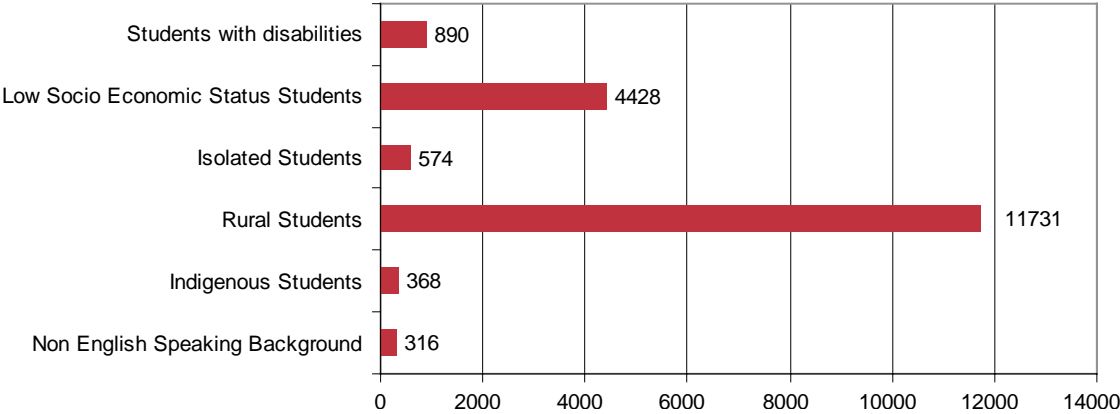
Key Student Statistics 2003

Student Headcount 2001-2003 (31 August 2003)

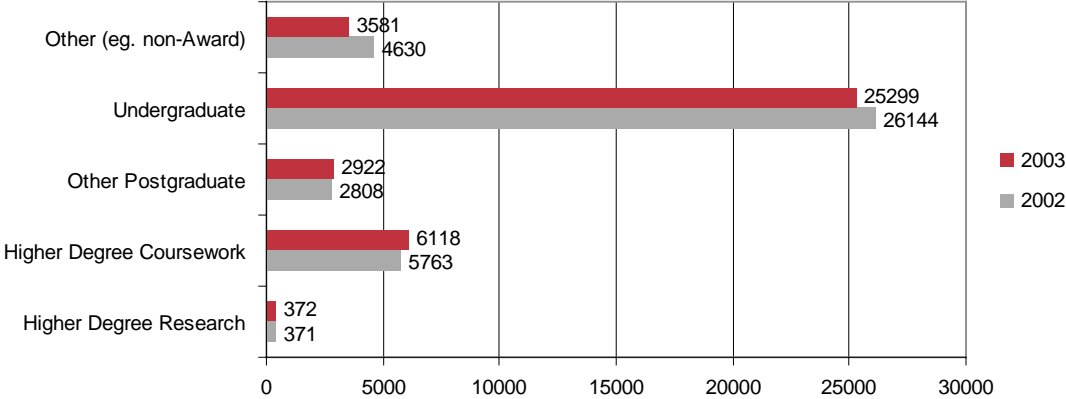
		Internal					Distance Education	Internal & Distance Education		Total
		Albury	Bathurst	Dubbo	Wagga	Other		3rd Party	CEP*	
All Students	2003	1649	3063	363	3199	124	19907	6362	3625	38292
	2002	1567	2777	200	3110	127	21932	6206	3770	39689
Commencing Students	2003	613	1338	147	1346	48	8960	2678	1000	16130
	2002	604	1155	111	1315	46	11569	3600	2383	20783

* CEP = Constable Education Program

Number of Students by Equity Group 2003



Students by Degree Type 2002-2003



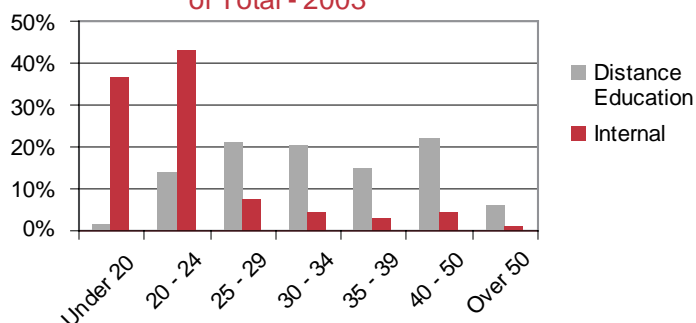
International Students by Main Countries of Origin 2003

Country of Origin	Location*	2003	% of Total International Students
Malaysia	offshore	3791	44.38%
	onshore	112	
China (excluding Taiwan)	offshore	1012	11.85%
	onshore	134	
Hong Kong	offshore	602	7.05%
	onshore	46	
Canada	offshore	642	7.52%
	onshore	26	
United Kingdom	offshore	629	7.36%
	onshore	15	
Singapore	offshore	210	2.46%
	onshore	11	
Indonesia	offshore	20	0.23%
	onshore	162	
India	offshore	71	0.83%
	onshore	105	
Sri Lanka	offshore	80	0.94%
	onshore	33	
United States of America	offshore	44	0.52%
	onshore	21	
South Africa	offshore	53	0.62%
	onshore	9	
Thailand	offshore	30	0.35%
	onshore	22	
Korea, Republic of (South)	offshore	2	0.02%
	onshore	47	
Japan	offshore	19	0.22%
	onshore	30	

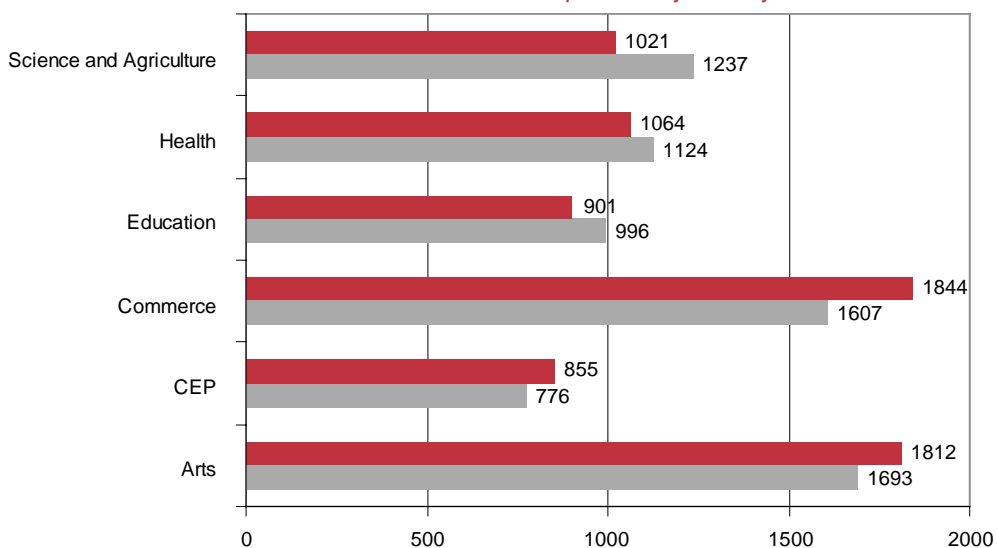
Country of Origin	Location*	2003	% of Total International Students
Fiji	offshore	33	0.39%
	onshore	10	
Bangladesh	offshore	4	0.05%
	onshore	35	
Cambodia	offshore	32	0.37%
	onshore	6	

* Onshore students include students studying on-campus and with partner institutions in Australia.

Age of Domestic Distance Education and Internal Students as a Percentage of Total - 2003



Total Student Completions by Faculty 2002-3





Professor Don Thomson was honoured for distinguished contribution to academic and forensic psychological research by the Australian Psychological Society College of Forensic Psychology (NSW)

Our People

Charles Sturt University recognises that 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 and productivity.

In 2003, the University undertook an independent organisation wide "workplace climate survey" to benchmark management and Human Resource practices. The University rated favourably against 24 of the 33 benchmark items, notably:

- teamwork (84%)
- job satisfaction (74%)
- ethics (73%)
- performance focus (72%)
- customer satisfaction (72%)
- skills/abilities/attitudes (71%).

Strategies to address those areas not rating favourably will be progressively addressed by the University, in conjunction with other university planning and review processes. The conduct of the survey and consequent actions underpin the University's commitment to high levels of staff satisfaction and a performance focused workplace environment.

Staff participation in performance management is a key performance indicator in the Strategic Plan. Performance

Management for Executive Staff, Heads of School, middle managers and general staff has been in place since 2002. At December of that year, 15 of the 19 University cost centres had at least 75% participation. The Performance Management scheme was extended to academic staff in July 2003. Its implementation will be supported throughout 2004 with information sessions for academic staff. This action is expected to increase participation in the scheme and provide the opportunity for additional feedback on staff acceptance.

In 2003, the University had 534 academic and 937 general staff as well as 217 full-time equivalent (FTE) casual staff. In 2003, staff costs were maintained at around 60% of revenue, consistent with the University's target rate. The level of representation of women in senior academic positions will continue to be a major focus for the University (38% of all academic positions are held by women).

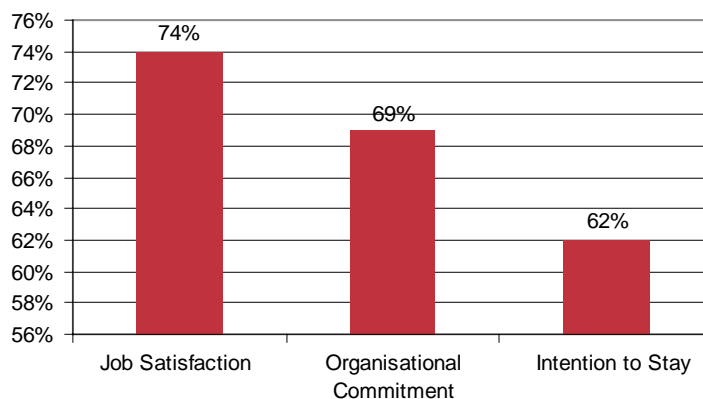
Challenges and Opportunities – 2004 and beyond

- develop a workload management strategy
- continue to implement the performance management framework
- develop strategies to address those areas of the climate survey where the University did not meet benchmark standards
- implement the Indigenous recruitment strategy
- develop the Women in Leadership and Women in Research program
- develop an online and mixed mode Foundations of University Learning and Teaching program for casual staff, partner staff and new permanent staff from outside the University sector.

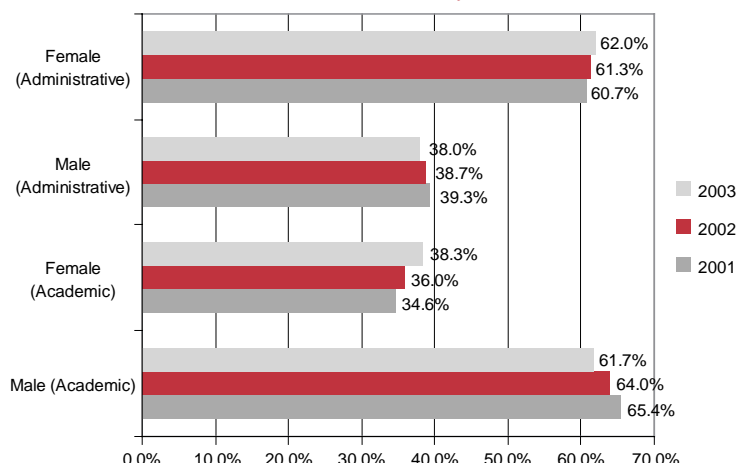
Staff achievements

- Charles Fogliani received the inaugural award for distinctive contribution to the advancement of chemical education in Asia from the Federation of Asian Chemical Societies
- Professor Don Thomson was honoured for distinguished contribution to academic and forensic psychological research by the Australian Psychological Society College of Forensic Psychology (NSW)
- Lorraine Holland was named as a recipient of the NSW Minister for Education and Training and the Australian College of Educators Quality Teaching Awards for 2003
- Dr Melissa Boyde was awarded the 2003 NSW Premier's History Fellowship
- The peak rural health body, the National Rural Health Alliance, selected Sue McAlpin to head its new leadership team
- School of Human Movement Studies researchers, lecturer Dr Derek Kay and PhD student Jack Cannon were shortlisted for the European College of Sport Science Young Investigator Award, one of the most prestigious awards available to young scientists, following independent review of their research abstracts
- Tom Brideson, project manager of CSU's Djirruwang Aboriginal and Torres Strait Islander mental health program, won the Pfizer Non-Psychiatrist Project Presentation Award for his presentation on the risks of viewing Aboriginal and Torres Strait Islander mental health professionals as undervalued seasonal workers
- Professor Bruce Pennay was a recipient of a Centenary Medal for services to the Centenary of Federation celebrations in 2001
- Wetland ecologist Dr David Mitchell received the 2003 International Fellow Award from the International Society of Wetland Scientists for a distinguished career devoted to scientific discovery and contributions to aquatic plant biology and management
- Janelle Wheat was presented with the Mallinckrodt Award for best scientific presentation for her work on the effects of patient motion on the clinical efficacy of a type of scan used in nuclear medicine to diagnose coronary artery disease, at the Australia and New Zealand Society of Nuclear Medicine's annual conference
- Professor Ian Goulter was awarded a Centenary Medal for his services to Australian society through education.

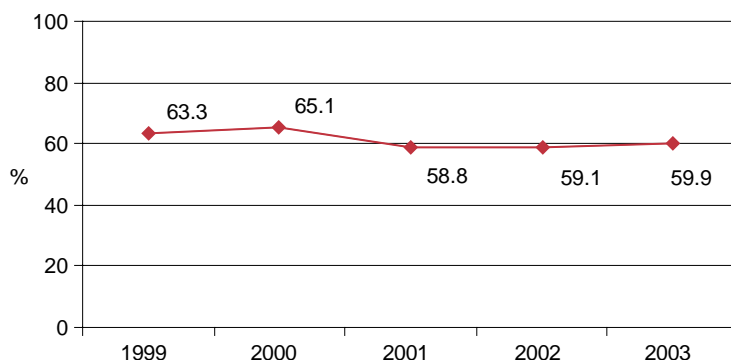
Staff Satisfaction Survey 2003



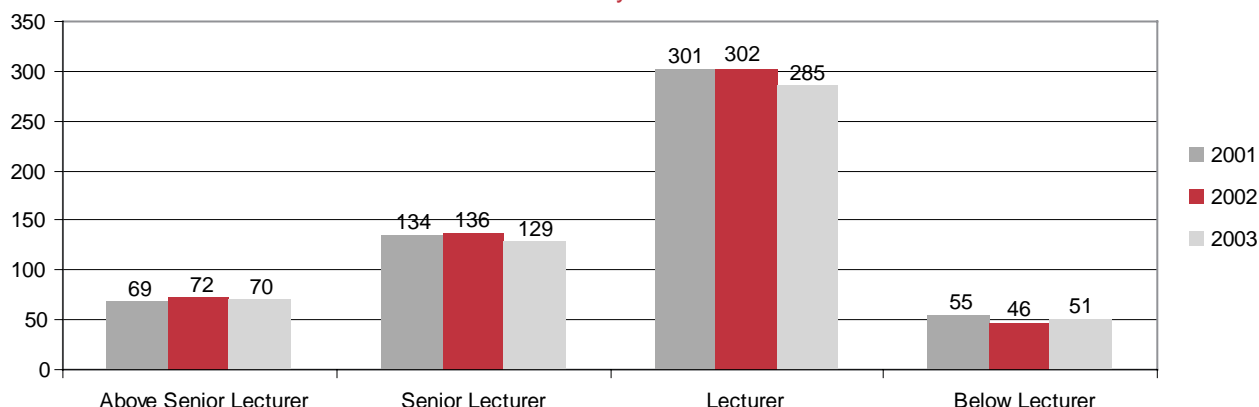
Academic and General Staff by Gender 2002-3



Staff Costs as a Percentage of Total Revenue 1999-2003



Academic Staff by Level 2001-3



The new campuses at Thurgoona and Dubbo are significant and exciting examples of the approach Charles Sturt University has taken towards sustainable development



Our Environment

Charles Sturt University has focused 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. The new campuses at Thurgoona and Dubbo are significant and exciting examples of this approach to sustainable development.

The Sustainable Campus

The development of two new campuses at Thurgoona and Dubbo demonstrates the responsibility of Charles Sturt University towards the environment by establishing environmental strategies to conserve energy in the development of its new facilities, application of environmentally sustainable concepts in land use, and the protection of the natural environment and its biodiversity. The current standing of the University's involvement has made us one of the leaders in promoting environmentally sustainable development among universities in Australia.

Our environmental design concepts are focused on the following:

Low energy design

- maximise the passive use of the building's form and fabric to collect, store and distribute energy considering gross and operational energy.

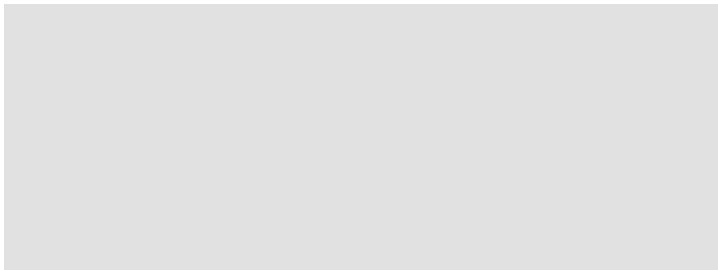
Responsible resource management

- minimise the depletion of 'natural' resources, especially non renewable resources
- ensure social equity in the distribution of the costs and benefits associated with the use of resources
- maximise the health, safety and comfort of building users.

Minimise environmental impact

- minimise levels of interference with 'natural' systems: water, earth and air
- minimise pollution of soil, air and water
- maintain, and where it has been disturbed, restore biodiversity
- enhance opportunities for conservation of ecosystems, habitats and species
- increase awareness of environmental issues.

The University's commitment does not stop at implementing the environmental design concept. It takes further steps by evaluating the design outcome and employing strategies to enhance the development process for better outcomes.



Energy Management

Charles Sturt University is committed to the objectives of lowering its energy use and promoting through example, ways of reducing greenhouse gas emissions in its operations.

The University has recently adopted an approach to extend its energy management, which is based on the Energy Management Policy framework adopted by the New South Wales Government, which seeks to reduce greenhouse gas emissions through efficient use of energy. The adoption of this policy is also expected to reap significant financial rewards, as well as changing the behaviour of staff and students to become more energy conscious.

The policy covers:

- infrastructure including buildings and grounds
- transport and motor vehicles
- fixed plant and equipment
- goods and services.

Implementation of the policy across all campuses will create for the first time:

- an accountability framework for all departments and business units
- performance benchmarks and targets
- systems of monitoring and reporting
- routine reporting of performance
- a best practice approach to all procurement and service delivery.

The University has recognised the need to formalise its approach to energy management and to take a strategic, united and consistent approach across all campuses. In progressing this concept, the University has:

- initiated steps to enter into an agreement with the Sustainable Energy Development Authority (SEDA), which will facilitate the creation of performance benchmarks and evaluation
- taken action to appoint an environmental/energy manager position within the Division of Facilities Management
- established a team to give momentum to energy management across the University.

Waste Management

The University has established Campus Environment committees on the Thurgoona and Bathurst campuses, the latter committee focusing on the rehabilitation of campus water courses and paper use and recycling.

Challenges and Opportunities – 2004 and beyond

- develop and implement a concise Energy Management Plan
- review energy use and adopt key performance indicators
- report energy consumption to the NSW Ministry of Energy and Utilities
- adopt a procurement policy and implement targeted projects.



Left to right:
Mark Burdack, University Secretary,
Ian MacIntosh, Deputy Chancellor,
Lawrie Willett, AO, Chancellor, and
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 (Figure 1).

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

To assist in the execution of its responsibilities, the Council has established a number of committees with the following membership.

Standing Committee

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

Membership

Mr Lawrence Willett, AO (Chair)
Mrs Anne Brassil (to 30 June 2003)
Mr Ian Macintosh (from 2 October 2003)
Professor Ian Goulter

Audit Committee

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

Membership

Mr Lawrence Willett, AO (to 26 August 2003) (Chair)
Mr William Hanrahan (from 13 October 2003) (Chair)
Mr Ian Macintosh
Mr John Mahon

Finance Committee

Object – to review monthly financial reports and make recommendations to the Council on significant financial issues and the annual budget.

Membership

Mrs Anne Brassil (to 30 June 2003) (Chair)
Mr Ian Macintosh (from 2 October 2003) (Chair)
Professor Ian Goulter
Professor David Battersby
Dr Robert Allen
Ms Susan Benedyka

Mr Ian Macintosh
Dr Geoffrey Wise
Mr John Treloar (to 30 June 2003)

Personnel Committee

Object – to make recommendations to the Council on human resource policies and procedures.

Membership

Mrs Anne Brassil (to 30 June 2003) (Chair)
Mr Ian Macintosh (from 2 October 2003) (Chair)
Professor Ian Goulter
Professor David Battersby
Mr John Mahon
Ms Roslin Brennan
Ms Barbara Lawrence
Mr John Treloar (to 30 June 2003)

Honorary Awards Committee

Object – to make recommendations to the Council for the conferral of honorary awards.

Membership

Mr Lawrence Willet, AO (Chair)
Mrs Anne Brassil (to 30 June 2003)
Mr Ian Macintosh (from 2 October 2003)
Professor Ian Goulter
Professor David Green
Professor David Battersby
Dr Geoffrey Wise

Graduate Nominations Committee

Object – to make recommendations to the Council for the appointment of graduates to the Council.

Membership

The whole Council constituted the Graduate Nominations Committee for the recommendation of graduate appointments for 2003.

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 course 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 2003 included:

Professor David Green (Chair)
Associate Professor Sally Ruston (until 3 September 2003)
Professor Ian Goulter
Professor David Battersby (Administration)
Professor Ross Chambers (Academic)
Professor Paul Burnett
Dr Lyn Gorman (Arts)
Professor John Hicks (Commerce)
Professor Bob Meyenn (Education)
Professor Mark Burton (Health Studies)
Professor Jim Pratley (Science and Agriculture)
Ms Shirley Oakley
Mr John Williams-Mozley (until 30 September 2003)
Ms Barbara Lawrence (From 1 October 2003)
Associate Professor Leonora Ritter (Arts)
Associate Professor Greg Walker (Commerce)
Associate Professor Jo-Anne Reid (Education)
Dr Geoff McKenzie (Health Studies)
Dr David Tien (Science and Agriculture) (until 30 July 2003)
Associate Professor Susan Moffatt (Science and Agriculture) (From 3 September 2003)
Mr Jack Cannon (Postgraduate)
Mr David Dorman (Undergraduate)

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 an information coordination 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.

Achievements for 2003

In 2003, the University established the Office of Corporate Governance and the University Secretary and commenced a review of the operation of the Council.

In September 2003, Council members and senior management participated in a two-day facilitated workshop to review corporate governance within the University. Arising from the workshop, the Council agreed to develop a new Corporate Governance Charter that will address the:

- functions, and the relationship, of the Council and management
- number and composition of Council committees
- roles and responsibilities of members of the Council and its officeholders
- role of the Council in strategic planning and priority setting
- the Council's audit and oversight functions, and
- Council induction and development.

Corporate governance reform will be placed in the context of the National Governance Protocols for Higher Education Institutions, which will be enacted by the Commonwealth Government under the Higher Education (Support) Act. The adoption of the Protocols, which will require changes to the University's enabling legislation, has been tied to increases in Commonwealth funding of the University.

Challenges and Opportunities – 2004 and beyond

- implement Corporate Governance Charter and respond to national governance agenda
- develop and implement a risk management framework and compliance program
- review University commercial activities and management strategies.

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.



Chancellor
Willett, Lawrence J, AO
(term to 3 December 2006)



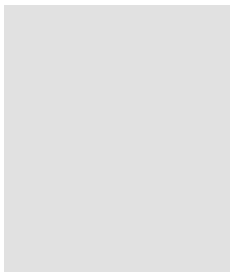
Vice-Chancellor
Goulter, Professor Ian C
BE (Hons) Cant, MS, PhD III



Head of Campus, Dubbo
Battersby, Professor David A
MHEd NSW, PhD Waik
(term to 31 December 2003)



Chair, Academic Senate
Green, Professor David L
NDD DesRCA Lond
(term to 30 June 2005)



Parliamentary Members

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



Macdonald, The Honourable Ian
MLC, BA LaTrobe
(term to 30 July 2003)



Catanzariti, The Honourable Antonio
MLC
(term from 2 October 2003)



Martin, The Honourable Gerard
MP

Appointed Members

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



Brassil, Anne
BA DipEd Syd
(term to 30 June 2003)



Macintosh, Ian
BA ANU
(term to 30 June 2007)



Wise, Geoffrey
BVSc Syd
(term to 30 June 2005)



Pitkin, Kathryn
BA Newc DipEd UNE
(term to 30 June 2007)



Murphy, Patricia
BAgEc Syd
(term to 30 June 2005)

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



Benedyka, Susan
GradDipBus CSturt
(term to 30 June 2005)



Mahon, John K J
DipAgr WaggaAgrColl
(term to 30 June 2005)



Treloar, John
DipTeach(Prim) RiverinaCAE, BEd Deakin,
GradDipEd(CompEd) Riverina-MurrayIHE
(term to 30 June 2003)



Frangopoulos, Angelos
BA(Comm) MitchellCAE
(term to 30 June 2007)



Hanrahan, Bill
B Bus, Cost Acc P Cert, FCA, FSIA, FCPA, FCIS, B R Studies,
B Leg S Macq, Hon D Bus CSturt
(term to 30 June 2007)

Elected Members

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



Allen, Robert
MA CalifState, EdPsychD SanFrancisco
(term to 30 June 2004)



Brennan, Roslin
AM DipReadLang RiverinaCAE, BA Macq
(term to 30 June 2004)



Lawrence, Barbara
BA NE, GradDipPubPol Deakin, GradCertMgt CSturt,
PGDipCnflctMgt Macq
(term to 30 June 2004)



Wright, Natasha
BEd(Prim)(Hons) CSturt
(term to June 2004)



Moon, Luke
(term to 30 June 2004)

Senior Offices within the University

Vice-Chancellor

Goulter, Professor I C
BE (Hons) Cant, MS, PhD III

Office of Planning and Audit

Director
Sharp, C J
MLitt NE, BAppSc CSturt, Bed MitchellCAE – Statistical
Society of Australia Inc

Office of Corporate Governance and the University Secretary

Director
Burdack, Mark
BA Macq BLegS (Hon) Macq

Deputy Vice-Chancellor (Administration)

Battersby, Professor D A
MHed NSW, PhD Waik

Division of Student Administration

Executive Director
Honey, G B
BBus RiverinaMurrayIHE, GradCertMgt CSturt

Division of Student Services

Director
Lawrence, B J
BA NE, GradDipPubPol Deakin, PGDipCnflctMgt Macq,
GradCertMgt CSturt

Division of Facilities Management

Executive Director
Lennon, P M
BEng NSWIT, GradCertMgt WSyd, BBus CSturt

Division of Information Technology

Executive Director
Rebbechi, M D
DipCivilEng CaulfieldIT, BCE Melb

Division of Marketing and Communications

Executive Director
Ball, K J

International Office

Director
Cochrane, R
DipBusStud CaulfieldIT, CPA

Deputy Vice-Chancellor (Academic)

Chambers, Professor R C
BA PhD Syd

Dean, Faculty of Arts

Gorman, Professor L
BA NE, GradCertMgt WSyd, PhD Sus

Dean, Faculty of Commerce

Hicks, Professor J R
BCom DipEd MA Melb, PhD Massey

Dean, Faculty of Education

Meyenn, Professor R J
MEd Brist, PhD Aston

Dean, Faculty of Health Studies

Burton, Professor M A
BSc PhD NE, APSA

Dean, Faculty of Science and Agriculture

Pratley, Professor J E
BSc PhD NSW

Division of Library Services

Executive Director
Oakley, S D
BA GDipMgt MMgt WAust, ALAA

Centre for Enhancing Learning & Teaching

Director
Tulloch, Associate Professor MI, BA Sus,
MEd PhD NE, MAPS

Indigenous Education Centre

Acting Director
Lawrence, BJ
BA NE, Grad DipPubPol Deakin, PG Dip CnflctMgt
Macq, GradCertMgt CSturt

Chair, Academic Senate

Green, Professor D L
NDD DesRCA Lond

Pro-Vice-Chancellor (Research and Graduate Training)

Burnett, Professor P C
DipT KelvinGroveCAE, DipAppPsych Flin, MEdSt Qld, PhD Ohio

Division of Financial Services

Executive Director
Hackett, J F
FCIM, FCIS, PNA

Division of Human Resources

Executive Director
Shaw, R L
GDipBusAdmin WAustIT, BBus RiverinaCAE, AFAHRI, CPA

Attendances at Council Meetings

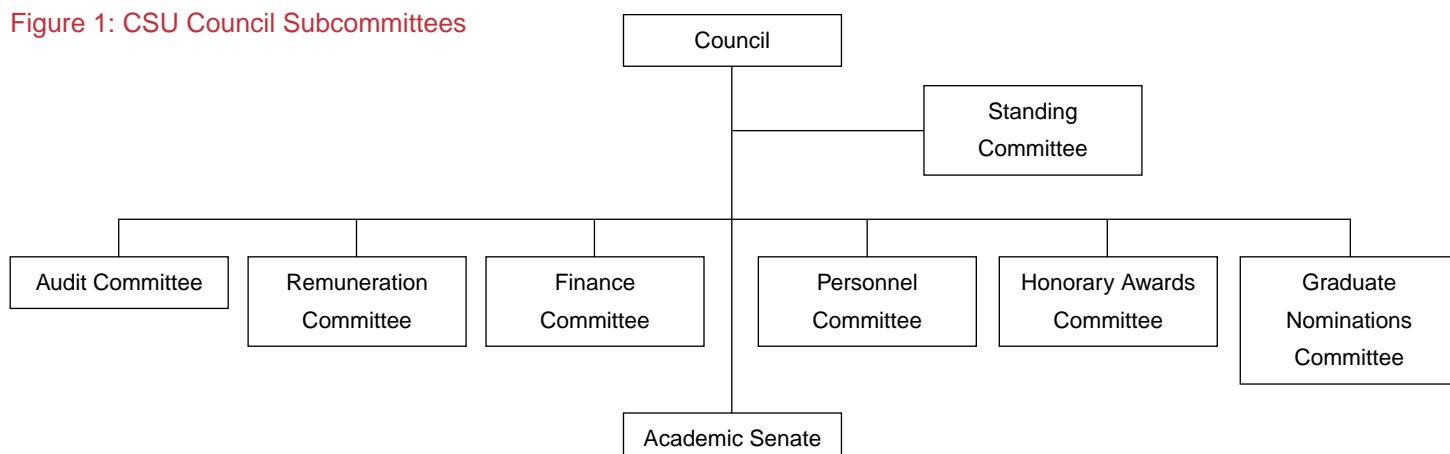
During 2003, there were five ordinary meetings of the Council.

Member	Maximum	Attended
Mr Lawrence Willett, AO	5	5
Professor Ian Goulter	5	5
Professor David Battersby	5	5
Professor David Green	5	5
Mr Gerard Martin, MP	5	3(2)
The Hon. Ian Macdonald, MLC	1	1
The Hon. Antonio Catanzariti, MLC	3	3
Mrs Anne Brassil	2	2
Mr Angelos Frangopoulos	4	4
Mrs Kathryn Pitkin	4	3(1)
Dr Geoffrey Wise	4	4
Mr Ian Macintosh	4	4
Ms Susan Bedyka	4	2(2)
Mr John Mahon	4	3(1)
Mr William Hanrahan	2	2
Ms Patricia Murphy	2	1(1)
Dr Robert Allen	5	5
Mr John Treloar	2	2
Ms Roslin Brennan, AM	5	3(2)
Mr Luke Moon	5	2(3)
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.

Figure 1: CSU Council Subcommittees





Contact Details

Head Office

Charles Sturt University
The Grange
Panorama Avenue
BATHURST NSW AUSTRALIA
2795

Telephone: 1800 334 733
Facsimile: +61 2 6338 6001
Email: inquiry@csu.edu.au
Web: www.csu.edu.au

Office Hours

9am to 5 pm weekdays (excluding public holidays)

Albury-Wodonga Campus

624 Olive Street
ALBURY NSW AUSTRALIA
2640

Bathurst Campus

Panorama Avenue
BATHURST NSW AUSTRALIA
2795

Broken Hill Campus

Robinson Centre
Wentworth Road
BROKEN HILL NSW
AUSTRALIA
2880

Canberra Campus

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

Dubbo Campus

Yarrandale Road
DUBBO NSW AUSTRALIA
2830

Goulburn Campus

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

Manly Campus

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

Thurgoona Campus

Ellis Street (off Sydney Rd)
THURGOONA NSW
AUSTRALIA
2640

Wagga Wagga Campus

Boorooma Street
NORTH WAGGA NSW
AUSTRALIA
2650

Charles Sturt University
Annual Report (Statutory and Financial) Report 2003

Table of Contents

Budgeted Statement for 2004	36
Audited Statements for 2003	39
Charles Sturt University	39
Charles Sturt Services Ltd	66
Mitchell Services Ltd	80
Rivservices Ltd	94
Olive Street Services Ltd	108
Charles Sturt Foundation Ltd	122
Appendices	147

Budgeted Statement for 2004

the 2004 Budget does not form part of the audited financial statements

Budgeted Statement of Financial Position

for year ending 31 December 2004

	Economic Entity		Parent Entity	
	Consolidated		University	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
CURRENT ASSETS				
Cash Assets	29,200	32,300	28,400	30,500
Receivables	10,600	9,500	10,600	9,500
Inventories	3,900	3,800	3,900	3,800
Other Financial Assets	3,700	4,300	0	0
Other Assets	2,700	2,200	2,700	2,200
Total Current Assets	50,100	52,100	45,600	46,000
NON-CURRENT ASSETS				
Receivables	64,500	61,600	64,500	61,600
Other Financial Assets	32,500	34,700	32,500	34,700
Property, Plant and Equipment	255,000	247,500	255,000	247,500
Other	200	200	200	200
Total Non-Current Assets	352,200	344,000	352,200	344,000
Total Assets	402,300	396,100	397,800	390,000
CURRENT LIABILITIES				
Payables	12,000	10,800	12,000	11,000
Provisions	4,800	5,100	4,800	5,100
Other	9,800	8,500	9,800	8,500
Total Current Liabilities	26,600	24,400	26,600	24,600
NON-CURRENT LIABILITIES				
Provisions	82,000	78,600	82,000	78,600
Total Non-Current Liabilities	82,000	78,600	82,000	78,600
Total Liabilities	108,600	103,000	108,600	103,200
Net Assets	293,700	293,100	289,200	286,800
EQUITY				
Reserves	68,500	68,500	68,500	68,500
Accumulated funds	225,200	224,600	220,700	218,300
Total Equity	293,700	293,100	289,200	286,800

Budgeted Statement of Financial Performance
for year ending 31 December 2004
the 2004 Budget does not form part of the audited financial statements

	Economic Entity Consolidated		Parent Entity University	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Revenue from ordinary activities				
Commonwealth Government financial assistance	71,500	69,000	71,500	69,000
NSW Government financial assistance	180	180	180	180
Higher Education Contribution Scheme				
Student contributions	12,800	12,500	12,800	12,500
Commonwealth payments	41,200	41,500	41,200	41,500
Postgraduate Education Loan Scheme	2,200	2,100	2,200	2,100
Fees & charges	40,200	39,000	40,200	39,000
Deferred Government superannuation contributions	3,400	2,300	3,400	2,300
Investment income	2,500	2,400	2,500	2,400
Royalties, trademarks & licenses	20	20	20	20
Consultancy & contract research	1,400	1,300	1,400	1,300
Other revenue	31,400	30,100	26,600	26,000
Total revenue from ordinary activities	206,800	200,400	202,000	196,300
Expenses from ordinary activities				
Employee benefits	122,700	115,800	122,700	115,800
Depreciation and amortisation	15,800	14,500	15,800	14,500
Buildings & grounds	7,500	7,300	7,500	7,300
Bad & doubtful debts	900	600	900	600
Other expenses	53,900	53,200	52,700	52,000
Total expenses from ordinary activities	200,800	191,400	199,600	190,200
Operating surplus from ordinary activities	6,000	9,000	2,400	6,100
Total changes in equity other than those resulting from transactions with Owners as Owners	6,000	9,000	2,400	6,100

Budgeted Statement of Cash Flows

for year ending 31 December 2004

the 2004 Budget does not form part of the audited financial statements

	Economic Entity Consolidated		Parent Entity University	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Inflows:				
Financial Assistance				
Commonwealth government	73,000	71,000	73,000	71,000
NSW government	200	200	200	200
Higher Education Contribution Scheme				
Student payments	14,300	13,500	14,300	13,500
Commonwealth payments	44,100	43,000	44,100	43,000
Interest received	2,800	2,500	2,500	2,500
Fees and Charges	41,400	41,200	41,400	41,200
Other	27,600	26,800	26,800	26,000
Outflows:				
Salaries and wages	(119,400)	(114,000)	(119,400)	(114,000)
Services Rendered	(18,900)	(18,000)	(18,900)	(18,000)
Minor Equipment	(5,100)	(4,600)	(5,100)	(4,600)
Trading Stock	(5,300)	(4,900)	(5,300)	(4,900)
Printing and Binding	(6,200)	(5,800)	(6,200)	(5,800)
Other	(22,700)	(19,700)	(21,800)	(19,700)
Net cash provided or (used) by operating activities	25,800	31,200	25,600	30,400
CASH FLOWS FROM INVESTING ACTIVITIES				
Inflows:				
Proceeds from sale of assets	11,300	10,400	11,300	10,400
Proceeds from sale/redemption of investments	1,400	1,500	-	-
Outflows:				
Payments for property, plant & equipment	(28,700)	(26,600)	(28,700)	(26,600)
Payments for investments	(11,400)	(13,500)	(10,000)	(12,000)
Net cash provided or (used) in investing activities	(27,400)	(28,200)	(27,400)	(28,200)
Net (decrease)/increase in cash held	(1,600)	3,000	(1,800)	2,200
Cash at beginning of reporting period	29,300	27,100	29,300	27,100
Cash at end of reporting period	27,700	30,100	27,500	29,300

Audited Financial Statement 2003

Charles Sturt University consolidated Financial Statements for the Year Ended 31 December 2003

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

Tel: 9285 0166
Ref: z549

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

21 April 2004

Dear Professor Goulter

STATUTORY AUDIT REPORT CHARLES STURT UNIVERSITY FOR THE YEAR ENDED 31 DECEMBER 2003

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 2003, 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. Our audit identified system deficiencies impacting the calculation of employee entitlements. The initially reported liability for entitlements has been adjusted and we believe that the amount now recognised in the financial report is materially correct. University management told us that this matter will be addressed during 2004.

Other less significant issues are being discussed with University officers and where appropriate will be included in our management letter.

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 the University's activities, financial operations, performance and compliance 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 2003.

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 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.

Audited Financial Statement 2003

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2003

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', with a stylized flourish at the end.

P Carr
Director of Audit

cc The Hon AJ Refshauge MP, Minister for Education and Training
 The Hon M R Egan MLC, Treasurer

Audited Financial Statement 2003

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2003



GPO BOX 12
SYDNEY NSW 2001

INDEPENDENT AUDIT REPORT

CHARLES STURT UNIVERSITY

To Members of the New South Wales Parliament

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 2003 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 Guidelines for the Preparation of the Annual Financial Reports for the 2003 Reporting Period by Australian Higher Education Institutions, issued pursuant to the *Higher Education Funding Act 1988*.

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 position, the statements of financial performance, 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.

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.

Audited Financial Statement 2003

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2003

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 of Audit

SYDNEY
21 April 2004

Audited Financial Statement 2003

Charles Sturt University

Consolidated Financial Statements for the Year Ended 31 December 2003

Statement by the Council

In accordance with section 41C (1B) and (1C) of the *Public Finance and Audit Act 1983* we state that:

- (a) the accompanying consolidated financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983* and the *Commonwealth Guidelines for the Preparation of Annual Financial Reports by Australian Higher Education Institutions*;
- (b) the consolidated financial statements present a true and fair view of the financial position and transactions of the University and its controlled entities for the year ended 31 December 2003.
- (c) the financial statements have been prepared in accordance with Australian Accounting Standards, Consensus Views of the Urgent Issues Group and other mandatory professional reporting requirements;
- (d) at the date of this statement there are no circumstances which would render any particulars included in the consolidated financial statements to be misleading or inaccurate;
- (e) there are reasonable grounds to believe that the University will be able to pay its debts as and when they fall due;
- (f) the amount of Commonwealth assistance expended during the reporting period was for the purposes for which it was granted;
- (g) the University has complied with the requirements of the various program guidelines that apply to Commonwealth financial assistance identified in the financial reports.



Lawrie Willett
Chancellor



Ian Goulter
Vice Chancellor

Consolidated Statement of Financial Performance
for the year ended 31 December 2003

		Economic Entity Consolidated		Parent Entity University	
		2003	2002	2003	2002
	Note	\$'000	\$'000	\$'000	\$'000
Revenue from ordinary activities					
Commonwealth Government financial assistance	2.1	75,841	67,523	75,841	67,523
NSW Government financial assistance	2.2	238	170	238	170
Higher Education Contribution Scheme					
Student contributions	22.1	10,034	11,068	10,034	11,068
Commonwealth payments	22.1	42,696	40,832	42,696	40,832
Postgraduate Education Loan Scheme	22.1	2,543	1,950	2,543	1,950
BOTPLS	22.1	7	0	7	0
Fees & charges	2.3	43,320	37,778	43,320	37,778
Deferred Government superannuation contributions	15.4	9,964	14,623	9,964	14,623
Investment income	2.4	3,714	2,216	3,199	2,216
Royalties, trademarks & licenses	2.5	8	18	8	18
Consultancy & contract research	2.6	1,330	1,200	1,330	1,200
Other revenue	2.7	25,310	30,049	24,424	24,618
Total revenue from ordinary activities		215,005	207,427	213,604	201,996
Expenses from ordinary activities					
Employee benefits	3.1	130,005	122,644	130,005	122,644
Depreciation and amortisation	3.2	14,119	13,658	14,119	13,658
Buildings & grounds	3.3	6,603	6,823	6,603	6,823
Bad & doubtful debts	3.4	190	530	190	530
Other expenses	3.5	53,564	50,282	52,358	49,159
Total expenses from ordinary activities		204,481	193,937	203,275	192,814
Net Operating surplus from ordinary activities		10,524	13,490	10,329	9,182
Net credit to asset revaluation	23	6,420	0	6,420	0
Total revenue, expense and valuation					
adjustments attributed to the Parent Entity					
and recognised directly in equity		6,420	0	6,420	0
Total changes in equity other than those					
resulting from transactions with Owners as					
Owners	23, 24	16,944	13,490	16,749	9,182

Consolidated Statement of Financial Position
for the year ended 31 December 2003

		Economic Entity		Parent Entity	
		Consolidated		University	
	Note	2003	2002	2003	2002
		\$'000	\$'000	\$'000	\$'000
CURRENT ASSETS					
Cash Assets	8	21,342	29,143	20,818	28,510
Receivables	9	11,186	10,590	11,171	10,571
Inventories	10	3,626	3,605	3,626	3,605
Other Financial Assets	11	4,005	3,665	0	0
Other Assets	12	3,568	2,574	3,568	2,574
Total Current Assets		43,727	49,577	39,183	45,260
NON-CURRENT ASSETS					
Receivables	9	75,308	65,344	75,308	65,344
Other Financial Assets	11	50,000	25,000	50,000	25,000
Property, Plant and Equipment	13	247,370	246,510	247,370	246,510
Other Assets	12	158	196	158	196
Total Non-Current Assets		372,836	337,050	372,836	337,050
Total Assets		416,563	386,627	412,019	382,310
CURRENT LIABILITIES					
Payables	14	8,842	10,375	8,910	10,468
Provisions	15	9,610	7,173	9,501	7,071
Other Liabilities	16	9,657	9,972	9,657	9,972
Total Current Liabilities		28,109	27,520	28,068	27,511
NON-CURRENT LIABILITIES					
Provisions	15	86,469	74,066	86,469	74,066
Total Non-Current Liabilities		86,469	74,066	86,469	74,066
Total Liabilities		114,578	101,586	114,537	101,577
Net Assets		301,985	285,041	297,482	280,733
EQUITY					
Reserves	23	74,939	68,519	74,939	68,519
Accumulated funds	24	227,046	216,522	222,543	212,214
Total Equity		301,985	285,041	297,482	280,733

Consolidated Statement of Cash-flows
for the year ended 31 December 2003

		Economic Entity		Parent Entity	
		Consolidated		University	
	Note	2003	2002	2003	2002
		\$'000	\$'000	\$'000	\$'000
CASH FLOWS FROM OPERATING ACTIVITIES					
Inflows:					
Financial Assistance					
Commonwealth government		78,388	69,907	78,388	69,907
NSW government		238	170	238	170
Higher Education Contribution Scheme					
Student payments		10,653	11,838	10,653	11,838
Commonwealth payments		43,005	40,792	43,005	40,792
Interest received		3,268	2,412	3,026	2,179
Fees and Charges		42,211	38,999	42,211	38,999
Other		22,405	24,110	21,544	22,883
Outflows:					
Salaries and wages		(114,395)	(110,840)	(114,395)	(110,840)
Services Rendered		(18,905)	(17,629)	(18,905)	(17,629)
Minor Equipment		(3,784)	(4,462)	(3,784)	(4,462)
Trading Stock		(5,182)	(4,800)	(5,182)	(4,800)
Printing and Binding		(5,972)	(5,825)	(5,972)	(5,825)
Other		(24,881)	(19,077)	(23,750)	(17,950)
Net cash provided or (used) by operating activities	20.2	27,049	25,595	27,077	25,262
CASH FLOWS FROM INVESTING ACTIVITIES					
Inflows:					
Proceeds from sale of assets		10,557	8,580	10,557	8,580
Proceeds from sale/redemption of investments		531	1,058	0	0
Outflows:					
Payments for property, plant & equipment		(18,898)	(24,635)	(18,898)	(24,635)
Payments for investments		(25,612)	(26,293)	(25,000)	(25,000)
Net cash provided or (used) in investing activities		(33,422)	(41,290)	(33,341)	(41,055)
Net decrease in cash held		(6,373)	(15,695)	(6,264)	(15,793)
Cash at beginning of reporting period		27,715	42,875	27,082	42,875
Recognition of Foundation/Trusts cash at beginning of reporting period		0	535	0	0
Cash at end of reporting period	20.1	21,342	27,715	20,818	27,082

Notes Summary

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.

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 3.1 under Employee Benefits.
- (v) the Guidelines for the Preparation of Annual Financial Reports by Australian Higher Education Institutions 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.

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).

1.3 Controlled Entities

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

	Incorporated	ownership
Charles Sturt Services Ltd	Australia	100%
Rivservices Ltd	Australia	100%
Mitchell Services Ltd	Australia	100%
Olive Street Services Ltd	Australia	100%
Charles Sturt Foundation Ltd	Australia	100%

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 2003 was \$5,024,749 (\$4,777,190 in 2002).

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.

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 10% 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.

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.

The measurement of long service leave is based on the present value of estimated future cash outflows to be made resulting from employee's services to reporting date. The provision is calculated using expected future increases in salary and wage rates including related on-costs and settlement dates based on past trends, and is discounted using the rates attaching to national government bonds at reporting date which most closely match the terms of maturity of the related liabilities.

1.7 Superannuation

The University provides for superannuation liabilities based on actuarial assessment provided by Pillar Administration.

The University contributes to the following superannuation schemes:

- State Superannuation Scheme
- State Authorities Superannuation Scheme
- State Authorities Non-Contributory Superannuation Scheme
- UniSuper
- Tertiary Education Superannuation Scheme

The University incurs an obligation for deferred contributions which become payable on and after retirement of staff. The deferred liability at 31 December 2003 was determined by Pillar for the State schemes. The difference between the provision in Note 15.4 and the Receivable in Note 9 was previously funded by the NSW Government under an arrangement relating to nurse education.

1.8 Acquisition of Assets

Buildings under construction are disclosed at cost (refer note 13.1). 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.

1.9 Plant and Equipment

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

1.10 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 2000 by independent valuation of the State Valuation Office.
Buildings - revalued as at 31 December 2000 by independent valuation of the State Valuation Office. The State Valuation Office undertook a desktop valuation of land and buildings as at 31 December 2003. As a consequence, the fair value of land has been increased by \$6,420,000.00.
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.

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.

1.11 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 from 1 January in the year after completion. 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 month after 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

1.12 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.

1.13 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.

1.14 Milk Quota

In accordance with the Commonwealth Government's dairy industry adjustment package, the milk quota held by the University was revalued in 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 the right to \$158,023 for 2003 (value of \$196,475 in 2002).

1.15 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 13.6). The independent valuation was performed by Wine Network Consulting on 13 February 2002.

This valuation is still appropriate at 31 December 2003.

1.16 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.

1.17 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 31 December 2004.

1.18 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.

1.19 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 and milk quota.

1.20 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 as part of an item of expense.

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

1.21 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 21) 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. 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 21.

1.22 Receivables

Receivables are recognised and carried at the original invoice amount less a provision for any doubtful or uncollectable 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.

1.23 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.

1.24 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 i.e. 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 assets are included as revenue, and profit and loss on sale recognised when an unconditional contract of sale is signed.

1.25 Changes to Accounting Policies

There are no significant changes in accounting policies.

2. REVENUE FROM ORDINARY ACTIVITIES

2.1	Commonwealth Government financial assistance (including Superannuation contributions from the Commonwealth but excluding HECS & PELS & BOTPLS)	Note	Economic Entity Consolidated		Parent Entity University	
			2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
	Teaching & Learning					
	Operating purposes excluding HECS & PELS & BOTPLS	22.1	65,672	61,764	65,672	61,764
	Capital development pool	22.1	2,091	2,617	2,091	2,617
	Australian Research Council					
	Linkage - Centres of Excellence	22.2	943	899	943	899
	SPIRT	22.2	784	530	784	530
	Discovery Projects (Large Grants)	22.2	267	208	267	208
	International Researcher Exchange	22.2	15	12	15	12
	DEST					
	Australian postgraduate awards - Pre 2002	22.3	218	521	218	521
	Australian postgraduate awards - Post 2002	22.3	243	0	243	0
	Infrastructure Block	22.3	607	470	607	470
	Regional Protection	22.3	90	54	90	54
	Institutional Grants Scheme	22.3	1,210	0	1,210	0
	Research Training Scheme	22.3	3,066	0	3,066	0
	International Postgrad Research Scholarships	22.3	43	33	43	33
	Other Commonwealth Government Grants					
	ATAS and AFB Schemes		592	415	592	415
			<hr/> 75,841	<hr/> 67,523	<hr/> 75,841	<hr/> 67,523
2.2	NSW Government financial assistance					
	Department of Health (mental health)		238	170	238	170
	Total NSW Government financial assistance		<hr/> 238	<hr/> 170	<hr/> 238	<hr/> 170
2.3	Fees and charges					
	Continuing education		4,505	3,471	4,505	3,471
	Fee paying overseas students		12,304	10,104	12,304	10,104
	Fee-paying domestic postgraduate students		7,254	6,774	7,254	6,774
	Fee-paying domestic undergraduate students		2,590	1,041	2,590	1,041
	Other fees and charges					
	Residential Fees		9,334	8,916	9,334	8,916
	Conference/Function Charges		982	964	982	964
	Fees for Services Rendered		1,539	1,750	1,539	1,750
	Other Student Fees		3,797	3,580	3,797	3,580
	Other Fees		1,015	1,178	1,015	1,178
	Sub total other fees and charges		<hr/> 16,667	<hr/> 16,388	<hr/> 16,667	<hr/> 16,388
	Total fees and charges		<hr/> 43,320	<hr/> 37,778	<hr/> 43,320	<hr/> 37,778
2.4	Investment Income		3,714	2,216	3,199	2,216
2.5	Royalties, trademarks & licences		8	18	8	18
2.6	Consultancy and contract research		1,330	1,200	1,330	1,200

		Economic Entity Consolidated		Parent Entity University	
		2003	2002	2003	2002
		\$ '000	\$ '000	\$ '000	\$ '000
2.7	Other Revenue				
	Other grants	5,085	4,779	5,085	4,779
	Proceeds from sale of assets	10,105	9,156	10,105	9,156
	Sales of trading stock	3,126	3,308	3,126	3,308
	Other sales	1,479	1,417	1,479	1,417
	Donations & Bequests	613	564	613	564
	Scholarships and Prizes	59	162	59	162
	Other income	4,843	10,663	3,957	5,232
	Total Other Revenue	25,310	30,049	24,424	24,618
3	EXPENSES FROM ORDINARY ACTIVITIES				
3.1	Employee Benefits				
	Academic				
	Salaries	42,126	39,889	42,133	39,889
	Contributions to superannuation & pension schemes				
	• Deferred Employee Benefits for Superannuation	4,626	6,766	4,626	6,766
	• Emerging cost	6,408	6,190	6,408	6,190
	Payroll Tax	3,451	2,496	3,451	2,496
	Worker's Compensation	605	641	605	641
	Long service leave expense (refer note 15.2)	2,043	976	2,043	976
	Annual leave	2,155	24	2,148	24
	Total Academic	61,414	56,982	61,414	56,982
	Non-academic				
	Salaries	50,126	46,451	50,126	46,451
	Contributions to superannuation & pension schemes				
	• Deferred Employee Benefits for Superannuation	5,338	7,857	5,338	7,857
	• Emerging cost	6,699	6,239	6,699	6,239
	Payroll Tax	3,598	2,977	3,598	2,977
	Worker's Compensation	653	792	653	792
	Long service leave expense (refer note 15.2)	1,895	1,151	1,895	1,151
	Annual leave	282	195	282	195
	Total Non-academic	68,591	65,662	68,591	65,662
	Total Employee Benefits	130,005	122,644	130,005	122,644
3.2	Depreciation and amortisation	14,119	13,658	14,119	13,658
3.3	Buildings and grounds	6,603	6,823	6,603	6,823
3.4	Bad & doubtful debts	190	530	190	530

	Economic Entity Consolidated		Parent Entity University	
	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
3.5 Other Expenses				
Stationery, copying, printing and binding	9,388	9,045	9,388	9,045
Travel, staff development & entertainment	5,413	5,586	5,413	5,586
Inventory used	5,161	5,027	5,161	5,027
Non-capitalised equipment	4,408	5,556	4,408	5,556
Telecommunications	3,119	3,430	3,119	3,430
Scholarships & prizes	2,325	2,162	2,325	2,162
Operating lease rental expenses	1,550	1,966	1,550	1,966
Insurance	1,132	812	1,132	812
Carrying amount of assets sold/disposed	10,835	9,722	10,835	9,722
Other expenses	10,233	6,976	9,027	5,853
Total Other Expenses	53,564	50,282	52,358	49,159
4 Sale of Assets				
Proceeds from sale/disposal of assets	10,105	9,156	10,105	9,156
Carrying amount of assets sold/disposed	10,835	9,722	10,835	9,722
Net Profit/(Loss) on sale/disposal of property, plant & equipment	(730)	(566)	(730)	(566)
5 Remuneration of Auditors				
External audit of the financial report	148	142	135	129
Other auditors of subsidiaries' financial reports (Foundation)	6	6	0	0
6 Consultants				
Payments made to consultants during the year totalled \$348,822 (\$538,771 in 2002).				
7 Remuneration of Executives				
Aggregate remuneration of Executives	3,923	2,827	3,923	2,827
	number	number	number	number
\$120,000 to \$129,999	9	2	9	2
\$130,000 to \$139,999	3	1	3	1
\$140,000 to \$149,999	2	5	2	5
\$150,000 to \$159,999	1	2	1	2
\$160,000 to \$169,999	1	2	1	2
\$170,000 to \$179,999	6	0	6	0
\$180,000 to \$189,999	0	0	0	0
\$190,000 to \$199,999	0	3	0	3
\$200,000 to \$209,999	2	1	2	1
\$280,000 to \$289,999	0	0	0	0
\$300,000 to \$319,999	0	1	0	1
\$320,000 and above	1	0	1	0

8 Cash Assets

	Economic Entity Consolidated		Parent Entity University	
	2003	2002	2003	2002
	\$ '000	\$ '000	\$ '000	\$ '000
Cash on Hand	99	91	99	91
Cash at Bank	9,267	633	8,743	0
On Call	9,553	10,978	9,553	10,978
Short-term Money Market	2,423	17,441	2,423	17,441
Total Cash Assets	21,342	29,143	20,818	28,510

9 Receivables

CURRENT

Fees/Trade Debtors	11,071	9,428	11,071	9,428
Less Provision for Doubtful debts	(830)	(707)	(830)	(707)
	10,241	8,721	10,241	8,721
Other Debtors	335	745	320	726
Total Debtors	10,576	9,466	10,561	9,447
Accrued Interest	524	311	524	311
Other Accrued Income	86	813	86	813
Total Accrued Income	610	1,124	610	1,124
Total Current Receivables	11,186	10,590	11,171	10,571

NON-CURRENT

Receivables from the Commonwealth Government is the
Commonwealth debt relating to deferred superannuation
Total Non-Current Receivables (refer Note 1.7)

75,308	65,344	75,308	65,344
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10 Inventories

Winery	2,214	2,135	2,214	2,135
Mixed Farm	476	557	476	557
Central Stores	347	382	347	382
Cheese Factory	59	54	59	54
Other stock on hand	530	477	530	477
Total Inventories	3,626	3,605	3,626	3,605

11 Other Financial Assets

CURRENT

	Economic Entity Consolidated		Parent Entity University	
	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
Unlisted Managed Unit Trusts	1,643	1,496	0	0
* Listed equities and securities	2,362	2,169	0	0
Total Current Investments	4,005	3,665	0	0

NON-CURRENT

Floating Rate Bank Notes	48,000	23,000	48,000	23,000
Other Long-Term Cash Deposits	2,000	2,000	2,000	2,000
Total Non-Current Investments	50,000	25,000	50,000	25,000

* 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.

12 Other Assets

CURRENT

Prepaid Salaries	2,867	2,219	2,867	2,219
Other prepayments	701	355	701	355
Total Other Current Assets	3,568	2,574	3,568	2,574

NON-CURRENT

Dairy Farm Milk Quota	158	196	158	196
Total Other Non-Current Assets	158	196	158	196

13 Property, Plant and Equipment

13.1 Land and Buildings

At Fair Value	248,133	237,398	248,133	237,398
Accumulated Depreciation	(24,595)	(16,236)	(24,595)	(16,236)
	223,538	221,162	223,538	221,162

13.2 Motor Vehicles

At Fair Value	6,897	6,686	6,897	6,686
Accumulated Depreciation	(1,128)	(1,374)	(1,128)	(1,374)
	5,769	5,312	5,769	5,312

13.3 Plant, Equipment & Software

At Fair Value	33,129	32,965	33,129	32,965
Accumulated Depreciation	(24,276)	(22,627)	(24,276)	(22,627)
	8,853	10,338	8,853	10,338

		Economic Entity Consolidated		Parent Entity University	
		2003	2002	2003	2002
		\$ '000	\$ '000	\$ '000	\$ '000
13.4	Library Collection				
	At Fair Value	31,158	29,404	31,158	29,404
	Accumulated Depreciation	(23,612)	(21,418)	(23,612)	(21,418)
		<u>7,546</u>	<u>7,986</u>	<u>7,546</u>	<u>7,986</u>
13.5	Works of Art				
	At Fair Value	706	754	706	754
13.6	Self Generating and Regenerating Assets				
	At Fair Value	<u>958</u>	<u>958</u>	<u>958</u>	<u>958</u>
	Total Property, plant and equipment	<u>247,370</u>	<u>246,510</u>	<u>247,370</u>	<u>246,510</u>

13.7 **Movement in Carrying Amounts**

Movement in the carrying amount for each class of Property, Plant and Equipment between the beginning and end of the reporting period (Parent Entity only):

	Land and Buildings	Motor Vehicles	Plant, Equip & Software	Library Collection	Works of Art	SGARAs	Total
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Balance at start of year	221,162	5,312	10,338	7,986	754	958	246,510
Additions	4,404	10,575	2,615	1,754	46	0	19,394
Revaluations	6,420						6,420
Disposals	(89)	(9,884)	(768)	0	(94)	0	(10,835)
Depreciation expense	(8,359)	(234)	(3,332)	(2,194)	0	0	(14,119)
Balance end of year	<u>223,538</u>	<u>5,769</u>	<u>8,853</u>	<u>7,546</u>	<u>706</u>	<u>958</u>	<u>247,370</u>

14 Payables

CURRENT

Trade creditors	3,242	6,551	3,351	6,653
Salary accruals	4,322	2,923	4,322	2,923
Other accruals	1,278	901	1,237	892
Total Accounts Payable	<u>8,842</u>	<u>10,375</u>	<u>8,910</u>	<u>10,468</u>

15 Provisions

15.1	Provision for accrued recreation leave	<u>7,110</u>	<u>4,673</u>	<u>7,001</u>	<u>4,571</u>
15.2	Provision for long service leave				
	Provision 1 January	8,997	8,758	8,997	8,758
	Add LSL expense for year	3,938	2,127	3,938	2,127
	Less LSL paid during year	(1,785)	(1,888)	(1,785)	(1,888)
	Provision at 31 December	<u>11,150</u>	<u>8,997</u>	<u>11,150</u>	<u>8,997</u>
	<i>Current</i>	2,500	2,500	2,500	2,500
	<i>Non-Current</i>	8,650	6,497	8,650	6,497
	Provision at 31 December	<u>11,150</u>	<u>8,997</u>	<u>11,150</u>	<u>8,997</u>

	Economic Entity Consolidated		Parent Entity University	
	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
15.3 Provision for employee entitlement oncosts				
Provision 1 January	1,501	1,642	1,501	1,642
Net increase (decrease) in provision	286	(141)	286	(141)
Provision at 31 December	1,787	1,501	1,787	1,501
15.4 Provision for deferred superannuation				
Provision 1 January	66,068	51,445	66,068	51,445
Net increase (decrease) in provision	9,964	14,623	9,964	14,623
Provision at 31 December	76,032	66,068	76,032	66,068
Total Current Provisions	9,610	7,173	9,501	7,071
Total Non Current Provisions	86,469	74,066	86,469	74,066

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 (SASS), and the State Authorities Non-Contributory Superannuation Scheme (SANCS). The provision for deferred superannuation of \$76,032,317 is the net unfunded liability of all schemes, ie. the gross liability less the funded liability and balances held in the reserve accounts.

Details of the deferred liability (where applicable), and the increase/(decrease) in unfunded liability are set out below for each superannuation scheme. The total of all schemes, \$76,032,317, less \$724,232 State Nursing grants already paid to the University, is shown as \$75,308,085 due from the Commonwealth Government in non-current receivables (refer Notes 9 and 1.7).

	SSS \$ '000	SASS \$ '000	SANCS \$ '000	Total \$ '000
2003				
Gross liability 31 December 2003	135,654	16,464	6,928	159,046
Less Equity in Scheme 31 December 2003	(59,632)	(17,011)	(6,371)	(83,014)
Net Deferred liability 31 December 2003	76,022	(547)	557	76,032
2002				
Gross liability 31 December 2002	122,812	15,462	6,885	145,159
Less Equity in Scheme 31 December 2002	(57,157)	(16,584)	(5,350)	(79,091)
Net Deferred liability 31 December 2002	65,655	(1,122)	1,535	66,068

Assumptions adopted by Pillar Administration were as follows:

	2003/04 % pa	2004/05 % pa	2005/06 & thereafter % pa
Rate of investment return	7.0	7.0	7.0
Rate of salary increase	4.0	4.0	4.0
Rate of increase in CPI	2.5	2.5	2.5

15.5 UniSuper

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	
	2003	2002
	\$ '000	\$ '000
Accrued Benefits	31,152	33,437
Net Surplus/(Shortfall)	1,700	(2,335)
Net Market Value of Assets	32,852	31,102
Vested Benefits	37,282	33,437

15.6 Employee Benefits

Aggregate employee benefits and related on-costs

Current

	Economic Entity Consolidated		Parent Entity University	
	2003	2002	2003	2002
	\$ '000	\$ '000	\$ '000	\$ '000
Accrued Salaries, wages and on-costs	4,322	2,923	4,322	2,923
Provision for Accrued Recreation Leave	7,110	4,673	7,001	4,571
Provision for Accrued Long Service Leave	2,500	2,500	2,500	2,500
	13,932	10,096	13,823	9,994

Non Current

Provision for Accrued Long Service Leave	8,650	6,497	8,650	6,497
Provision for Employee Entitlement On-Costs	1,787	1,501	1,787	1,501
	10,437	7,998	10,437	7,998

Total Employee Benefits

	24,369	18,094	24,260	17,992
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16 Other Liabilities

CURRENT

DEST research financial assistance received in advance	420	476	420	476
HECS trust funds received in advance	3,526	3,216	3,526	3,216
HECS fees received in advance	855	236	855	236
Student fees received in advance	1,869	2,729	1,869	2,729
Other revenue received in advance	2,976	1,877	2,976	1,877
Total income in advance	9,646	8,534	9,646	8,534
Deposits held for other bodies	11	10	11	10
Bank Overdraft	0	1,428	0	1,428
Total Current Other Liabilities	9,657	9,972	9,657	9,972

Economic Entity Consolidated		Parent Entity University	
2003	2002	2003	2002
\$ '000	\$ '000	\$ '000	\$ '000

17 Commitments for Expenditure

Capital, Goods, Services commitments - not later than one year	9,132	9,529	9,132	9,529
Operating Lease commitment (non cancellable);				
- not later than one year	581	581	581	581
- between one and two years	581	581	581	581
- between two and three years	333	581	333	581
- between three and four years	0	333	0	333
Building works commitments - not later than one year (projects under project management)	8,815	2,001	8,815	2,001
	19,442	13,606	19,442	13,606

18 Contingent liabilities

The University has a contingent liability relating to an industrial matter. The matter is currently listed for conciliation through the New South Wales Industrial Relations Commission and at this time it is not possible to estimate any potential financial affect.

19 Disaggregation Information

	Revenue		Results		Assets	
	2003	2002	2003	2002	2003	2002
Consolidated	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Industry						
Higher Education	215,005	207,427	10,524	13,490	416,563	386,627
TAFE	0	0	0	0	0	0
Other	0	0	0	0	0	0
	215,005	207,427	10,524	13,490	416,563	386,627
Unallocated	0	0	0	0	0	0
Total	215,005	207,427	10,524	13,490	416,563	386,627

	Revenue		Results		Assets	
	2003	2002	2003	2002	2003	2002
Geographical	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Australia	215,005	207,427	10,524	13,490	416,563	386,627
Asia	0	0	0	0	0	0
Other	0	0	0	0	0	0
	215,005	207,427	10,524	13,490	416,563	386,627
Unallocated	0	0	0	0	0	0
Total	215,005	207,427	10,524	13,490	416,563	386,627

20 Statement of Cash Flows

20.1 Reconciliation of Cash

For the purposes of the statement of cash flows, the University considers cash to include cash on hand, in bank and investments in money market instruments. Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	Economic Entity Consolidated		Parent Entity University	
	2003	2002	2003	2002
	\$ '000	\$ '000	\$ '000	\$ '000
Cash on hand	99	91	99	91
Bank Overdraft	0	(795)	0	(1,428)
Cash at bank	9,267	0	8,743	0
Deposits at call	9,553	10,978	9,553	10,978
Term Deposits	2,423	17,441	2,423	17,441
	21,342	27,715	20,818	27,082

20.2 Reconciliation of Net Cash used in Operating Activities with the Operating Result

Operating result

	Economic Entity Consolidated		Parent Entity University	
	2003	2002	2003	2002
	\$ '000	\$ '000	\$ '000	\$ '000
Operating result	10,524	13,490	10,329	9,182
Increase in Accrued Interest	(173)	(37)	(173)	(37)
Increase in debtors and provision for doubtful debts	(1,096)	(1,002)	(1,113)	(1,048)
Increase in C'wealth govt revenues received in Advance	(4)	434	(4)	434
Increase in Student Fees received in Advance	1,109	1,221	1,109	1,221
Increase in Other Income received in Advance	1,062	1,720	1,062	1,720
Loss on sale of assets & investments	709	575	730	566
Loss on revaluation of investments	(251)	457	0	0
Recognition of net assets of Foundation & Trusts	0	(4,489)	0	0
Adjustment on reconciliation of non-current assets	0	368	0	368
Increase/(Decrease) in HECS Trust Fund in advance	309	(40)	309	(40)
Increase in HECS up front receipts in advance	619	770	619	770
Increase in Accrued Income	(2)	(65)	(2)	(65)
Increase/(Decrease) in accrued salaries	1,398	(1,756)	1,398	(1,756)
Increase in prepaid salaries	(621)	(1,381)	(621)	(1,381)
Increase in Provision for Leave and Employee Entitlements	4,869	318	4,869	318
Increase/(Decrease) in accrued expenses	(2,909)	1,416	(2,941)	1,414
Depreciation	14,119	13,658	14,119	13,658
Increase in Other Prepayments	(374)	(289)	(374)	(289)
Decrease/(Increase) in inventory	(21)	227	(21)	227
Net cash used in operating activities	27,049	25,595	27,077	25,262

21 Financial Instruments

(a) Interest rate risk

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

2003 Financial Instruments	Floating Interest rate \$ '000	Fixed interest maturing in up to 1 year \$ '000	Fixed interest maturing in 1 to 5 years \$ '000	Non interest bearing \$ '000	Carrying amount per financial statements \$ '000	Weighted average effective interest rate *
Financial Assets						
Cash				9,366	9,366	N/A
Debtors	524			10,662	11,186	N/A
Investments	9,553	6,428	50,000		65,981	5.6%
Total Financial Assets	10,077	6,428	50,000	20,028	86,533	
Financial Liabilities						
Creditors				8,842	8,842	N/A
Bank Overdraft				0	0	N/A
Total Financial Liabilities	0	0	0	8,842	8,842	
2002						
Financial Instruments	Floating Interest rate \$ '000	Fixed interest maturing in up to 1 year \$ '000	Fixed interest maturing in 1 to 5 years \$ '000	Non interest bearing \$ '000	Carrying amount per financial statements \$ '000	Weighted average effective interest rate *
Financial Assets						
Cash				724	724	N/A
Debtors	311			10,279	10,590	N/A
Investments	10,978	21,106	25,000		57,084	4.9%
Total Financial Assets	11,289	21,106	25,000	11,003	68,398	
Financial Liabilities						
Creditors				10,468	10,468	N/A
Bank Overdraft				1,428	1,428	N/A
Total Financial Liabilities	0	0	0	11,896	11,896	

* Weighted average effective interest rate was computed on an annual basis.

(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 economic entity's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the financial statements.

Credit risk by classification of counterparty		Banks \$ '000	Students \$ '000	Other \$ '000	Total \$ '000
2003	Cash	9,267	0	99	9,366
	Debtors	524	3,764	6,898	11,186
	Investments	59,976	0	6,005	65,981
	Total Financial Assets	69,767	3,764	13,002	86,533
2002	Cash	633	0	91	724
	Debtors	311	3,571	6,708	10,590
	Investments	51,419	0	5,665	57,084
	Total Financial Assets	52,363	3,571	12,464	68,398

22 Acquittal of Commonwealth Government Financial Assistance
Parent Entity (Charles Sturt University) ONLY

22.1 Teaching and Learning

A. Financial Assistance in advance (paid in previous reporting period for current reporting period)

B. Plus Financial Assistance received during reporting period

C. Plus Contributions actually received from students

D. Less Financial Assistance in advance (received in reporting period for next reporting period)

Total from DEST A+B+C-D

Accrual Adjustments

-Adjustment to Payments due to accounting policy

-Prior year over-enrolments

Revenue Attributed to reporting period

Plus Surplus/(Deficit) prior year

Funds available for reporting period

Less Expenses for current period

Surplus/(Deficit) for reporting period

2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
Operating financial assistance						Capital Development Pool		BOTPLS	
		HECS		PELS					
4,280	4,365	3,216	3,256	0	0	0	0	0	0
61,179	61,764	40,514	40,792	2,729	1,950	2,091	2,617	7	0
		10,034	11,068						
(4,381)	(4,280)	(3,525)	(3,216)	0	0	0	0	0	0
61,078	61,849	50,239	51,900	2,729	1,950	2,091	2,617	7	0
101	(85)			(186)					
4,493		2,491							
65,672	61,764	52,730	51,900	2,543	1,950	2,091	2,617	7	0
0	0	0	0	0	0	0	0	0	0
65,672	61,764	52,730	51,900	2,543	1,950	2,091	2,617	7	0
65,672	61,764	52,730	51,900	2,543	1,950	2,091	2,617	7	0
0	0	0	0	0	0	0	0	0	0

22.2 Australian Research Council

A. *Financial Assistance in advance (paid in previous reporting period for current reporting period)*

B. *Plus Financial Assistance received during reporting period*

C. *Less Financial Assistance in advance (received in reporting period for next reporting period)*

Total from ARC A+B-C

Accrual Adjustments

-Adjustment to Payments due to accounting policy

-Prior year over-enrolments

-Transfer to/from other institutions

-Recovery of prior year financial assistance

Revenue Attributed to reporting period

Plus Surplus/(Deficit) prior year

Funds available for reporting period

Less Expenses for current period

Surplus/(Deficit) for reporting period

2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
Linkage - Centres		Linkage - Projects		Discovery - Project (large grants)		Linkage - International Research Exchange	
0	0	42	0	35	0	1	0
943	899	620	572	288	243	14	13
0	0	0	(42)		(35)		(1)
943	899	662	530	323	208	15	12
		122		(20)			
				(36)			
943	899	784	530	267	208	15	12
87	0	390	24	227	50	12	0
1,030	899	1,174	554	494	258	27	12
993	812	728	164	288	31	5	0
37	87	446	390	206	227	22	12

22.3 DEST Research Financial Assistance

A. Financial Assistance in advance (paid in previous reporting period for current reporting period)

B. Plus Financial Assistance received during reporting period

C. Less Financial Assistance in advance (received in reporting period for next reporting period)

Total from DEST A+B-C

Accrual Adjustments

-Adjustment to Payments due to accounting policy

-Prior year over-enrolments

Revenue Attributed to reporting period

Plus Surplus/(Deficit) prior year

Funds available for reporting period

Less Expenses for current period

Surplus/(Deficit) for reporting period

2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
Australian Postgraduate Awards Pre 2002		Australian Postgraduate Awards 2002 Onwards		Research Infrastructure Block Grants		Regional Protection Grants		International Postgrad Scholarships	
0	0	0	0	48	38	7	0	0	0
187	521	258	0	626	480	87	61	43	33
0	0	0	0	(67)	(48)	(4)	(7)	0	0
187	521	258	0	607	470	90	54	43	33
31		(15)							
218	521	243	0	607	470	90	54	43	33
55	0	0	0	126	0	0	0	6	0
273	521	243	0	733	470	90	54	49	33
252	466	232	0	677	344	90	54	30	27
21	55	11	0	56	126	0	0	19	6

	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
	Institutional Grants Scheme		Research Training Scheme		Research Centres		Small Research	
A. Financial Assistance in advance (paid in previous reporting period for current reporting period)	96	0	245	0	0	0	0	0
B. Plus Financial Assistance received during reporting period	1,218	96	3,066	245	0	0	0	0
C. Less Financial Assistance in advance (received in reporting period for next reporting period)	(104)	(96)	(245)	(245)	0	0	0	0
Total from DEST A+B-C	1,210	0	3,066	0	0	0	0	0
Accrual Adjustments								
-Adjustment to Payments due to accounting policy								
-Prior year over-enrolments								
Revenue Attributed to reporting period	1,210	0	3,066	0	0	0	0	0
Plus Surplus/(Deficit) prior year	0	0	0	0	0	0	0	0
Funds available for reporting period	1,210	0	3,066	0	0	0	0	0
Less Expenses for current period	1,210	0	3,066	0	0	0	0	0
Surplus/(Deficit) for reporting period	0	0	0	0	0	0	0	0

22.4 Summary of Unspent Financial Assistance

	Amount of unspent financial assistance as at 31 December 2003 \$ '000	Amount of unspent financial assistance that will more likely be approved by the Common- wealth for carry forward 2003 \$ '000	Amount of unspent financial assistance that will more likely be recovered by the Commonwealth 2003 \$ '000
Teaching & Learning:			
Operating, excluding HECS,PELS & BOTPLS	0	0	0
Capital Development Pool	0	0	0
HECS	0	0	0
PELS	0	0	0
BOTPLS	0	0	0
ARC:			
Linkage: Centres of Excellence	37	37	0
Linkage Projects	446	446	0
Discovery: Projects (Large Grants)	206	206	0
Linkage: International Research Ex	22	22	0
DEST RESEARCH:			
Institutional Grants Scheme	0	0	0
Research Training Scheme	0	0	0
Research Infrastructure	56	56	0
Regional Protection Grants	0	0	0
Australian Postgraduate Awards:			
- Pre-2002 Funding Component	21	21	0
- 2002 Onwards Funding Component	11	11	0
International Postgraduate Research Scholarships	19	19	0
TOTAL	818	818	0

23 Reserves

Movements during the year are shown below.

	Economic Entity Consolidated		Parent Entity University	
	2003 \$ '000	2002 \$ '000	2003 \$ '000	2002 \$ '000
<i>Asset Revaluation Reserve</i>				
Balance at the beginning of the financial year	68,519	68,519	68,519	68,519
2003 Land Revaluation	6,420	0	6,420	0
Balance at end of financial year	74,939	68,519	74,939	68,519

24 Accumulated Funds

Balance at the beginning of the financial year	216,522	203,032	212,214	203,032
Operating result from ordinary activities	10,524	13,490	10,329	9,182
Transfers to/from reserves	0	0	0	0
Balance at end of financial year	227,046	216,522	222,543	212,214

END OF AUDITED FINANCIAL STATEMENTS

Charles Sturt Services Limited

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

Annual Financial Statements

for Year Ended 31 December 2003

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9285.0166
Z1133/KW

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

15 April 2004

Dear Mr Hackett

STATUTORY AUDIT REPORT For the Year Ended 31 December 2003

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 2003, 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 we wrote to you on 17 April 2003. My audit is continuous and I may therefore identify new significant matters before I next report to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on the agency's activities and financial operations 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 2004.

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.

Acknowledgment

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

Yours sincerely



R J Sendt
Auditor-General

cc Professor I Goulter, Vice-Chancellor Charles Sturt University
The Hon Dr A J Refshauge, Minister for Education and Training
The Hon M R Egan MLC, 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 2003

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, 2003 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 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



J.F. Hackett



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 2003

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 2003 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 6th day of February 2004



J.F. Hackett



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 2003

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 52, joined the Board in 2003
M/s I B McMullen, Director,	BA Arts (Melbourne), MBA (HRM) (Charles Sturt) Human Resource Manager, aged 58, joined the Board in 2002
Prof J Pratley, Director,	PhD, <i>Uni NSW</i> , BSc (hons) (Uni NSW) Academic, aged 57, 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 43, 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
Chubb Insurance Company of Australia Ltd
Policy No: 93289849(02)
Expiry Date: 31 December 2004

Charles Sturt Services Limited

(a company limited by guarantee)

ABN No. 64 085 727 288

9. During the year ended 31 December 2003 three (3) Director's meeting were held. The number of meetings at which Directors were in attendance is as follows:

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

There were no special or other meetings held during 2003.

Dated at Wagga Wagga this 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



J.F. Hackett



A.J. Callander

Statement of Financial Position
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Receivables	7e	28,874	48,750
Other	7e	72	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<hr/> 28,946	<hr/> 48,750
TOTAL ASSETS		<hr/> 28,946	<hr/> 48,750
CURRENT LIABILITIES			
Creditors and Accruals	11	14,436	29,644
Provisions	4&10	14,510	19,106
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<hr/> 28,946	<hr/> 48,750
TOTAL LIABILITIES		<hr/> 28,946	<hr/> 48,750
NET ASSETS		<hr/> 0	<hr/> 0
EQUITY			
Accumulated Funds		<hr/> 0	<hr/> 0
TOTAL RETAINED EARNINGS		<hr/> 0	<hr/> 0

* The accompanying notes form part of the financial statements.

Statement of Financial Performance
for the year ended 31 December 2003

		2003	2002
	Note	\$	\$
Revenue from ordinary activities	2a	689,418	685,657
Expenses from ordinary activities	2b	<u>689,418</u>	<u>685,657</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 2003

	2003	2002
	\$	\$
	Inflows	Inflows
	(Outflows)	(Outflows)
Cash Flows from Operating Activities		
Cash Receipts from operations	709,222	679,147
Salaries and Oncosts	(704,322)	(679,111)
Other Operating Costs	(4,900)	(36)
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	19,876	47,067
(Increase)/Decrease in Other Current Assets	(72)	0
Increase/(Decrease) in Provision for Annual Leave	(4,596)	3,180
Increase/(Decrease) in Creditors	(15,208)	(50,247)
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 2003

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 2003 at rates expected to be paid.

There were 14 employees as at 31 December 2003.

- (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

	2003	2002
	\$	\$
Fees for Services Rendered	689,418	685,657
Total income	689,418	685,657

The income of \$689,418 from Charles Sturt University was principally for employment services provided to Charles Sturt University.

Note 2b

Expenditure

	2003	2002
	\$	\$
Salaries	587,433	592,709
Provision for Annual Leave	(4,596)	3,180
Superannuation 48,931	47,225	
Payroll Tax	46,170	31,228
Workers Compensation	6,580	7,949
Audit Fees	3,500	3,330
Fees for Services	1,364	0
Stores and Provisions	36	36
Total expenditure	689,418	685,657

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 2003 was \$3,500. 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
100,000-109,999	2
170,000-179,999	2

Note 7

Related Parties

(a) Names of Directors

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

Mr J A Hill
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:

	2003 \$	2002 \$
Current Receivables Controlling Entity	<u>28,874</u>	<u>48,750</u>
Other Assets	<u>72</u>	<u>0</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:

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	28,874	28,874	N/A
Total Financial Assets	-	-	-	-	28,874	28,874	N/A
Financial Liabilities							
Creditors	-	-	-	-	14,436	14,436	N/A
Total Financial Liabilities	-	-	-	-	14,436	14,436	N/A

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	48,750	48,750	N/A
<i>Total Financial Assets</i>	-	-	-	-	48,750	48,750	N/A
Financial Liabilities							
Creditors	-	-	-	-	29,644	29,644	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	29,644	29,644	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

	2003 \$	2002 \$
Provision for Accrued Recreation Leave	14,510	19,106
Accrued Salaries, wages and on-costs	10,586	25,981
Aggregate Employee Benefits	25,096	45,087

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 Liabilities

The Company has a contingent liability relating to an industrial matter. The matter is currently listed for conciliation through the New South Wales Industrial Relations Commission and at this time it is not possible to estimate any potential financial effect.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

There are no subsequent events.

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 2003

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9285.0166
Z963/KW

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

15 April 2004

Dear Mr Hackett

STATUTORY AUDIT REPORT
For the Year Ended 31 December 2003
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 2003, 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 we wrote to you on 17 April 2003. My audit is continuous and I may therefore identify new significant matters before I next report to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on the company's activities and financial operations 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 2004.

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 the company 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 Mitchell Services Limited's staff for their courtesy and assistance.

Yours sincerely



R J Sendt
Auditor-General

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

Statement by Members of the Board for the Year Ended 31 December 2003

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, 2003 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 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



J.F. Hackett



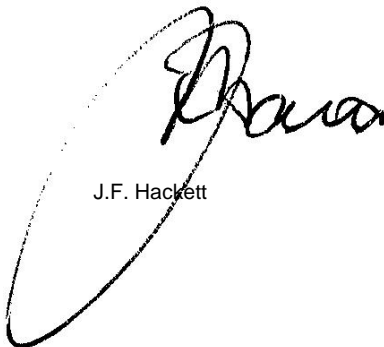
A.J. Callander

Directors' Declaration for the Year Ended 31 December 2003

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 2003 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 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



J.F. Hackett



A.J. Callander

Mitchell Services Limited

(a company limited by guarantee)

ABN No. 37 063 446 864

Directors' Report for the Year Ended

31 December 2003

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. Qld*, GdipHosp *Sheff-Hall*, AFCIA,
Residential Director, aged 43, joined the Board in 1995.

Mr J F Hackett, FCIS, FCIM, MNIA,
Accountant, aged 52, joined the Board in 1995

Dr G A Walker, Mcom, DipEd *UNSW*, Phd *Macquarie*
Academic, aged 56, joined the Board in 2001

M/s V A Horner, RN Lithgow District Hospital
Operations Manager, aged 48, joined the Board in 2002

Mr S J Gittoes, Dip (Fin Plan) *Deakin*
Administrator, aged 45, joined the Board in 2003

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
Chubb Insurance Company of Australia Ltd
Policy No: 93289849(02)
Expiry Date: 31 December 2004

9. During the year ended 31 December 2003 six (6) Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

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

There were no special or other meetings held during 2003.

Dated at Bathurst this 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



J.F. Hackett



A.J. Callander

Statement of Financial Position
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Receivables	7e	56,894	35,643
Other	7e	0	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<hr/> 56,894	<hr/> 35,643
TOTAL ASSETS		<hr/> 56,894	<hr/> 35,643
CURRENT LIABILITIES			
Creditors and Accruals	11	18,986	14,160
Provisions	4 & 10	37,908	18,600
Income in Advance	12	0	2,883
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<hr/> 56,894	<hr/> 35,643
TOTAL LIABILITIES		<hr/> 56,894	<hr/> 35,643
NET ASSETS		<hr/> 0	<hr/> 0
EQUITY			
Accumulated Funds		<hr/> 0	<hr/> 0
TOTAL RETAINED EARNINGS		<hr/> 0	<hr/> 0

* The accompanying notes form part of the financial statements.

Statement of Financial Performance
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
Revenue from ordinary activities	2a	934,815	814,426
Expenses from ordinary activities	2b	<u>934,815</u>	<u>814,426</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 2003

	2003	2002
	\$	\$
	Inflows	Inflows
	(Outflows)	(Outflows)
Cash Flows from Operating Activities		
Cash Receipts from Operations	912,007	807,275
Salaries and Oncosts	(877,347)	(785,561)
Other Operating Costs	<u>(34,660)</u>	<u>(21,714)</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	(21,251)	177,193
(Increase)/Decrease in Other Current Assets	0	0
Increase/(Decrease) in Provision for Annual Leave	19,308	3,821
Increase/(Decrease) in Creditors	4,826	-183,897
Increase/(Decrease) in Income in Advance	<u>(2,883)</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 2003

Mitchell Services Limited is incorporated in Australia as a company limited by guarantee (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 2003 at rates expected to be paid.

There were 34 employees as at 31 December 2003.

(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

	2003	2002
	\$	\$
Fees for Services Rendered	924,309	802,211
Insurance Reimbursement	0	4,213
Salary Reimbursement	10,506	8,002
Total income	<u>934,815</u>	<u>814,426</u>

The income of \$934,815 was principally for cleaning services provided to Charles Sturt University, Bathurst Campus.

Note 2b Expenditure

	2003	2002
	\$	\$
Salaries	695,764	637,921
Provision for Annual Leave	19,308	3,821
Superannuation	60,295	52,339
Payroll Tax	48,370	39,178
Workers Compensation	72,918	56,123
Motor Vehicle Expenses	0	900
Audit Fees	3,500	3,330
Stores and Provisions	30,398	18,282
Insurance	1,013	841
Communications	1,447	1,266
Maintenance of Equipment	576	389
Travel	1,106	0
Other	120	36
Total expenditure	<u>934,815</u>	<u>814,426</u>

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 2003 was \$3,500. 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

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
40,000-49,999	1
50,000-59,999	1
100,000-109,999	1
110,000-119,999	1
170,000-179,999	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

- (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:*

	2003 \$	2002 \$
Current Receivables		
Controlling Entity	<u>56,894</u>	<u>35,643</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:

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	56,894	56,894	N/A
<i>Total Financial Assets</i>	-	-	-	-	56,894	56,894	N/A
Financial Liabilities							
Creditors / Income in Advance	-	-	-	-	18,986	18,986	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	18,986	18,986	N/A

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	35,643	35,643	N/A
<i>Total Financial Assets</i>	-	-	-	-	35,643	35,643	N/A
Financial Liabilities							
Creditors	-	-	-	-	17,043	17,043	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	17,043	17,043	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

	2003 \$	2002 \$
Provision for Accrued Recreation Leave	37,908	18,600
Accrued Salaries, wages and on-costs	15,136	10,497
Aggregate Employee Benefits	53,044	29,097

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 Liabilities

There are no contingent Liabilities.

Note 17 Environmental Issues

There are no environmental issues.

Note 18 Subsequent Events

There are no subsequent events.

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 2003

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9285.0166
Z395/kw

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

15 April 2004

Dear Mr Hackett

STATUTORY AUDIT REPORT **For the Year Ended 31 December 2003**

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 2003, 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 we wrote to you on 17 April 2003. My audit is continuous and I may therefore identify new significant matters before I next report to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on the agency's activities and financial operations 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 2004.

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.

Acknowledgment

I thank Rivservices Limited's staff for their courtesy and assistance.

Yours sincerely



R J Sendt
Auditor-General

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

Statement by Members of the Board for the Year Ended

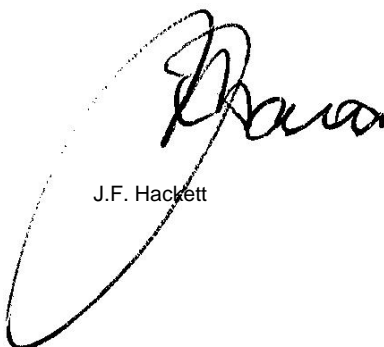
31 December 2003

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, 2003 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 6th day of February 2004 for an on behalf of the Board in accordance with its resolution.



J.F. Hackett



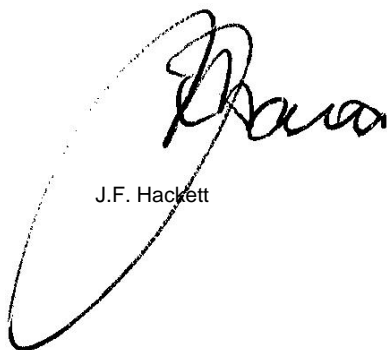
A.J. Callander

Directors' Declaration for the Year Ended 31 December 2003

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 2003 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 6th day of February 2004 for an on behalf of the Board in accordance with its resolution.



J.F. Hackett



A.J. Callander

Directors' Report for the Year Ended 31 December 2003

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 70, joined the Board in 1988
Mr A J Callander, GdipMan C.Qld, GdipHospMan *Sheff-Hall*, BBus CSU, AFCIA
Residential Director, aged 43, joined the Board in 1988
Mr J F Hackett, FCIS, FCIM, MNIA,
Accountant, aged 52, joined the Board in 1988
Professor D L Green, NDD., Des RCA *London*,
Academic, aged 63, joined the Board in 2001
M/s I B McMullen, BA, Arts (Melbourne), MBA (HRM) (Charles Sturt),
Human Resource Manager, aged 58, joined the Board in 2002

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 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:

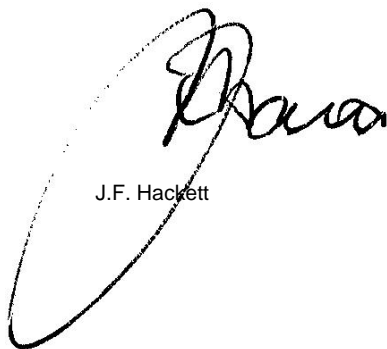
Directors and Officers Liability Cover
Chubb Insurance Company of Australia Ltd
Policy No: 93289849(02)
Expiry Date: 31 December 2004

9. During the year ended 31 December 2003 three (3) Directors' meetings were held. The number of meetings at which Directors were in attendance is as follows:

Name of Director	No. of Meetings Held while in Office	Meetings Attended
Mrs A Brassil	3	2
Mr A J Callander	3	1
Mr J F Hackett	3	3
Professor D L Green	3	2
M/s I B McMullen	3	3

There were no special or other meetings held during 2003.

Dated at Wagga Wagga this 6th day of February 2004 for an on behalf of the Board in accordance with its resolution.



J.F. Hackett



A.J. Callander

Statement of Financial Position
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Receivables	7e	151,384	121,146
Other	7e	0	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<hr/> 151,384	<hr/> 121,146
TOTAL ASSETS		<hr/> 151,384	<hr/> 121,146
CURRENT LIABILITIES			
Creditors and Accruals	11	39,162	24,651
Provisions	4&10	<hr/> 45,192	<hr/> 54,742
TOTAL CURRENT LIABILITIES		<hr/> 84,354	<hr/> 79,393
NON CURRENT LIABILITIES			
Provisions	4&10	<hr/> 67,030	<hr/> 41,753
TOTAL NON CURRENT LIABILITIES		<hr/> 67,030	<hr/> 41,753
TOTAL LIABILITIES		<hr/> 151,384	<hr/> 121,146
NET ASSETS		<hr/> 0	<hr/> 0
EQUITY			
Accumulated Funds		<hr/> 0	<hr/> 0
TOTAL RETAINED EARNINGS		<hr/> 0	<hr/> 0

* The accompanying notes form part of the financial statements.

Statement of Financial Performance
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
Revenue from ordinary activities	2a	1,968,466	1,987,392
Expenses from ordinary activities	2b	<u>1,968,466</u>	<u>1,987,392</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 2003

	2003	2002
	\$	\$
	Inflows	Inflows
	(Outflows)	(Outflows)
Cash Flows from Operating Activities		
Cash Receipts from Operations	1,938,228	1,972,915
Salaries and Oncosts	(1,807,857)	(1,861,882)
Other Operating Costs	<u>(130,371)</u>	<u>(111,033)</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	(30,238)	221,647
(Increase)/Decrease in Other Current Assets	0	5,580
Increase/(Decrease) in Provision for Long service Leave	25,277	4,607
Increase/(Decrease) in Provision for Annual Leave	(9,550)	6,540
Increase/(Decrease) in Creditors	<u>14,511</u>	<u>(238,374)</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 2003

Rivservices Limited is incorporated in Australia as a company limited by guarantee (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 2003 at the rate expected to be paid.

There were 63 employees as at 31 December 2003.

(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

	2003	2002
	\$	\$
Fees for Services Rendered	1,958,644	1,971,230
Insurance Reimbursement	9,632	13,797
Other Income 190	2,365	
Total income	1,968,466	1,987,392

The income of \$1,968,466 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 \$11,246.

Note 2b

Expenditure

	2003	2002
	\$	\$
Salaries	1,497,186	1,491,731
Provision for Annual Leave	(9550)	6,540
Provision for Long Service Leave	25,277	4,607
Superannuation 118,440	112,397	
Payroll Tax	101,570	87,336
Workers Compensation	90,661	170,418
Buildings and Grounds	597	0
Audit Fees	3,500	3,330
Consultants	2,375	0
Maintenance of Equipment	415	2,009
Motor Vehicle Expenses	8,383	7,396
Stores and Provisions	106,183	97,961
Insurance	956	801
Equipment	18,035	0
Communications	2,943	2,720
Other	1,495	146
Total expenditure	1,968,466	1,987,392

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 2003 was \$3,500. 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
100,000 -109,999	3
170,000-179,999	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

(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:*

	2003 \$	2002 \$
Current Receivables Controlling Entity	151,384	121,146
	<u>151,384</u>	<u>121,146</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:

2003

2003

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

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	121,146	121,146	N/A
Total Financial Assets	-	-	-	-	121,146	121,146	N/A
Financial Liabilities							
Creditors	-	-	-	-	24,651	24,651	N/A
Total Financial Liabilities	-	-	-	-	24,651	24,651	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

	2003 \$	2002 \$
Current		
Provision for Accrued Recreation Leave	45,192	54,742
Accrued Salaries, wages and on-costs	35,312	20,988
Non Current		
Provision for Long Service Leave	67,030	41,753
Aggregate Employee Benefits	147,534	117,483

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 Liabilities

There are no contingent Liabilities.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

There are no subsequent events.

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 2003

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9285.0166
Z964/kw

Mr D Battersby
Chairperson
Olive Street Services Limited
P O Box 789
ALBURY NSW 2640

15 April 2004

Dear Mr Battersby

STATUTORY AUDIT REPORT For the Year Ended 31 December 2003

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 2003, 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 we wrote to you on 17 April 2003. My audit is continuous and I may therefore identify new significant matters before I next report to Parliament on the agency's audit. If this occurs, I will write to you immediately.

Auditor-General's Report to Parliament

Comment on the agency's activities and financial operations 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 2004.

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.

Acknowledgment

I thank Olive Street Services Limited's staff for their courtesy and assistance.

Yours sincerely



R J Sendt
Auditor-General

cc Professor I Goulter, Vice-Chancellor Olive Street University
 The Hon Dr A J Refshauge, Minister for Education and Training
 The Hon M R Egan MLC, 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 2003

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, 2003 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 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



S C Smith



G G Jackson

Olive Street Services Limited

(a company limited by guarantee)

ABN No. 56 057 200 138

Directors' Declaration for the Year Ended

31 December 2003

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, 2003;
2. the accompanying statement of financial position gives a true and fair view of the Company's state of affairs as at 31 December, 2003
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 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



S C Smith



G G Jackson

Olive Street Services Limited

(a company limited by guarantee)

ABN No. 56 057 200 138

Directors' Report for the Year Ended

31 December 2003

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:

Prof D Battersby, Director, MHEd NSW, PhD *Waik.*

Academic, aged 49, joined the Board in 1999.

Mr G G Jackson, Director,

Services Officer, aged 56, joined the Board in 2001

Mr S C Smith, Director, BBus(Accounting) *C. Sturt*, ASA,

Accountant, aged 48, 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 02003

Expiry Date: 31 December 2003

Olive Street Services Limited

(a company limited by guarantee)

ABN No. 56 057 200 138

9. During the year ended 31 December 2003 two Directors meetings were held. The number of meetings at which Directors were in attendance is as follows:

Name of Director	No. of Meetings Held while in Office	Meetings Attended
Prof D Battersby	2	2
Mr S C Smith	2	2
Mr G G Jackson	2	2

There were no special or other meetings held during 2003.

Dated at Albury this 6th day of February 2004 for and on behalf of the Board in accordance with its resolution.



S C Smith



G G Jackson

Statement of Financial Position
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Receivables	7e	18,819	15,070
Other	7e	0	0
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		<hr/> 18,819	<hr/> 15,070
TOTAL ASSETS		<hr/> 18,819	<hr/> 15,070
CURRENT LIABILITIES			
Creditors and Accruals	11	8,171	6,024
Provisions	4,10	10,648	9,046
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		<hr/> 18,819	<hr/> 15,070
TOTAL LIABILITIES		<hr/> 18,819	<hr/> 15,070
NET ASSETS		<hr/> 0	<hr/> 0
RETAINED EARNINGS			
Accumulated Funds		<hr/> 0	<hr/> 0
EQUITY		<hr/> 0	<hr/> 0

* The accompanying notes form part of the financial statements.

Statement of Financial Performance
for the year ended 31 December 2003

	Note	2003 \$	2002 \$
Revenue from ordinary activities	2a	247,179	195,384
Expenses from ordinary activities	2b	<u>247,179</u>	<u>195,384</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 2003

	2003	2002
	\$	\$
	Inflows	Inflows
	(Outflows)	(Outflows)
Cash Flows from Operating Activities		
Cash receipts from operations	243,430	195,384
Salaries and Oncosts	(216,259)	(175,167)
Other Operating Costs	<u>(27,171)</u>	<u>(20,217)</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	(3,749)	42,053
(Increase)/Decrease in Other Current Assets	0	0
Increase/(Decrease) in Provision for Annual Leave	1,602	(162)
Increase/(Decrease) in Creditors	<u>2,147</u>	<u>(41,891)</u>
Net Cash Provided by Operating Activities	<u>0</u>	<u>0</u>

* The accompanying notes form part of the financial statements.

Olive Street Services Limited

(a company limited by guarantee)

ABN No. 56 057 200 138

Notes to and Forming Part of the Accounts

For the Financial Year Ended 31 December 2003

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, 610 Olive Street, Albury 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 2003 at rates expected to be paid.

There were thirteen employees as at 31 December 2003.

- (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

	2003	2002
	\$	\$
Fees for Services Rendered	247,179	195,384
Total income	247,179	195,384

The income of \$247,179 from Charles Sturt University was principally for cleaning services provided to Charles Sturt University, Albury-Wodonga Campus.

Note 2b Expenditure

	2003	2002
	\$	\$
Salaries	175,657	153,011
Provision for Annual Leave	1,602	(162)
Superannuation	12,139	14,154
Payroll Tax	12,088	8,027
Workers Compensation	14,360	2,152
Audit Fees	3,500	3,330
Communications	302	298
Maintenance of Equipment	300	530
Insurance	339	244
Stores and Provisions	23,640	14,785
Motor Vehicle	744	551
Advertising	104	0
Other	582	286
Total expenditure	247,179	195,384

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 2003 was \$3500. 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	2
150,000-159,999	1

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

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

Prof D Battersby
Mr G G Jackson
Mr S C Smith

(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:

	2003 \$	2002 \$
Current Receivables		
Controlling Entity	<u>18,819</u>	<u>15,070</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:

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	18,819	18,819	N/A
Total Financial Assets	-	-	-	-	18,819	18,819	N/A
Financial Liabilities							
Creditors	-	-	-	-	8,171	8,171	N/A
Total Financial Liabilities	-	-	-	-	8,171	8,171	N/A

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		
	\$	\$	\$	\$	\$	\$	\$
Financial Assets							
Receivables	-	-	-	-	15,070	15,070	N/A
<i>Total Financial Assets</i>	-	-	-	-	15,1070	15,070	N/A
Financial Liabilities							
Creditors	-	-	-	-	6,024	6,024	N/A
<i>Total Financial Liabilities</i>	-	-	-	-	6,024	6,024	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

	2003 \$	2002 \$
Current Provision for Accrued Recreation Leave	10,648	9,046
Accrued Salaries, wages and Oncosts	4,671	2,694
Aggregate Employee Benefits	15,319	11,740

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 Liabilities

There are no contingent liabilities.

Note 16 Environmental Issues

There are no environmental issues.

Note 17 Subsequent Events

One Director, Professor D. Battersby resigned effective 31 December 2003 and two new Directors, Mr Harry Flood and Mr Darrell McDonald were appointed effective 01 January 2004.

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 2003 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 2003

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Independent Audit Report



GPO BOX 12
SYDNEY NSW 2001

9285.0166
Z1280/kw

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

21 April 2004

Dear Mr Willett

STATUTORY AUDIT REPORT

For the Year Ended 31 December 2003

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 2003, 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 me 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 2002 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 2004.

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



R J Sendt
Auditor-General

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



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 2003 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.

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.

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

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.



R J Sendt
Auditor-General

SYDNEY
21 April 2004

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Director's Declaration for the Year Ended

31 December 2003

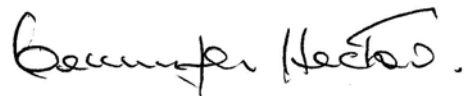
Pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983 and the Corporations Act 2001, the directors of the Charles Sturt Foundation Limited state that:

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 2003 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 21st April 2004.



L J Willett



Jennifer Hector

Charles Sturt Foundation Limited

(a company limited by guarantee)

ABN No. 23 002 557 459

Director's Report for the Year Ended

31 December 2003

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

Review Of Operations

During 2003 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 directors are not aware of any matter or circumstance that has arisen since the end of the financial year and that has significantly affected or may significantly affect:

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

Future Developments

A review is being conducted into the possible restructuring of the company and trusts for which the company acts as trustee with a view to simplifying the structures and administrative process whilst retaining the interests of the trusts' beneficiaries.

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 Liability Cover
Unimutual
Policy No: AU CSU 03002
Expiry Date: 31 December 2004

Proceedings On Behalf Of Company

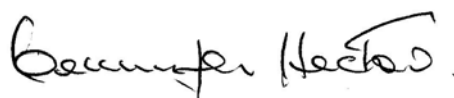
No person has applied for leave of the Court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

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 21st of April 2004.



L J Willett



Jennifer Hector

Statement of Financial Position
for the year ended 31 December 2003

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

Statement of Financial Performance
for the year ended 31 December 2003

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

Statement of Cash Flows
for the year ended 31 December 2003

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 2003

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	\$6,300	\$6,300

5. Right of Indemnity out of the Trust Assets

The assets of the Trusts as at 31 December 2003 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 25 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
\$90,000-99,999	1
\$190,000-199,999	2
\$300,000-309,999	1

Directors

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

DA Battersby	BD Cameron	HL Gardiner	IC Goulter
DL Green	JB Hector (a)	PG Hodgson (r)	MA Kennedy (a)
RH Lewis	RWT Marris (a)	RJ Meyenn (a)	CA Schoffel (r)
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

These services are valued at approximately \$55,000

The company, as trustee, reimbursed Charles Sturt University for an average of 1 full-time equivalent persons during the financial year.

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, Founders Cottage, 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 2003 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	3	4
Bruce Donald CAMERON	Chartered Accountant	from 18/4/97 to present Chairman, Investment sub-committee	4	4
Henry Lee GARDINER	Retired	from 09/12/94 to present Chairman, Riverina Foundation Trust	3	4
Peter Morris GISSING	Pharmacist	Chairman, Pharmacy Trust	none	none
Ian Charles GOULTER	Vice-Chancellor of Charles Sturt University	from 4 /7/ 2001 to present	4	4
David Leslie GREEN	Head of the Wagga Wagga Campus of Charles Sturt University	from 9/3/00 to present	1	4
Jennifer Beatrice HECTOR	Retired	from 3/12/2003 representative, Mitchell Foundation Trust	1	1
Michael Anthony KENNEDY	Chartered Accountant	from 3/12/2003	none	none
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	none	none
Lawrence John WILLETT	Company Director	from 3/12/02 to present Acting Chairman of the Board	4	4
No longer in Office				
Peter George HODGSON		from 24/8/98 to 13/2/03 (Foundation Secretary to 2/4/04)	1	1
Ronald Hugh LEWIS	Solicitor	from 8/12/99 to 12/2/04 was Chairman, Murray Foundation Trust	4	4
Richard Walter Thornton MARRIS	Consultant	from 7/4/2003 to 1/3/20004	1	3
Claude Arthur SCHOFFEL	Retired	from 04/08/94 to 4/2/03	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 2003 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 2003
- (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 2002 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 2004

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 2003

It is the opinion of the Trustee that:

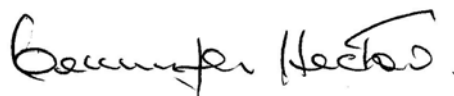
1. the attached is a general purpose financial report and presents a true and fair view of the financial position and performance of the Trusts at 31 December 2003 and the results of their operations and transactions of the Trusts for the year then ended;
2. the financial report has been prepared in 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 21st April 2004.

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.



L J Willett



Jennifer Hector

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 2003

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 2003 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 surplus of \$141,254 for the Charles Sturt University Foundation Trust, a net outlay of \$62,182 for the Mitchell Foundation Trust, a net surplus of \$19,957 for the Murray Foundation Trust, a net surplus of \$37,683 for the Riverina Foundation Trust and a net surplus of \$58,346 for the Pharmacy Trust giving an overall surplus of \$195,058 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 is not aware of any matter or circumstance that has arisen since the end of the financial year and that has significantly affected or may significantly affect:

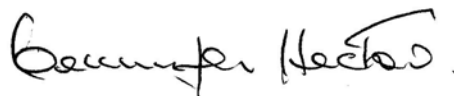
- the operations of the trusts;
- the results of those operations; and
- the state of affairs of the trusts in subsequent years.

This report is in accordance with a resolution of the Trustee made on 21 April 2004 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



L J Willett



Jennifer Hector

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 2003

		All Trusts		Charles Sturt Trust		Mitchell Trust		Murray Trust		Pharmacy Trust		Riverina Trust	
	Note	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)	523,789	632,898	57,684	52,107	353,862	456,065	37,983	45,041	38,671	40,271	35,589	39,414
Receivables	5	15,857	19,384	1,746	1,596	10,713	13,968	1,150	1,380	1,171	1,233	1,077	1,207
		<u>539,646</u>	<u>652,282</u>	<u>59,430</u>	<u>53,703</u>	<u>364,575</u>	<u>470,033</u>	<u>39,133</u>	<u>46,421</u>	<u>39,842</u>	<u>41,504</u>	<u>36,666</u>	<u>40,621</u>
Non-current assets													
Other financial assets	6	<u>4,005,112</u>	<u>3,665,422</u>	<u>441,080</u>	<u>301,777</u>	<u>2,705,776</u>	<u>2,641,294</u>	<u>290,432</u>	<u>260,855</u>	<u>295,692</u>	<u>233,228</u>	<u>272,132</u>	<u>228,268</u>
Total assets		<u>4,544,758</u>	<u>4,317,704</u>	<u>500,510</u>	<u>355,480</u>	<u>3,070,351</u>	<u>3,111,327</u>	<u>329,565</u>	<u>307,276</u>	<u>335,534</u>	<u>274,732</u>	<u>308,798</u>	<u>268,889</u>
Current liabilities													
Payables	7	<u>41,100</u>	<u>9,104</u>	<u>4,526</u>	<u>750</u>	<u>27,766</u>	<u>6,560</u>	<u>2,980</u>	<u>648</u>	<u>3,035</u>	<u>579</u>	<u>2,793</u>	<u>567</u>
Net assets		<u>4,503,658</u>	<u>4,308,600</u>	<u>495,984</u>	<u>354,730</u>	<u>3,042,585</u>	<u>3,104,767</u>	<u>326,585</u>	<u>306,628</u>	<u>332,499</u>	<u>274,153</u>	<u>306,005</u>	<u>268,322</u>
being:													
Equity													
Trust settlements	20	50	50	10	10	10	10	10	10	10	10	10	10
Retained profits	20	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
Total equity		<u>4,503,658</u>	<u>4,308,600</u>	<u>495,984</u>	<u>354,730</u>	<u>3,042,585</u>	<u>3,104,767</u>	<u>326,585</u>	<u>306,628</u>	<u>332,499</u>	<u>274,153</u>	<u>306,005</u>	<u>268,322</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 2003

	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	753,100	1,087,316	232,150	247,505	346,677	617,620	70,432	120,102	20,000	-	83,841	102,089
Investment income	2	514,658	(253,981)	48,567	(34,108)	359,419	(191,031)	34,352	(16,222)	37,424	-	34,896	(12,620)
University Subsidy		61,000	40,000	5,756	5,371	42,600	30,086	4,072	2,555	4,436	-	4,136	1,988
Tax imputation credits refunded		51,171	40,147	4,829	5,392	35,735	30,196	3,415	2,564	3,721	-	3,471	1,995
Total revenue from ordinary activities		1,379,929	913,482	291,302	224,160	784,431	486,871	112,271	108,999	65,581	-	126,344	93,452
Expenses from ordinary activities	3	95,223	64,800	11,294	8,680	64,469	48,780	6,064	4,128	7,235	-	6,161	3,212
Profit for year before distributions		1,284,706	848,682	280,008	215,480	719,962	438,091	106,207	104,871	58,346	-	120,183	90,240
Distributions	19	1,089,648	1,029,531	138,754	189,506	782,144	710,025	86,250	85,000	-	-	82,500	45,000
Profit (loss) after distributions		195,058	(180,849)	141,254	25,974	(62,182)	(271,934)	19,957	19,871	58,346	-	37,683	45,240

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 2003

	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		775,155	1,105,874	234,050	247,505	358,622	636,178	72,632	120,102	20,000		89,851	102,089
Interest received		28,183	24,991	2,660	3,356	19,682	18,797	1,881	1,596	2,049	-	1,911	1,242
Dividends and distributions received		214,424	208,233	20,162	27,933	149,864	156,704	14,308	13,282	15,566	-	14,524	10,314
Other receipts		63,100	80,001	5,954	10,743	44,067	60,172	4,212	5,110	4,589	-	4,278	3,976
Tax imputation credits refunded		51,171	40,147	4,829	5,392	35,735	30,196	3,415	2,564	3,722	-	3,470	1,995
Suppliers paid		(69,339)	(67,293)	(8,130)	(8,908)	(47,479)	(50,943)	(4,153)	(4,221)	(5,227)	-	(4,350)	(3,221)
Net GST refunded by (paid to) Tax Office		40,614	666	(102)	(1,643)	44,764	3,867	(722)	(811)	1,364		(4,690)	(747)
Distributions to beneficiaries		(1,131,493)	(1,059,531)	(138,754)	(189,506)	(823,989)	(740,025)	(86,250)	(85,000)		-	(82,500)	(45,000)
<i>Net cash provided by (used in) operating activities</i>	15(b)	(28,185)	333,088	120,669	94,872	(218,734)	114,946	5,323	52,622	42,063	-	22,494	70,648
Cashflows from investing activities													
Payments for investments made		(611,835)	(1,321,624)	(164,984)	(220,249)	(254,539)	(878,429)	(47,742)	(111,145)	(82,254)		(62,316)	(111,801)
Receipts for investments disposed of		530,911	1,086,921	49,892	145,965	371,070	817,524	35,361	69,424	38,591		35,997	54,008
<i>Net cash provided by (used in) investing activities</i>		(80,924)	(234,703)	(115,092)	(74,284)	116,531	(60,905)	(12,381)	(41,721)	(43,663)		(26,319)	(57,793)
Cashflows from financing activities													
Trust settlement received		-	10	-	-	-	-	-			10		
Transferred to new Pharmacy Trust		-	-		(40,261)	-	-	-	-		40,261		
<i>Net cash provided by (used in) financing activities</i>		-	10	-	(40,261)	-	-	-	-	-	40,271	-	-
Net increase (decrease) in cash held		(109,109)	98,395	5,577	(19,673)	(102,203)	54,041	(7,058)	10,901	(1,600)	40,271	(3,825)	12,855
Cash at beginning of financial year		632,898	534,503	52,107	71,780	456,065	402,024	45,041	34,140	40,271	-	39,414	26,559
Cash at end of financial year	15(a)	523,789	632,898	57,684	52,107	353,862	456,065	37,983	45,041	38,671	40,271	35,589	39,414

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 2003

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 accounts have 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 income and expenditure statement 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.

	2003	2002
	\$	\$
2. Revenue		
Operating revenue		
<i>Gifts (note 19)</i>		
Donations – annually funded scholarships	249,450	264,170
Donations - other	564,650	823,146
Donation returned to donor	<u>(61,000)</u>	<u>-</u>
<i>Investment revenue</i>		
Interest income	28,183	24,991
Dividends income	90,999	71,495
Distributions received	123,510	115,362
Profit (loss) on disposal of investments	21,034	(8,571)
Unrealised gain (loss) on revaluation of investments to market at year end	<u>250,932</u>	<u>(457,258)</u>
Total investment revenue	<u>514,658</u>	<u>(253,981)</u>
<i>Other income</i>		
Subsidy from university	61,000	40,000
Tax imputation credits refunded	<u>51,171</u>	<u>40,147</u>
Revenue from ordinary activities	<u>1,379,929</u>	<u>913,482</u>
3. Expenses		
Salaries and on-costs reimbursed	36,291	44,504
Other administrative expenses	<u>58,932</u>	<u>20,296</u>
Total operating expenses	<u>95,223</u>	<u>64,800</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 2003 was \$5,000. Apart from the audit fees, the auditors did not receive any other benefits.		
5. Receivables		
Investment income receivable	2,657	2,571
Proceeds from sale of investments	13,200	-
Others	<u>-</u>	<u>16,813</u>
	<u>15,857</u>	<u>19,384</u>
6. Other financial assets		
<i>at market value</i>		
Listed equities and trusts	2,160,890	1,975,248
Listed income securities	200,983	194,090
Unlisted managed investment trusts	<u>1,643,239</u>	<u>1,496,084</u>
	<u>4,005,112</u>	<u>3,665,422</u>
7. Payables		
Creditors	7,865	4,104
GST	2,235	-
Accrued expenses	<u>31,000</u>	<u>5,000</u>
	<u>41,100</u>	<u>9,104</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
\$90,000-99,999	1
\$190,000-199,999	2
\$300,000-309,999	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	IC Goulter
DL Green	JB Hector (a)	PG Hodgson (r)	MA Kennedy (a)
RH Lewis	RWT Marris (a)	RJ Meyenn (a)	CA Schoffel (r)
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 2003 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

These services are valued at approximately \$55,000

Employees

As at 31 December 2003, there were the equivalent of 2 full-time employees provided by the Charles Sturt University to the Foundation. The company, as trustee, reimbursed Charles Sturt University for one of these persons during the financial year.

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.

	2003 \$	2002 \$
Cash	<u>523,789</u>	<u>632,898</u>
(b) Reconciliation of net cash provided by operating activities to net profit after distributions		
Net profit after distribution	195,058	(180,849)
Profit (loss) on sale of investments	(21,034)	8,571
(Gain) loss on revaluation of investments	(250,932)	457,258
Decrease (increase) in receivables	16,727	45,670
Increase (decrease) in payables	<u>31,996</u>	<u>2,438</u>
Net cash provided by (used in) operating activities	<u>(28,185)</u>	<u>333,088</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:

	Weighted av. interest rate (pa)	Floating interest rate	Non-interest bearing	Total
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
2002				
<i>Financial assets</i>				
Cash	4.28%	632,898	-	632,898
Receivables		-	19,384	19,384
Other financial assets	7.22%	194,090	3,471,332	3,665,422
		<u>826,988</u>	<u>3,490,716</u>	<u>4,317,704</u>
<i>Financial liabilities</i>				
Creditors		-	9,104	9,104

- 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	2003		2002	
	Collections	Distributions	Collections	Distributions
Charles Sturt University Foundation Trust				
ANZ Visiting Professor	100,000	100,004	100,000	99,417
Residences (Dubbo)	37,500		12,500	
Equine Studies				17,739
Pharmacy			20,500	
Chair in Irrigation	65,000		70,000	25,500
Scholarships - Annually funded	28,000	23,750	43,150	31,150
Scholarships - other		15,000		15,700
Untied	1,650		1,355	
Total - CSU	232,150	138,754	247,505	189,506
Mitchell Foundation Trust				
Commercial Radio	15,000			
Commercial Radio - refunded	(61,000)			
Research (Dr L Johnstone)	35,000	30,000		
BTCAA (Bathurst Teachers College)	2,970		3,453	
Lindsay Smith Memorial			5,809	
Somerville Collection	147,237	418,394	359,051	346,500
Mitchell Staff Club			14,957	
Scholarships - Annually funded	131,950	128,450	172,900	136,525
Scholarships - other		190,000		200,000
Untied	75,520	15,300	61,450	27,000
Total - Mitchell	346,677	782,144	617,620	710,025
Murray Foundation Trust				
AAOMT	46,668	70,000	70,002	70,000
Mark Smyth Mem S/ship Fund	1,300		3,854	
Scholarships - Annually funded	19,000	3,750	3,600	2,500
Scholarships - other		12,500		12,500
Untied	3,464		42,646	
Total - Murray	70,432	86,250	120,102	85,000
Pharmacy Trust (new end 2002)				
Untied	20,000	-	na	na
RiverinaFoundationTrust				
Cervical Cancer Research			1,044	
WACOB			1,000	1,000
WWTC Alumni	5,447		8,327	
Scholarships - Annually funded	70,500	68,500	44,520	34,500
Scholarships - other		14,000		9,500
Untied	7,894		47,198	
Total - Riverina	83,841	82,500	102,089	45,000
Total all trusts	753,100	1,089,648	1,087,316	1,029,531

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

Note 20. Change in equity of the Trusts

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
Retained profits at start of financial year	4,308,550	4,489,399	354,720	602,889	3,104,757	3,376,691	306,618	286,747	274,143	-	268,312	223,072
Profit (loss) after distributions	195,058	(180,849)	141,254	25,974	(62,182)	271,934)	19,957	19,871	58,346	-	37,683	45,240
Transfer to Pharmacy Trust at end of financial year	-	-		(274,143)						274,143		
Retained Profits at end 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
Trust settlements at start of financial year	50	40	10	10	10	10	10	10	10	-	10	10
New settlements	-	10								10		
Trust settlements at end of financial year	50	50	10	10	10	10	10	10	10	10	10	10
Total Equity	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

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

Appendices

Appendix 1	148
Accounts payment performance	148
Appendix 2	148
Economic or other factors	148
Appendix 3	148
Investment Performance	148
Appendix 4	148
Funds granted	148
Appendix 5	148
Major Works	148
Appendix 6	149
Land Disposal	149
Appendix 7	149
Risk management and insurance activities.....	149
Appendix 8	149
Code of conduct and ethics	149
Appendix 9	149
Consumer Response	149
Appendix 10	149
Legal Change.....	149
Appendix 11	149
Employee Wage Movements	149
Appendix 12	149
Enterprise Industrial Relations	149
Appendix 13	150
Consultants	150
Appendix 14	150
New Publications.....	150
Appendix 15	150
Equal employment opportunity	150
Appendix 16	151
Ethnic Affairs Priority Statement	151
Appendix 17	152
Leave liabilities.....	152
Appendix 18	152
Environmental health and safety.....	152
Appendix 19	154
Overseas travel	154
Appendix 20	154
Privacy and personal information.....	154
Appendix 21	154
Electronic Service Delivery	154
Appendix 22	154
Freedom of information.....	154
Appendix 23	157
Management Structure	157

Appendix 1

Accounts payment performance

year ended 31 December 2003

Total accounts paid on time in each quarter

Quarter	Total Accounts Paid on Time			Total Amount Paid
	Target %	Actual %	Current	
Mar	88.00%	88.94%	\$20,067,534	\$22,563,434
Jun	88.00%	87.14%	\$17,202,891	\$19,741,508
Sept	88.00%	90.68%	\$18,959,483	\$20,907,601
Dec	88.00%	89.51%	\$16,484,286	\$18,415,676

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 associated invoices. Although an efficient inter-campus mail system is in place, there are instances where invoices will not be received for processing before their due date. Where possible, extended payment terms have been sought with suppliers to cater for these time lags, and in the majority of cases such arrangements are fully acceptable and no penalties are incurred. A web-based requisition system is currently being investigated by the University which should result in increased efficiencies and therefore an overall improvement in payment performance. Negligible interest was paid by Charles Sturt University during the 2003 year.

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	\$20,067,534	\$1,657,650	\$459,227	\$247,957	\$131,066
Jun	\$17,202,891	\$1,555,492	\$401,286	\$289,752	\$292,087
Sept	\$18,959,483	\$1,225,890	\$321,772	\$191,714	\$208,742
Dec	\$16,484,286	\$1,238,520	\$284,523	\$137,542	\$270,805

Appendix 2

Economic or other factors

There were no significant economic or other factors that impacted on the achievement of operational objectives during 2003.

Appendix 3

Investment Performance

The average rate of return on all funds invested was 5.8%.

The amount of interest earned is \$2,059,822.

All of the investments were initially for periods of between 2 and 5 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 2 and 4 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	3.54%	5.53%	5.13%	5.58%
Benchmark	3.72%	5.70%	5.23%	5.78%

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 2003:

Non-Government Community Organisation	Funds Granted	Description
Riverina Conservatorium	\$20,000	Support the teaching of music within the Wagga Wagga community
Murray Conservatorium	\$20,000	Support the teaching of music within the Albury-Wodonga community
Mitchell Conservatorium	\$20,000	Support the teaching of music within the Bathurst community
2MCE-FM Radio Station	\$145,000	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
Total	\$316,900.00	

Appendix 5

Major Works

The following major works projects were commenced during 2003.

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	1,315,000 (15,000)	Nov-03 Jun-04 Jun-04	
Dubbo Interactive Learning Centre Stage 2	6,936,000 (1,197,000)	Nov-03 Dec-04 Dec-04	Changes in design and documentation.
Thurgoona Academic Accommodation	2,251,000 (341,000)	Jun-03 Dec-04 Dec-04	Changes to trade packages systems to improve performance of heating and cooling and pre-tentative maintenance.

Appendix 6

Land Disposal

During 2003, the University sold two parcels of unused land in Thurgoona, Albury for \$90,000 after a formal valuation of the property. Consistent with the requirements under the *Charles Sturt University Act 1989*, the land was sold with the approval of the Minister for Education and Training granted on 24 October 2003. An application for documents concerning details of the properties disposed of during 2003 may be made to the Office of Corporate Governance and the University Secretary in accordance with the *Freedom of Information Act 1989*.

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 & Product Liability	QBE Insurance Aust Ltd
Professional Indemnity	Dexta Corporation Ltd
Motor Vehicle	Allianz Australia Ltd
Contract Works	QBE Mercantile Mutual
Corporate Travel	American Home Assurance Company
ACT Workers Compensation	CGU Workers Compensation
Fidelity Guarantee	Ace Insurance Ltd
Professional Indemnity – Malpractice	Vero Insurance Ltd
Director & Other Officers/Company Reimbursement Liability	Chubb Insurance Company of Australia Ltd
Worker's Compensation	Allianz Australia Ltd

During 2003, the University restructured the office of University Auditor and commenced a review of its risk management practices and framework. A new risk management strategy has been developed for approval of the University Council in 2004. This strategy will be supported by the roll-out of risk management training and support tools and the development of comprehensive risk registers across all areas of the University.

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 2002. This Code reflects community and University expectations of ethical conduct and behaviours of staff and service providers to the University. No amendments were made to the Code since the last reported review in March 2002. 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 can be lodged by staff, students and members of the public. The grievance resolution system is intended to deal with concerns with an interpersonal element, such as harassment or prejudice.

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.

The grievance resolution system provides for both mediation and formal investigation at the discretion of the person lodging the grievance. The system is supported by University and Campus based Grievance Managers and Grievance Advisers on each campus.

In 2002/2003 the University undertook a review of its complaints and grievance systems, including the engagement of an external consultant. The recommendations of this review will be forwarded to the Council in 2004.

Recommendations of the review included:

- (1) there should be integration of systems for dealing with grievances and complaints as the distinctions between the current systems were not well understood
- (2) a complainant should be able to choose to direct their complaint to a central officer in addition to the immediate manager of the relevant activity
- (3) a University complaint resolution manager should be appointed with responsibility for managing complaints lodged centrally and for promoting understanding and the effective operation of the complaints system
- (4) the University could make better use of complaints for Quality Assurance purposes by improving the ways in which changes to procedures or practices resulting from the consideration of complaints were promulgated.

Appendix 10

Legal Change

There were no changes to the *Charles Sturt University Act 1989* or *By Laws* during 2003.

Appendix 11

Employee Wage Movements

A 3.25% salary increase was granted to staff on 30 June 2003.

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 2003, a number of personnel and industrial policies and practices were introduced, replaced, amended and repealed.

Introduced

Policy No	Policy introduced	Date
PER 13	Staff Recruitment and Selection Policy	6 March 2003 11 December 2003
PER 61	Academic Staff Promotion Policy	23 May 2003 11 December 2003

PER73	Policy on the Appointment of Heads of School	6 March 2003
EQT08	Policy of Reasonable Adjustment for People with a Disability	6 March 2003
EQT09	Policy on Breastfeeding	6 May 2003 (amended)
OCC16	Policy for the Protection of Staff and Students from Solar Ultraviolet Radiation	31 July 2003
		20 March 2003

Replaced

Policy No	Policy replaced	New Policy No	New Policy Name
PER 10	Reporting Procedures Relating to the Protected Disclosures Act	GOV83	The Fraud, Corruption and Maladministration Policy and Reporting Procedure

Rescinded

Policy No	Policy rescinded
STD22	Academic Staff Development Policy Framework

Amended

Policy No	Policy amended	Date
PER01	Personnel Delegations	6 March 2003
PER03	Delegations for the Approval of Outside Professional Activities	6 March 2003 31 July 2003

Appendix 13

Consultants

Payments made to consultants during the year totalled \$348,822 (\$538,771 in 2002).

Appendix 14

New Publications

Handbooks And Manuals

- Undergraduate Handbook
- Postgraduate 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
- Corporate Document
- Corporate Profile
- Working at Charles Sturt University – a guide for new staff

Prospectuses/Study Guides

- Undergraduate Study Opportunities – a guide to undergraduate courses
- Postgraduate Study Opportunities – a guide to postgraduate courses
- International Prospectus - a guide for prospective international students
- ELS Prospectus
- Study Abroad Guide
- Pre-departure Guide – a guide for international students studying on campus
- Year 10 Career Chooser
- Individual Faculty corporate documents/prospectuses

Brochures

Undergraduate and postgraduate course brochures for the:

- Faculty of Arts

- Faculty of Commerce
- Faculty of Education
- Faculty of Health Studies
- Faculty of Science & Agriculture
- Australian Graduate School of Policing

Other Publications

- Scholarships brochure – details of scholarships available at CSU
- Living On Campus – a guide to living on campus 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 Corporate Governance and the University Secretary 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			
		2000	2001	2002	2003
Women	50%	35%	36%	37%	40%
Aboriginal people and Torres Strait Islanders	2%	0.7%	1.1%	0.9%	1.1%
People whose first language was not English	19%	11%	12%	12%	11%
People with a disability	12%	6%	5%	5%	5%
People with a disability requiring work-related adjustment	7%	3.2%	2.3%	2.2%	1.6%

Trends in the Representation of EEO Groups (General Staff)

EEO Group	Benchmark or Target	% of Total Staff			
		2000	2001	2002	2003
Women	50%	63%	63%	63%	64%
Aboriginal people and Torres Strait Islanders	2%	0.8%	1.3%	1.3%	1.2%
People whose first language was not English	19%	5%	4%	5%	5%
People with a disability	12%	6%	6%	6%	6%
People with a disability requiring work-related adjustment	7%	2.5%	1.9%	2%	1.8%

Trends in the Distribution of EEO Groups (Academic Staff)

EEO Group	Benchmark or Target	Distribution Index			
		2000	2001	2002	2003
Women	100	80	83	87	84
Aboriginal people and Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	89	93	92	93
People with a disability	100	105	106	107	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			
		2000	2001	2002	2003
Women	100	83	80	82	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	111	117	111
People with a disability	100	88	86	88	89
People with a disability requiring work-related adjustment	100	91	n/a	89	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 2003

- draft of new grievance procedures which aim to streamline all avenues of complaint handling across the University and centralise record keeping
- activities to enhance the participation of academic women in research activity, including a survey of academic women's research participation and needs, the development of a website and online forum to encourage networking and communication between women researchers, sponsoring of female staff to attend a national conference and consequent seminars on each campus, and organisation of a Women in Research Forum in conjunction with RIPPLE
- a University wide professional development day for women in conjunction with the Vice-Chancellor's annual Women's Forum lunch
- a survey of staff needs in relation to vacation care and conducting a cost benefit analysis of setting up vacation care
- development of a Policy on Breastfeeding with a focus on workplace flexibility
- fully centralising maternity leave payments to encourage replacement of staff on maternity leave
- introduction of procedures for recovering the cost of workplace adjustments from central funds and embedding workplace adjustment in the University's injury management program
- implementation of a Climate Survey directed at all staff of the University
- development of guidelines for recruiting Indigenous staff to be incorporated into the University's Recruitment and Selection Policy and Procedures, and
- development and introduction of compulsory online training in equal opportunity for all staff.

Challenges and Opportunities – 2004 and beyond

- develop and implement an Indigenous Employment Strategy
- progress the implementation of recommendations from the maternity leave review
- draft a new EEO management plan with widespread consultation
- progress the recommendations from the survey of women in research, and
- analyse Climate Survey responses and develop strategies to address EEO issues.

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 planning and audit division 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. The Division of Human Resources collects data on language background and country of birth of all staff.

Achievements for 2003

- 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 for links to develop and strengthen 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 2003 due to international travel restrictions. Students in health courses have had experience in Vietnam, communications students have been placed in Malaysia, the US; two social work students have worked in India
- the international exchange program continues to grow. In 2003 there were 62 incoming students and 28 outgoing
- international partnership agreements have also resulted in student and staff interchange. The Commerce Faculty, as part of its partner relationships, has exchange student programs with institutions in China. The students study at a host institution for a semester and complete four Business Chinese subjects which comprise language and culture studies.
- as well as exchange, partnership and offshore programs, University courses are available by distance education for enrolment by students located outside Australia. The Faculty of Science and Agriculture has students in India, Hong Kong, Malaysia, UK, Canada, New Zealand and South America
- 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
- equal opportunity online training was introduced and made compulsory for all staff in 2003. The training includes components addressing cultural diversity and racial discrimination/harassment
- management training conducted in 2003 included a component on working with culturally diverse staff
- one session of the Tertiary Teaching Colloquium for academic staff focused on the diversity of learners at the University, including cultural diversity issues
- the Commerce Faculty 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 – 2004 and beyond

- update the University's Ethnic Affairs Priority Statement
- undertake wide consultation with staff from diverse cultural backgrounds for the development of strategies to be included in a new EEO Management Plan
- source and evaluate cultural awareness programmes being run in other universities with the aim of developing cultural awareness modules related to teaching and learning to be used in 2005
- run a pilot cultural awareness programme in a School which anticipates a high enrolment of Asian students in 2004. Develop the programme in consultation with Asian students.

Appendix 17

Leave liabilities

See Note 3.1 to the Consolidated Financial Statements.

Appendix 18

Environmental health and safety

Type of Injury (Jan – Jun)

Type of Injury	Jan	Feb	Mar	April	May	Jun
Exposure to Environment	1	0	0	2	2	1
Psychological Stress	1	0	0	0	0	0
Fall from Height	0	0	1	0	1	0
Foreign Object	0	0	1	0	0	1
Incident Only *	0	0	1	1	2	2
Manual Handling #	0	3	5	3	6	2
Slip/Trip/Fall at Same Height	2	4	3	3	2	4
Struck by Falling/Moving Object	1	4	2	0	4	3
Struck Stationary Object	3	1	3	1	3	2
Vehicle/Travel Accident †	0	2	*5	0	0	1
Other	3	0	1	1	2	2
Total	11	14	22	11	22	18

Type of Injury (Jul – Dec)

Type of Injury	July	Aug	Sept	Oct	Nov	Dec
Exposure to Environment	0	1	0	2	0	1
Psychological Stress	1	0	0	0	0	0
Fall from Height	0	0	0	1	1	0
Foreign Object	1	0	2	0	0	0
Incident Only *	3	0	2	1	0	2
Manual Handling #	8	6	5	2	2	2
Slip/Trip/Fall at Same Height	4	2	5	5	2	0
Struck by Falling/Moving Object	2	3	2	0	2	2
Struck Stationary Object	1	0	0	0	1	0
Vehicle/Travel Accident †	1	1	0	1	0	0
Other	3	1	4	1	4	0
Total	24	14	20	13	12	7

Type of Injury (Totals 2003)

Type of Injury	Total
Exposure to Environment	10
Psychological Stress	2
Fall from Height	4
Foreign Object	5
Incident Only *	14
Manual Handling #	44
Slip/Trip/Fall at Same Height	36
Struck by Falling/Moving Object	25
Struck Stationary Object	15
Vehicle/Travel Accident †	11
Other	22
Total	188

Codes used in Type of Injury Tables

* date not recorded for 1 incident

date not recorded for 1 incident

† 5 staff involved in the same accident

Numbers include enterprise and casual staff.

Total Hours Lost (Jan – June)

Jan	Feb	Mar	April	May	June
21	17.5	23	105	92.8	171.3

July	Aug	Sept	Oct	Nov	Dec	Total
108	12.5	393	312	189	175	1622

Overview

	2002	2003
Total Number of Incidents	71(239)	64(240)
Number of Fatal Incidents	0(1)	0(0)
Number Lost Time Incidents	27	23
Number Medical Treatment Incidents	43	34
Total Staff	770	784
Total Hours Worked	1212750	1234800
Days Lost	519	293
Average Claim Cost	\$2006.54	\$1364.38
ALTR	19.2	12.7
LTIR	3.5	2.9
LTIFR	22.2	18.6
MTIR	5.6	4.3
MTIF	35.4	27.5

Explanatory Notes

Student data in brackets

Lost Time – where one or more days or one or more shifts are lost

Medical Treatment - includes First Aid

Total Hours = 35hours / week x 45weeks / year x number of staff

* AS1885 National Standard and Industry Performance Measures

(†) Fatality was School of Policing Studies' student in a motor vehicle accident on placement with NSW Police

Wagga and Goulburn staff and students

ATLR Average Time Lost Rate

LTIR Lost Time Incident Rate

LTIFR Lost Time Incident Frequency Rate

MTIR Medical Treatment Incident Rate

MTIFR Medical Treatment Incident Frequency Rate

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 2003, there were no staff, student or visitor fatal incidents during the reporting period, and there were no WorkCover prosecutions during the reporting period.

Achievements for 2003

- development and introduction of an on-line induction training program providing 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
- commencement and successful results for the first year's audit against the set benchmarks of WorkCover's "Premium Discount Scheme" to achieve the maximum 15% rate
- 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, and
- conducting of an external review of HR Workers' Compensation and Injury Management Operations.

Challenges and Opportunities - 2004 and Beyond

- draft a new EH&S Triennial Plan
- draft an EH&S Quality Assurance Plan
- promote new OH&S legislative arrangements and organise staff vote
- report on OH&S Online usage, and
- implement recommendations of an external review.

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	2002 (2) 2003 (4)
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	2002 (3) 2003 (4)
Radiation Safety Committee (University-wide Committee)	Provide guidance and control over the use of radiation in undergraduate and post-graduate activities and research	2002 (5) 2003 (4)
Biosafety Committee (University-wide Committee)	Provide guidance and control over the use of biological agents in undergraduate and post-graduate activities and research	2002 (4) 2003 (3)
Critical Response Group (Albury-Wodonga Campus)	Provide response team and management of local critical incidents and emergencies	2002 (1) 2003 (1)
Critical Response Group (Bathurst Campus)	Provide response team and management of local critical incidents and emergencies	2002 (1) 2003 (0)
Critical Response Group (Wagga Wagga Campus)	Provide response team and management of local critical incidents and emergencies	2002 (4) 2003 (4)
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	2002 (4) 2003 (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	2002 (6) 2003 (6)
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	2002 (8) 2003 (8)

Audits, Inspections and OH&S Action Plans

The following table provides 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. A major initiative for 2004 is to achieve a 30% improvement in the receipt of unit OH&S action plans.

There was a 6% increase in the number of Initial EH&S Audits undertaken during 2003.

2002

Unit	Month	Campus
Chemistry Lab	Aug	W
Buildings+Grounds	Mar	Th
Library	Sep	B
B+G Workshop	April	B
B+G Maintenance Workshop	April	B
B+G Office	April	B
School of Communication	April	B
Reprographics Unit	Feb	B
Child Care Centre	Sept	W
B+G Drafting	July	W
Library	July	W
School of Science+Technology	Aug	W
School of Information Studies	Aug	W
Total Units	13	5%

2003

Unit	Month	Campus
School of Agriculture	Nov	W
Reprographics Unit	Nov	W
EAL	Nov	W
Library	Dec	W
School of Science+Technology	Nov	W
Laundry	Nov	W
Catering Unit	Dec	W
Cheese Factory	Dec	W
Student Administration	Dec	W
School of Information Studies	Dec	W
School of Education	Dec	W
School of Humanities+Social Sciences	Dec	W
Marketing+Communications	Dec	W
Wagga Store	Dec	W
Transport	Dec	W
B+G Workshops	Nov	W
School of Wine+Food Science	Nov	W
School of Visual+Performing Arts	Nov	W
Students Services+Administration	April	B
Winery+Vineyard	July	W
School of Public Health	April	B
Centre for Professional Development	Jan	B
Reprographics Unit	Jan	B

Library	Mar	B
B+G Office	Mar	B
B+G Workshop	Mar	B
Early Childhood Intervention	Dec	B
Total Units	27	11%

OH&S Action Plans

The number of OH&S Action Plan notification forms received in EH&S was less than 1% for 2003. The University aims to achieve a 30% increase in 2004.

2002

Unit	Campus
School of Communication	B
Student Administration Office	W
NWGIC	W
School of Wine+Food Science	W
Pro VC – Learning+Student Support	W
Total units	5

2003

Unit	Campus
CSU Regional Archives	W
School of Education	W
Total units	2

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. The total expenditure for overseas travel for 2003 totalled \$1.65 million.

Appendix 20

Privacy and personal information

The University has developed a privacy management plan to ensure compliance with the principles and requirements of the *Privacy and Personal Information Protection Act 1998*.

Appendix 22

Freedom of information

The University received two new Freedom of Information (FOI) applications during the last financial year and finalised three. We brought forward one application from last year.

We granted in full two applications and refused one application on the basis that the applicant already had in possession all the information sought from the University.

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	
	01-02	02-03	01-02	02-03	01-02	02-03
A1 New (including transferred in)	0	1	0	1	0	2
A2 Brought forward	1	1	0	0	1	1
A3 Total to be processed	1	2	0	1	1	3
A4 Completed	0	1	0	1	0	2
A5 Transferred out	0	0	0	0	0	0
A6 Withdrawn	0	1	0	0	0	1
A7 Total processed	0	2	0	1	0	3
A8 Unfinished	1	0	0	0	1	0

Section B: What happened to completed requests?

Result of FOI requests	Personal		Other		Total	
	01-02	02-03	01-02	02-03	01-02	02-03
B1 Granted in full	0	0	0	1	0	1
B2 Granted in part	0	0	0	0	0	0
B3 Refused	0	1	0	0	0	1
B4 Deferred	0	0	0	0	0	0
B5 Completed	0	1	0	1	0	2

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 Office of Corporate Governance and the University Secretary is responsible for coordinating the implementation of the privacy management plan and ensuring that the University meets its obligations under the Act. The University Solicitor in that Office is the privacy officer for the University.

The University received no complaints regarding privacy in the period 1 July 2002 to 30 June 2003.

Appendix 21

Electronic Service Delivery

The University has continued to develop its online environment and students have continued to respond to availability of online services to the extent that by the end of 2003 approximately 90% of its registered users had accessed CSU Online. The majority of student assignments are now received electronically and more one million official messages have been transmitted to students through the University's unique e-Box system. The University continues to provide an online presence for all of its 2000 distance education subjects and for an increasing number of on-campus offerings.

Distance education students now have unprecedented access to scholarly information through the services of the University Library and its external database providers and equally unprecedented interaction with fellow students and their academic staff through the communication services that form part of the Virtual Learning Environment (VLE).

The University is actively revisiting its information architecture and its information systems to maximise its ability to deliver teaching, learning and administrative services to students. It has implemented a new information system to quality assure its course development processes and has moved to take a database approach to production and delivery of its online subjects and continues to examine the ways in which it can maximise the flexibility of its offerings in a scalable way through effective group management strategies.

Section C: Ministerial Certificates
Number issued during the period.

Ministerial Certificates	01-02	02-03
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	
	01-02	02-03	01-02	02-03
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 01-02	02-03
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	01-02	Total 02-03
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	
	01-02	02-03	01-02	02-03	01-02	02-03
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	0	1	0	0	0	1
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	0	1	0	0	0	1

Section H: Costs and fees of requests processed

Costs and fees of requests processed during the period.

Costs	Assessed costs		FOI fees received	
	01-02	02-03	01-02	02-03
H1 All completed requests	\$30.00	\$390.00	\$30.00	\$60.00

Section I: Discounts allowed

Numbers of FOI requests processed during the period where discounts were allowed.

Type of discount allowed	Personal		Other	
	01-02	02-03	01-02	02-03
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	
	01-02	02-03	01-02	02-03
J1 0–21 days	0	0	0	1
J2 22–35 days	0	1	0	0
J3 Over 35 days	0	1	0	0
J4 Totals	0	2	0	1

Section K: Processing time

Number of completed requests by hours taken to process.

Processing hours	Personal		Other	
	01-02	02-03	01-02	02-03
K1 0–10 hours	0	1	0	1
K2 11–20 hours	0	1	0	0
K3 21–40 hours	0	0	0	0
K4 Over 40 hours	0	0	0	0
K5 Totals	0	2	0	1

Section L: Reviews and Appeals

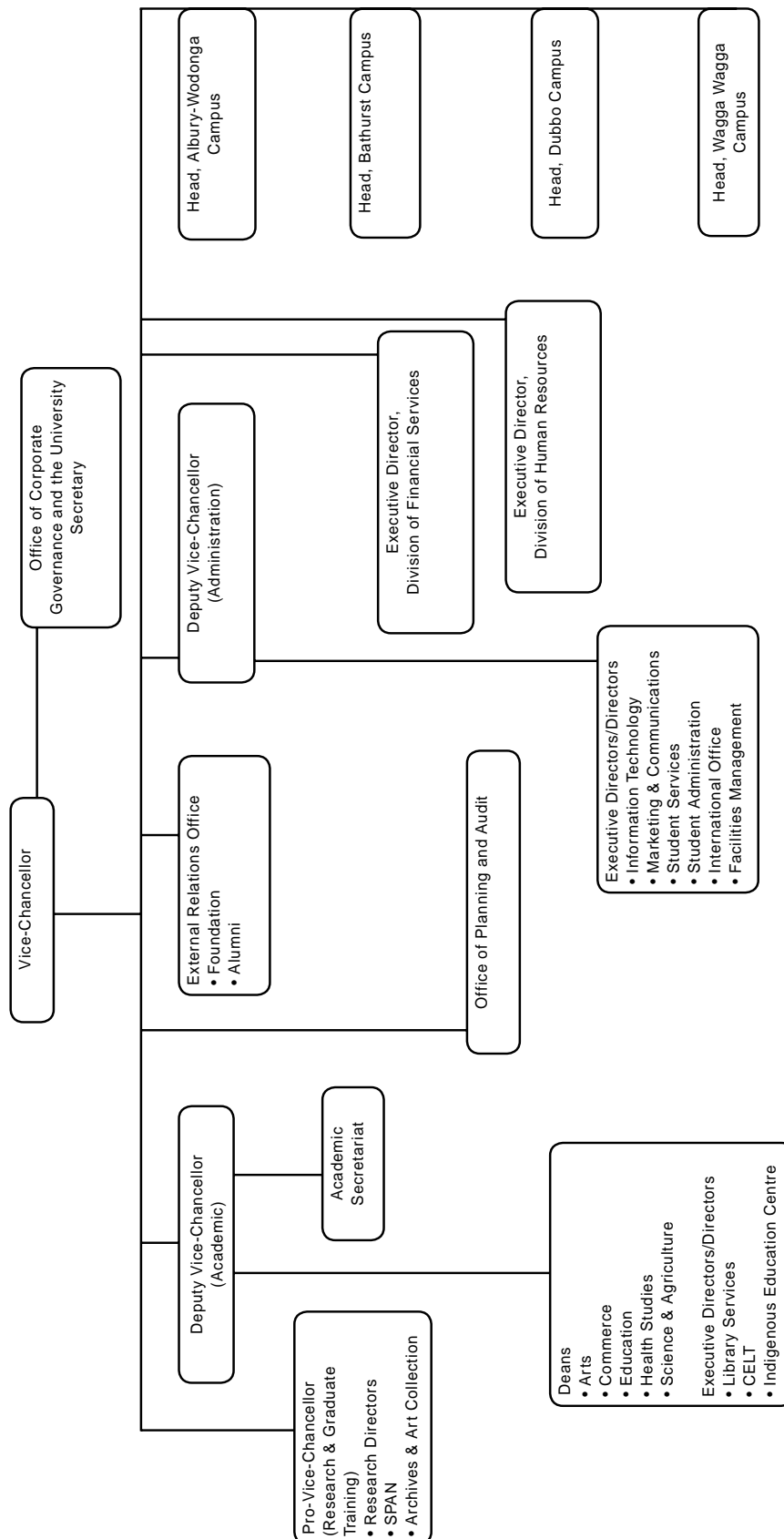
Number finalised during the period

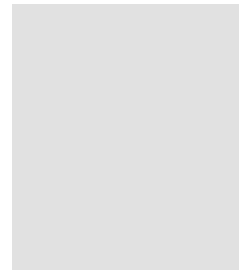
Reviews and Appeals	Total	
	01-02	02-03
L1 Number of internal reviews finalised	0	0
L2 Number of Ombudsman reviews finalised	0	0
L3 Number of ADT appeals finalised	0	0

Details of internal results – in relation to internal reviews finalised during the period.

Bases of internal review	Personal				Other			
	01-02	Upheld 02-03	01-02	Varied 02-03	01-02	Upheld 02-03	01-02	Varied 02-03
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





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