

# Report to the Minister

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April 2005

**The Hon Anna Bligh, MP**

Minister for Education and the Arts

In accordance with the provisions of Section 46J(1) of the *Financial Administration and Audit Act 1997*, I have the honour to present to you, on behalf of the Council of the University of the Sunshine Coast, the Annual Report for the year ended 31 December 2004.

**Ian Kennedy, AO**  
Chancellor

# Communication Objectives

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This Annual Report provides a comprehensive record of the University's performance in 2004 and outlines plans for the future. Our achievements are documented against the aims and objectives of the University's *Strategic Plan 2001–2005*.

The report highlights our teaching and research activities during the year and reflects our commitment to the region and its community. It presents the University's financial statements, and meets the University's reporting requirements to the State Minister for Education and the Arts.

Potential readers of the Annual Report include members of State Parliament, the University community, business and media, potential benefactors, international visitors and members of the public.

Copies of the Annual Report 2004 are available from the office of Marketing and Communications, University of the Sunshine Coast, by telephoning + 61 7 5459 4558. An electronic version of the report is available from the University's website <[www.usc.edu.au](http://www.usc.edu.au)>.

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# Year in Review

## Vice-Chancellor's Review

For the University of the Sunshine Coast, 2004 was a year of transition. It was challenging in that it was the last year of a dated funding formula. It was also the commencement of a new regional funding formula, ahead of the new and more comprehensive arrangements for 2005.

The Federal Government confirmed its strong support by allocating 1,080 growth places over the next four years. These figures, the largest allocation to a single campus, go some way to meet increasing demand from a growing region, and allow for the expansion of courses from 2006, in particular.

Nursing was offered in 2004 and Education was planned for introduction in 2005.

Development of the Sippy Downs Knowledge Precinct advanced in 2004 with the opening of Chancellor State College, located adjacent to the University, and the Queensland Education ICT Learning and Innovation Centre on the University campus, signalling strong cooperation with Education Queensland into the future.

During 2004, the Innovation Centre's Incubator doubled in size, becoming one of Australia's largest technology/business incubators. Plans were formulated for an 'Accelerator' for more advanced businesses, and in an attempt to catalyse a Technology Park. The proposed technology precinct is supported financially by Maroochy Shire Council, as well as being given support by SunROC and being identified as part of the Sippy Downs 'Knowledge Hub', recognised by State Government within the Draft South-East Queensland Regional Plan.

To support the projected growth, the Queensland Government has initiated a study into the establishment of a major bus interchange at the University.

Throughout the year we continued to advance our prime objective of providing the people of the Sunshine Coast with access to quality higher education, and it is pleasing that as student demand increased, 40 percent of new students in 2004 were the first members of their families to attend university.

A First Year Experience Officer was appointed to assist these students in settling into university life and ensuring they have the resources they need to stay

**“Our staff have maintained exceptionally high standards in their own professional careers which is reflected by USC having one of the highest proportion of academic staff with Doctoral or Masters degrees of any Queensland institution and the fifth highest in Australia.”**

committed to completing their degrees. Demand rose significantly for the Headstart Program which gives high school students a taste of university life and aims to ease the transition from high school to university. The number of scholarships we offer was increased to 136 with a combined value of \$333,779.

Stage V of the University's Master Plan, the Information Communication and Technology (ICT) Building, was completed at a cost of over \$16 million. Architects were also appointed to undertake the design of two Stage VI buildings to be commenced in 2005.

Study support for students increased with the opening of the University's new information Commons which houses 76 new computers with DVD, CD-ROM and floppy disk facilities, and eight express workstations for quick email and printing resources. In 2004 we received commendation for our student:computer ratio of 8:1 and the 24 hour access to computer laboratories.

As I reflect on 2004, I am reminded of our many successes. I was particularly pleased with our successful application for an ARC Discovery Grant which reinforces our national standing among Australian universities and will establish key research opportunities for the University in the future. As only 20 percent of applications are approved, this grant is a significant step forward for USC.

Two new research facilities were opened in 2004. In February, the Institute for Sustainability, Health and Regional Engagement (iSHaRE) was launched. iSHaRE is a University-wide research institute with a strong research focus on environment and health. As a result of iSHaRE's research capabilities on Fraser Island, we entered into an agreement with Yellowstone National Park and the University of Wyoming. And in July, the Centre for Health Activities, Sport and Exercise (CHASE) was launched by one of Australia's leading sports identities, Robert de Castella.

Our staff have maintained exceptionally high standards in their own professional careers which is reflected by USC having one of the highest proportion of academic staff with Doctoral or Masters degrees of any Queensland institution and the fifth highest in Australia. Their commitment to the human scale aspect of teaching has also been recognised with a five-star rating from graduates for their education experience.

# Year in Review

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Our links with the people, businesses and industries within our region have expanded and continued to gain strength. A successful highlight of the year was the opening of the new Art Gallery – made possible only by the financial support of the Sunshine Coast community and Friends of the University. During 2004, 7,295 people visited the Gallery.

In support of lifelong learning, and to provide an opportunity for people to network, socialise and learn, the University signed a further agreement to support U3A (University of the Third Age), this time for a further five years.

Over 2,000 people attended the Graduation Ceremony to watch the largest number of our graduates process across the stage and receive their awards from the Chancellor, Mr Ian Kennedy.

We continued our support of many community events, proudly sponsoring, for example, the literary festival Voices on the Coast, and Festuri, a multicultural festival.

Internationalisation of the University continued. The number of international students increased. Of our partner institutions, 20 attended an International Partners' Conference on campus and a further 18 partnership agreements were signed with universities providing our students with the opportunity to study in institutions around the world.

With the prospect of further sectoral change, it was an opportune time to review the University's Strategic Plan, which was finalised in the latter half of the year.

Ahead of 2005 expansion, the University prepared for extra students and senior management restructuring arrangements, and participated and responded to the proposed changes emanating from the Federal Government.

## Conclusion

We can all look back on 2004 with pride. We have met and exceeded our prime objective of offering the people within our region the opportunity to enhance their education. We provide quality learning and offer close student contact and support. We have advanced research relative to the region and increased international opportunities for students and staff wishing to study overseas. The confidence shown by the Federal Government allocation of places heralds an exciting future for USC staff, students and alumni, and I look forward to the further expansion of the University and to meeting the demands of regional education and engagement, whilst interacting even more concertedly with the world of universities in the years ahead.

## Professor Paul Thomas

Vice-Chancellor

April 2005

# Key five-year figures

Category	2004	2003	2002	2001	2000
<b>Number of students</b>	3862	3556	3447	3050	2686
Female	2191	2023	1983	1658	1501
Male	1671	1533	1464	1392	1185
On campus students	3455	3262	3183	2767	2519
Undergraduate	3060	3011	3010	2642	2420
Postgraduate coursework	408	293	264	287	170
Higher degree by research	65	61	47	42	34
Non-award	329	191	129	81	64
International (all students)	521	307	229	230	93
International (on campus)	297	187	104	56	23
<b>Student load</b>					
Undergraduate	2976.542	2694.75	2636.5	2386.246	2072.625
Higher degree by research	25	20	15	10	NA
<b>Graduated students</b>	685	612	551	356	283
Undergraduate	526	471	425	318	277
Postgraduate coursework	154	138	122	37	4
Higher degree by research	5	3	4	1	2
<b>Equity</b>					
Low socio-economic status	42%	41%	40%	40%	38%
First in family	40%	34%	45%	43%	36%
Disabilities	5.21%	5.68%	5.61%	5.63%	4.98%
Indigenous	1.14%	0.99%	0.80%	0.47%	0.65%
<b>Number of staff (FTE)</b>					
Academic	101	96	86	89	82
Non-academic	198	193	167	135	120
Proportion of staff/higher degree	89%	88.5%	86%	83%	79%
Operating revenue (Parent Entity)	\$40.950m	\$39.825m	\$32.488m	\$31.697m	\$23.543m
Research income (HERP and DEST)	NA	\$1.276m	\$1.011m	\$0.719m	\$0.319m
Research publications*	NA	62.1	63.64	38.39	50.04
Property, plant and equipment	\$73.309m	\$66.377m	\$56.149m	\$53.202m	\$46.436m

\* Weighted DEST calculation

# Organisation

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The University was established under *The Sunshine Coast University College Act 1994* and officially opened by the Governor of Queensland, Mrs Leneen Forde, AC, in 1996. Full university powers were granted to the University under *The University of the Sunshine Coast Act 1998*.

## Function of the University

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The University's functions are—

- to provide education at university standard; and
  - to provide facilities for, and encourage, study and research; and
  - to encourage the advancement and development of knowledge, and its application to government, industry, commerce and the community; and
  - to provide courses of study or instruction, at the levels of achievement the council considers appropriate, to meet the needs of the community; and
  - to confer higher education awards; and
- a) to provide facilities and resources for the wellbeing of the university's staff, students and other person undertaking courses at the university; and
  - b) to exploit commercially, for the university's benefit, a facility or resource of the university, including, for example, study, research or knowledge, or the practical application of study, research or knowledge, belonging to the university, whether alone or with someone else; and
  - c) to perform other functions given to the university under this Act or another Act.

## General Powers of the University

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- (1) Under *The University of the Sunshine Coast Act 1998* the University has all the powers of an individual and may, for example—
  - a) enter into contracts; and
  - b) acquire, hold, dispose of, and deal with property; and
  - c) appoint agents and attorneys; and
  - d) engage consultant; and
  - e) fix charges, and other terms, for services and other facilities it supplies; and
  - f) do anything else necessary or convenient to be done for its functions.
- (2) Without limiting subsection (1), the University has the powers given to it under this Act or another Act.
- (3) The University may exercise powers inside and outside Queensland.
- (4) Without limiting subsection (3), the University may exercise its powers outside Australia.

# Governance

## University Council

Under *The University of the Sunshine Coast Act 1998*, Council is designated as the University's governing body and has the power to appoint University staff, and manage and control University affairs, property and finances. In 2004, Council consisted of five official members, eight appointed members and seven elected members, with the option to have an additional two members appointed. The Chancellor and Deputy Chancellor lead Council. In 2004 Mr Ian Kennedy, AO, was reappointed as Chancellor for a further three-year term.

### Council Membership

#### Chancellor

Mr Ian Kennedy, AO

#### Deputy Chancellor

Mr Tim Fairfax, AM, FAICD

#### Vice-Chancellor

Professor Paul Thomas, BSc(Hons), DipEd *Wales*, MA *Lough.*, PhD *Qld.* FACE, LRPS

#### Nominee of the Chief Executive of the Department of Education

Mr Robin McAlpine, BA, DipEd *Qld.*

#### Chairperson of the Academic Board

Professor Paul Clark BSc (Hons), PhD *Exe.*, DipEd (Tert) *Monash*, FAIP, FIICA (Jan-Aug)

Professor Robert Elliot, BA(Hons) *NSW*, MA *La Trobe*, DipEd *Melb.*, PhD *Qld.* (Aug-Dec)

#### President, USC Student Guild

Mr Daniel McIntyre

#### Eight members appointed by the Governor in Council

Ms Norelle Deeth, BA, BComm, DipEd, *Qld.*, FAICD

Mr Tim Fairfax, AM, FAICD

Emeritus Professor R D (Gus) Guthrie, AM, FTSE, DSc *Lond.*, DUniv *Technol.Syd.*, DUniv *Griff.*

Ms Elizabeth Jameson, BA, LLB(Hons) *Qld.* (resigned October 2004)

Dr Robin King Cullen, BArch *Syd.*, GradDipUrb&RegPlan *Qld.UT*, MPPM *Monash*, PhD *Qld.*

Mr Bruce McDiarmid

Ms Julie-Anne Mee, BBus *CIAE*, MAdmin *Griff.*

Mr Michael Williams

#### Three members of the University's academic staff

Professor Deborah Ralston, BEc, GradDipFinMgt, MEc *NE*, PhD *Bond*

Dr Joanne Scott, BA(Hons) *Qld.*, GCertEd(HEd) *Qld. UT*, PhD *Qld.*

Dr Peter Slade, BBusSt, MBS, PhD *Massey*

#### One member of the University's full-time general staff

Miss Heather Carney

#### A member of the student body

Daniel Morgan (January to June)

Russell Warner (October to December)

#### Two members of the Convocation

N/A

#### Two additional members

Fr John Dobson, OAM

Mr Phillip Harding

Council met on eight occasions in 2004.

### Strategic Plan

In February 2004, Council resolved to undertake a major review of the University's Strategic Plan and in May met with senior staff to discuss its development and structure. During the next five months, an extensive consultation process with staff, students, graduates and community members led to a draft statement being presented to Council at its October meeting. In December, Council approved the *Strategic Plan 2005–2010* which clearly defines priorities, indicators of success, and benchmarks critical to the University's success over the next five years. This planning document is available on the University's website and more information is available on page 11 of this Report.

### Amendments to the Act

During 2004, the Government forwarded to Council the *University Legislation Amendment Bill 2005*, which included proposed amendments to the *University of the Sunshine Coast Act 1998*. Council was asked to respond to the State Minister for Education and the Arts on Council's intentions and preferences regarding the future governance of the University. In December Council met to consider the amendments and recommended that:

- a) the size of the University of the Sunshine Coast Council be eighteen members; and

- b) Council membership was to include four coopted appointees, at least one of whom must be a graduate of the University.

### Structure and Staffing

A restructuring of the senior management group supporting the Vice-Chancellor was approved. Changes involved a review of the position of Deputy Vice-Chancellor and the establishment of two new senior positions – Pro Vice-Chancellor, International and Development, and Executive Director, Corporate Services.

### Risk Management

The University's Planning and Resources Committee includes in its terms of reference the functions of an audit committee, and as such, has the role of advising Council in relation to risk management. The Committee developed a draft Internal Audit Charter, a draft Internal Audit Plan, a Risk Management Policy and proposed Risk Management Procedures for 2005. The University continued to raise awareness of risk management processes and techniques and Council approved the establishment of an Audit and Risk Management Committee. The members of this committee will be appointed by Council on the advice of the Vice-Chancellor in consultation with the Chancellor in early 2005.

# Governance

## Academic Matters

Council agreed to a 25 percent increase in student fees under the Higher Education Contribution Scheme and stipulated that the increase in the revenue in 2005 be used to upgrade student facilities. Council approved the establishment of two new professorial positions and the formation of an Institute for Sustainability, Health and Regional Engagement.

The *Research and Research Training Plan 2005–2007* was adopted. One undergraduate and four postgraduate programs were discontinued and Council accredited the following new degree programs:

- Bachelor of Regional and Urban Planning;
- Bachelor of Education/Bachelor of Arts;
- Bachelor of Education/Bachelor of Business;
- Bachelor of Education/Bachelor of Science;
- Graduate Certificate in Climate Change Management;
- Graduate Certificate in Coastal Environments Management;
- Graduate Certificate in Wetlands Management;
- Graduate Certificate in Environmental Management; and
- Master of Information Technology by research.

## Infrastructure

Council agreed to the appointment of architects to undertake the design and design documentation of the Stage VI Science and general-purpose buildings.

## Policy Development

Council approved the following new policies:

- Giving and Receipt of Gifts and Benefits in relation to Officers and Employees of the University;
- New Risk Management Policy;
- Student Fees and Charges Policy;
- Aboriginal and Torres Strait Islander Admission Policy; and
- Policy on the Selection of Students for Commonwealth Learning Scholarships Policy.

Council approved the following policy revisions:

- Internal Seed Research Grants Policy;
- Student Conduct and Discipline Policy;
- Smoking Policy;
- University Health and Safety Policy;
- Library Resources and Intellectual Freedom Policy; and
- Code of Conduct (For more information refer to page 10).

## Academic Board

The Academic Board is the University's senior academic body. The 17 member Board was established under the *University of the Sunshine Coast Act 1998* to:

- advise the Council about teaching, scholarship and research matters concerning the University;
- formulate proposals for the academic policies of the University;
- monitor the academic activities of the University's faculties; and
- promote and encourage scholarship and research at the University.

## Major Decisions and Activities

The Board deliberated and made recommendations to Council on:

- the development of new programs to meet the needs of students in line with the allocation of new student places from 2005.

The Board accredited the following degree programs:

- the Master of International Business, Graduate Diploma in International Business and Graduate Certificate in International Business;
- the Graduate Diploma in Creative Writing and the Graduate Certificate in Creative Writing;
- Bachelor of Business (Human Resource Management);
- Bachelor of Business (Financial Planning);
- Bachelor of Science (Exercise Therapy); and
- Bachelor of Health (Health Promotion).

The Board reaccredited the following programs:

- Master of Financial Planning, Graduate Diploma in Financial Planning and Graduate Certificate in Financial Planning; and
- Graduate Diploma in Information Systems and Graduate Certificate in Information Systems.

The Board approved:

- enabling courses to be offered by the Faculty of Science; and
- conditions for the award of the Caloundra RSL Scholarship.

## Planning and Resources Committee

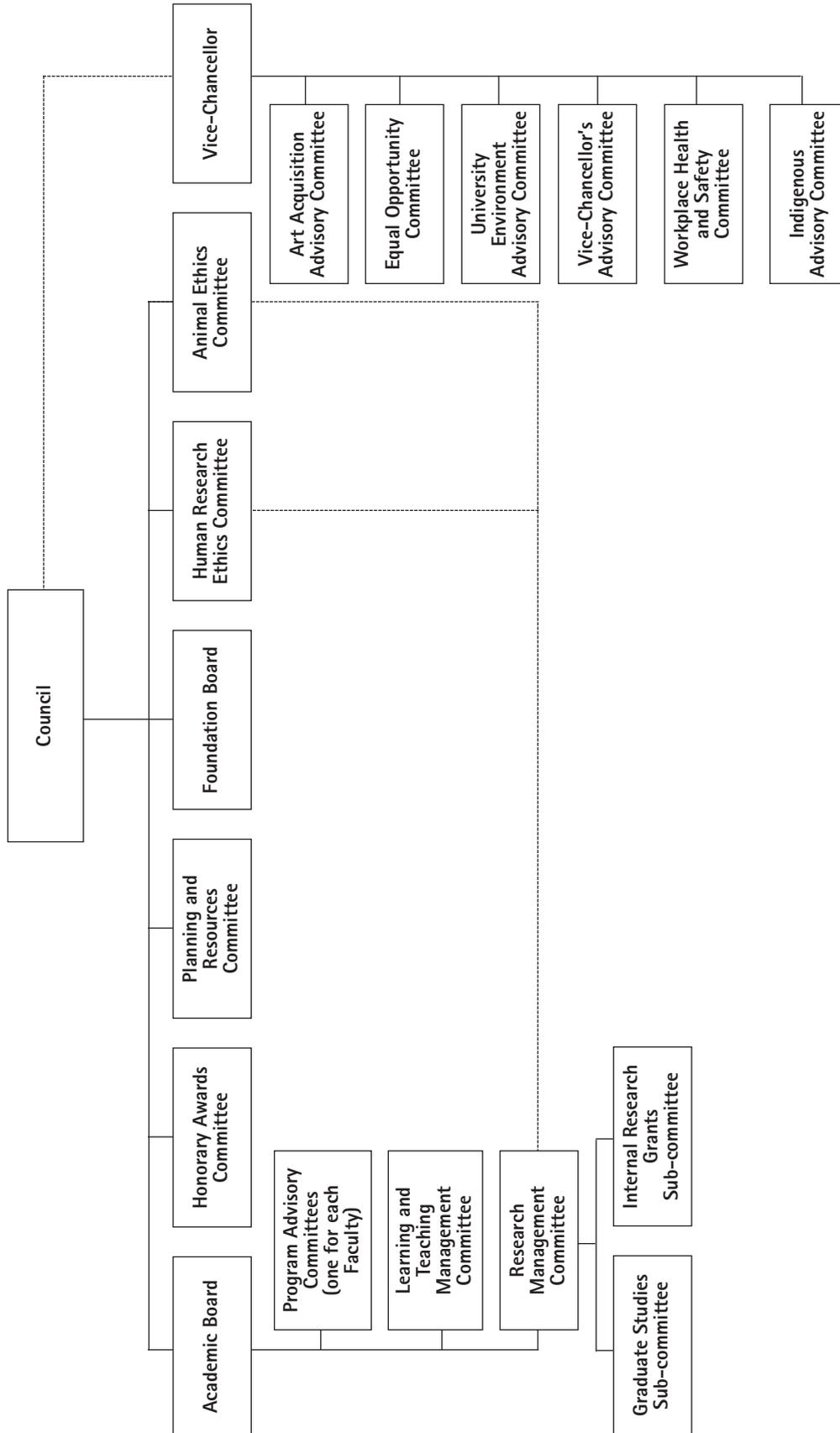
The Planning and Resources Committee reports to Council on strategic planning and resource matters, budgets, funding and insurance issues, resource implications of academic and physical development proposals, and staffing issues. In 2004 it also acted as the University's Audit Committee.

## Major Activities

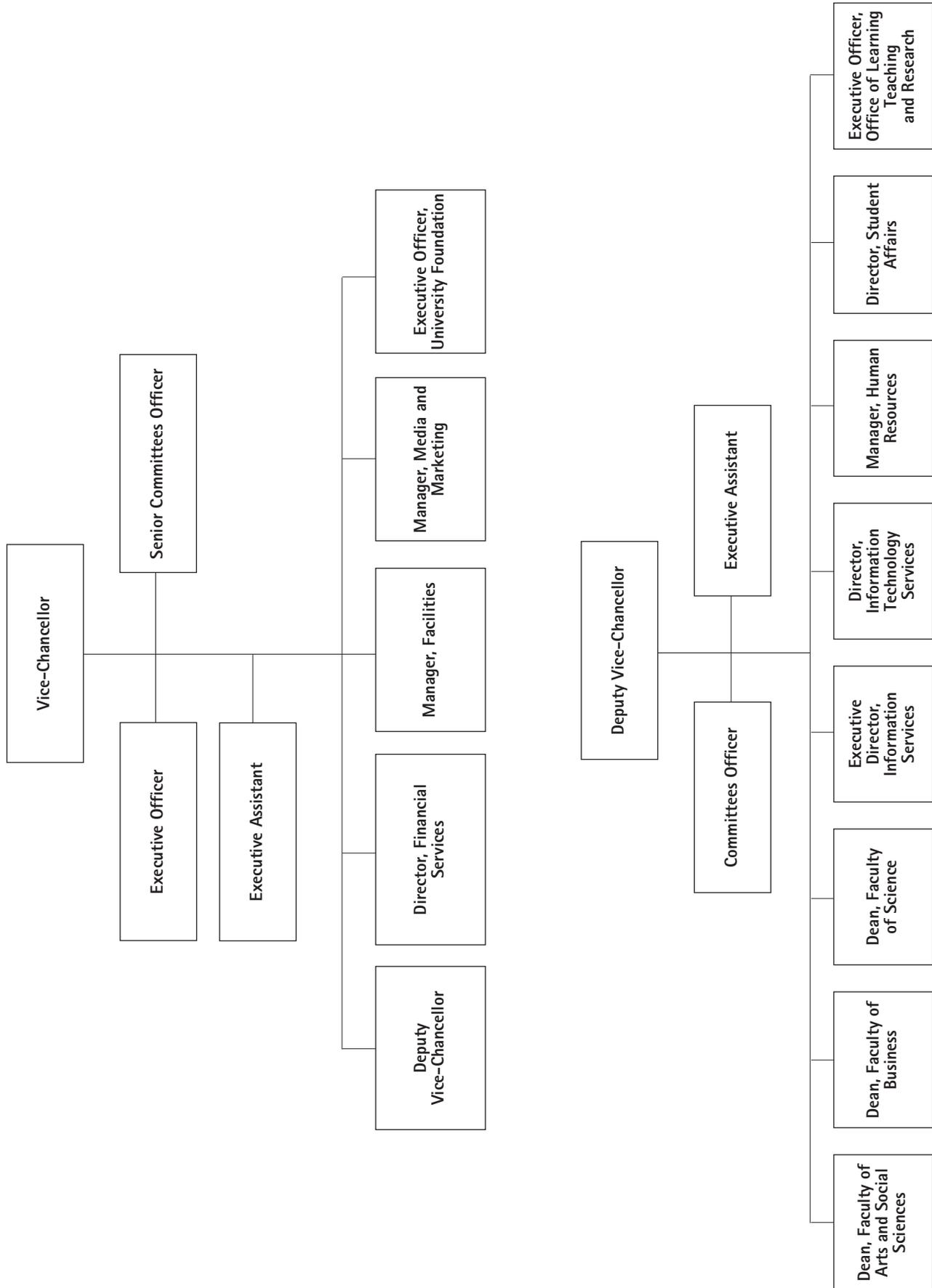
Discussion of, and where appropriate recommendation to Council on, matters such as:

- compliance with the International Financial Reporting Standards;
- development of a draft Internal Audit Charter and draft Internal Audit Plan for 2005;
- the formation of an Audit and Risk Management Committee;
- the development of a Risk Management Policy and proposed Risk Management Procedures;
- Commonwealth funding, student contributions and fees;
- Strategic Plan 2005–2010; and
- proposed capital developments.

# Governance



# Governance

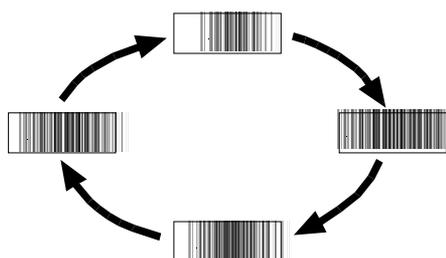


# Governance

## Monitoring Quality

The University strives for quality across all areas of the institution. In 2004, the Quality Assurance Working Party continued to prepare for a quality audit by the Australian Universities Quality Agency (AUQA) in 2006. A University Quality System was developed which will enable the University to undertake systematic evaluation and continuous improvements processes in all of its operations.

The University's Quality System (QS) can be represented as:



## Ethical Standards

The University's Code of Conduct defines acceptable conduct for those studying and working at the University under five main headings:

- respect for the law and system of government;
- respect for persons;
- integrity;
- diligence; and
- economy and efficiency.

The policy, originally developed in 1997, was amended in 2004 and approved by Council. An electronic copy of the Code is available on the staff and student Intranet and the University's website. The code is provided to all new staff as part of the induction process.

## Privacy of Information

Subject to the *Freedom of Information Act 1992 (Queensland)*, the University supports openness in its operation and towards the information it maintains. The University also recognises the rights of individuals to privacy regarding their personal affairs.

The University of the Sunshine Coast Privacy Plan was developed in 2003 to comply with the *Queensland Government Information Standard 42*. All staff are encouraged to familiarise themselves with the Plan. It is available on the staff intranet and the

University's website. In addition, a hyperlink to the Privacy Statement is displayed in the footer bar on each page of the website.

## Freedom of Information

In 2004 there were five requests for information under the *Freedom of Information Act 1992 (Queensland)*:

- three external applications – two non-personal, one personal;
- one student application for personal information; and
- one staff application for personal information.

## Whistleblowers

The *Whistleblowers Protection Act of 1994* requires the University to include any actions relevant to the Act in its Annual Report. There were no actions, disclosures or complaints made in 2004.

## Controlled Entities

The Innovation Centre Sunshine Coast Pty Ltd was formed by the University of the Sunshine Coast on 26 October 2000, under the *University of the Sunshine Coast Act 1998 Part 2 (6)*. The primary purpose of the company is to provide regional leadership and support for new businesses designed to create wealth and employment opportunities in the region. It operates a technology business incubator located in the Innovation Centre building, a \$7m facility on the edge of the University campus. The Queensland Audit Office audits the company's financial statements which are reported in the Consolidated Statements section of the University's financial statements for the year ended 31 December 2004.

## Expenditure on consultancies

The table below shows the expenditure on each category of consultancies under the State Purchasing Policy.

Category	\$ Value
Professional/Technical	525,214
Communications	41,011
Finance/Accounting	288,345
Information Technology	146,774
Human Resource Management	5,361
Management	68,468
General	7,270
Total	1,082,443

## Systems

The University has a strategic recordkeeping implementation plan approved by Queensland State Archives. A specialised record-keeping unit is responsible for the maintenance of the University's records management system, an electronic recordkeeping system, where University records are indexed and may be stored. The system may also manage the creation and capture, storage, security, access and disposal of records. Normally all University records are recorded in the records management system. However, the University does have some systems, databases, etc which also function as recordkeeping systems, eg PeopleSoft for corporate student, finance and human resource records.

# Review of Activities

## Strategic Planning

The University has consistently adopted a goals-based approach to planning, focused around its mission and values. The Strategic Plan developed in 2001 for the 2001–2005 period strives for a whole-of-institution focus with specific detail on critical areas of activity such as teaching and learning, and research.

The Strategic Plan 2001–2005 has become gradually more detailed and inclusive with each annual review resulting in the need for a major review in 2004. The tone for the planning of the Strategic Plan 2005–2010 was set by Council, which developed a detailed environmental analysis and stipulated that consultation with key stakeholder groups be part of the planning

process. At various stages throughout the process, the University's senior management team provided input and critique, fine tuning each draft until the final version was developed and presented to Council for approval at its December meeting.

As an organisation, the University will express the following four characteristics across all aspects of its operation:

- human scale
- engagement
- pursuit of international excellence
- innovation

The Strategic Plan 2005–2010 reflects both a process and a determination to articulate clearly defined priorities, indicators of success, and benchmarks within a framework of eight key groups or themes critical to the University's development over the next five years. They are:

- the University;
- Environmental sustainability;
- Students;
- Staff;
- Learning and teaching;
- Research;
- Engagement; and
- Internationalisation.

The Strategic Plan takes its place alongside several other high level planning documents including the Master Plan for the University's physical development and the Development Control Plan for Sippy Downs. These documents have a clear commitment to operational and environmental sustainability, and an acknowledgment of the University's role as a major catalyst and hub for regional economic, social and cultural development.

# Review of Activities

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## Strategic Plan 2001–2005

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The University was initially established on the Sunshine Coast to improve the community's access to higher education, produce well-qualified graduates and provide an economic stimulus to the region.

To ensure the academic and career outcomes of graduates are positive, new programs are developed in close consultation with industry practitioners, and are based on areas of current demand and emerging growth.

The University has strong research links within the region further ensuring it fulfils its philosophy to engage, serve and enhance the community.

Since opening in 1996, the University of the Sunshine Coast's growth – in student numbers, programs and research activities – has exceeded expectations.

## Mission

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The University of the Sunshine Coast's mission is to be the major catalyst for the innovative and sustainable economic, cultural and educational advancement of the region, through the pursuit of international standards in teaching and research.

## Values

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The following values underpin the University's everyday operations in pursuit of its Mission:

- A commitment to advance, disseminate and preserve knowledge through innovative and effective teaching and research.
- A commitment to foster freedom of inquiry and expression.
- A commitment to the process of lifelong learning.

- A commitment to engage in and respond to the community's intellectual, cultural and economic needs.
- A commitment to adopt consultative processes and ethical behaviour in all activities.
- A commitment to engender respect among students, staff and Council of the University for their diverse roles and contributions.
- A commitment to fairness, openness, honesty, trust and effective communication as fundamental expectations of students, staff and all associated with the University.
- A commitment to develop the University and its surrounds as an environmentally sensitive exemplar.

Each of the five goals and the series of strategic priorities outlined in the *University's Strategic Plan 2001–2005* will be addressed in this report.

# Review of Activities

## GOAL 1: Teaching-Research

**Advancing the teaching-research nexus in distinctive ways directly related to Sunshine Coast regional development and connectivity with universities and regions internationally.**

### Background

Teaching and research at the University is based on producing graduates for areas of current demand and emerging growth on the Sunshine Coast. The University's academic programs have been developed in close consultation with industry practitioners, and much of the research carried out at the University relates to the activities of the region. In this way the University fulfils its mission to be the major catalyst for the innovative and sustainable economic, cultural and educational advancement of the region.

In 2004 the University's priorities in teaching and research were:

- evaluation of teaching and courses;
- the implementation of the accreditation system;
- student assessment;
- new academic policies;
- committee operations at faculty level;
- existing area plans and new three-year plans;
- academic development;
- changes in the external operating environment;
- internal communication regarding teaching and research;
- the incorporation of graduate attributes into programs and courses;
- e-Learning, accreditation of new undergraduate, postgraduate and research programs;
- consolidation of research institutes and centres;
- academic administration; and
- grants and higher degree by research administration.

### Teaching-Research Nexus

In 2004 the University renewed its original commitment to the teaching-research nexus. The University understands the teaching-research nexus as the variety of ways in which research and scholarship shape and inform teaching, and teaching shapes and informs research.

### Achievements

#### Learning and Teaching

In 2004, the University:

- commenced updating the Academic Rules to accommodate rapid changes in program provision;
- implemented the Evaluation and Improvement of Teaching Policy and related procedures;
- implemented the new Program Accreditation and Course Approval Policy and related procedures;
- piloted a common instrument for gathering and responding to student feedback on courses;
- commenced developing a new student assessment policy;
- reviewed the terms of reference and operations for a range of academic committees;
- consolidated the roles of Faculty Learning and Teaching Coordinators and Faculty Learning and Teaching Committees;

- implemented the final stages of the *Learning and Teaching Management Plan 2002-2004*;
- extended the provision of academic development opportunities, introducing workshops for lecturers;
- made initial preparations for the advent of the Learning and Teaching Performance Fund and the Carrick Institute;
- improved internal communication about learning and teaching matters;
- incorporated graduate attributes into all undergraduate programs and courses;
- completed initial implementation of the new learning management system: Blackboard; and
- accredited a range of new programs, including three new combined Education degree programs (refer page 7 for more detail).

#### Research and Research Training

In 2004, the University:

- received its first Discovery Grant from the Australian research Council (ARC) (refer to page 14 for more detail);
- commenced a review of the Higher Degree by Research Rules and Bachelor Honours Rules to accommodate changes in the research and research training environment;

# Review of Activities

- made system improvements in the management of grants and higher degree by research candidature;
- commenced development of a new Consultancy and Outside Work Policy;
- commenced the update and revision of the Intellectual Property Policy;
- evaluated the implementation of the University's original Research and Research Training Plan and developed a new plan for the period 2005–2007;
- again extended the provision of academic development opportunities for researchers, supervisors and research students;
- consolidated the use of the instrument for gathering and responding to research student feedback;

- developed the grants and research ethics modules of the research management database;
- improved capture and communication of research and research training performance data;
- drafted a statement of Research Graduate Attributes giving priority to enterprise and an understanding of the commercialisation of research outcomes;
- held workshops relating to the draft statement for research students; and
- accredited a new higher degree by research program.

## Advancing the Teaching–Research Nexus

In 2004 the University:

- drafted a statement entitled Advancing the Teaching–Research Nexus;
- consulted on this draft at the level of faculties, the Learning and Teaching Management Committee, the Research Management Committee and the Academic Board;
- commenced re-drafting the statement in the light of feedback received; and
- determined to process this re-drafted statement through the appropriate committees and present it for approval at the June 2005 meeting of the University Council.

### ARC Grant awarded

The University of the Sunshine Coast received its first Discovery Grant from the Australian Research Council (ARC). The \$150,000 research grant is a major step forward for the University.

USC Vice-Chancellor, Professor Paul Thomas, said the grant is significant, as it establishes key research opportunities for the University in the future.

"ARC grants are extremely competitive in the national higher education sector. Receiving one is a coveted award for any university, particularly a regional one. ARC is the key funding body in Australia and fosters the highest standards of research in all discipline areas.

Dr Julie Matthews, USC Senior Lecturer in Social and Community Studies, led the team's application to ARC.

"There is only a 20 percent success rate in applications for ARC grants, so we were delighted to learn we had received one," Dr Matthews said.

Dr Matthews' background is in social justice in education and much of her work so far has focused on minority students and problems of racism and sexism. The ARC grant, titled Schooling, Globalisation and Refugees in Queensland, will make a difference to young lives across the state.

"It focuses on refugee students in Queensland's public education system – students who have come to be regarded as 'illegals' and 'queue jumpers'," Dr Matthews said.

"Most of these children are fleeing the destruction of their homes and communities due to war, so it is ironic that they have come to represent the evils of the world."

The project looks at how education institutions address these issues of identity and citizenship.

# Review of Activities

## GOAL 2: Students

**Preparing students to become informed, critical, reflective, creative, ethical, responsible and entrepreneurial graduates of international standing, capable of securing good opportunities for career advancement.**

### Background

The University is the primary provider of higher education in the region and, as such, has made a strong commitment to:

- increasing the community's access to higher education;
- providing a supportive environment; and
- preparing students for their chosen career.

In 2004, 3,862 students enrolled in programs offered by the University, an increase of 8.6 percent on the previous year. Of the first year students, 75 percent were permanent residents of the Sunshine Coast, 40 percent were the first in their family to attend university and Indigenous student numbers increased by 11.76 percent.

### Achievements

The University recognised that preparing graduates capable of securing good opportunities for career advancement required support throughout their time at university:

- In 2004, a First Year Experience Project, funded by the Higher Education Equity Program (HEEP), was established and a First Year Experience Officer appointed to coordinate the Project. The Project's goal is to assist first year undergraduate students with the transition to University, improving the first year experience and retention rates.
- A First Year Experience Reference Group was established consisting of staff, students and Student Guild representatives. Two issues given priority by this Group were the presentations made to staff to raise awareness of first year experience, and the review and redevelopment of Orientation Week activities to meet the needs of first year students.

- An Enrolment Working Party was formed to improve procedures. POSTBillPay was introduced onto the student Intranet (SOLAR), current students were trained as 'enrolment buddies' to assist students with SOLAR enrolments and an improved version of the Enrolment Guide was produced and made available online.
- Computer Skills Workshops were run on a weekly basis throughout the semester, to allow for ongoing acquisition of ICT skills.
- Academic skills workshops were run before, during and after Orientation Week in each semester of 2004 and Academic Skills Advisers collaborated with teaching staff to embed the skills into courses through tutorials, lectures and parallel workshops. An additional Academic Skills Adviser was employed to provide one-on-one academic skills support for students. This position was funded by the Student Guild.
- The University's new Information Commons was opened in May as part of the celebration of Australian Library and Information Week. The Commons, conveniently located beside the entrance to the Library, houses 76 new computers with DVD, CD-ROM and floppy disk facilities and eight express workstations for quick email and printing resources.
- Forty-four Commonwealth Accommodation Scholarships and 20 Commonwealth Education Scholarships were made available for the first time in Semester 1, 2004. A \$15,000 South Sea Islander Scholarship from the South Sea Islander Community Foundation was awarded. A total of 138 scholarships and bursaries were awarded, with a value of \$333,779.
- An updated procedure for evaluating student feedback was developed and included information relating to the role of graduate attributes in courses. A pilot study of the process resulted in an improved form being produced for use throughout the University from 2005.
- A statement of Graduate Attributes adopted by Council in 2003 was embedded into the University's accredited undergraduate programs and courses in 2004. The Attributes outline the combination of knowledge, skills and values required in graduates of the University.

### Graduate Attributes

The University strives to enable its graduates:

To understand:

- To have relevant, discipline-based knowledge, skills and values
- To be able to apply and evaluate knowledge

To think

- To value and respect reason
- To be able to reason competently

To learn

- To be self-aware, independent learners
- To be able to collect, organise, analyse, evaluate and use information in a range of contexts

To interact

- To be able to interrelate and collaborate
- To value and respect difference and diversity

To communicate

- To speak, listen and write competently
- To be competent users of information and communication technologies

To initiate

- To be constructive and creative
- To be enterprising

To value

- To have self-respect and a sense of personal agency
- To have a sense of personal and social responsibility
- To understand and apply ethical professional practices

# Review of Activities

- The lack of traditional employment opportunities on the Sunshine Coast prompted the University to introduce a new core course entitled *Innovation, Creativity and Entrepreneurship*. The course is designed to give students the key skills they need to establish their own businesses. Students gain an understanding of the techniques related to being constructive, creative and enterprising. Approximately 500 first year students completed the course in its first year of operation.
- The University actively recruited adjunct professors to provide greater breadth and depth to University teaching. Forty-three adjunct professors were employed within the three faculties in 2004.
- Many students were involved in some form of work experience external to the University in 2004. Internally, the Office of Media and Marketing further developed the Ambassador Program, employing five second and third year students. As a direct result of the success of the Ambassador Program, a Writers' Group was established to give students first-hand experience in writing for publications and the media.
- The Students Mean Business Club was established in the Faculty of Business with the help of a \$15,000 Commonwealth Government Grant offered under the National Innovation Awareness Strategy. The Club aims to provide students with an opportunity to participate in seminars and workshops and network with industry and business professionals. Late in 2004, students had the opportunity to present the Club's business plan to a panel of 12 Chief Executive Officers from around Australia as part of the Australian National SIFE (Students in Free Enterprise) Competition in Melbourne.
- The Faculty of Business opened the prestigious Masters Club in November.
- The GO (Global Opportunities) Program, launched in 2004, provided 14 overseas travel grants to students wishing to study overseas with one of the University's 68 partner institutions. The number of students travelling overseas increased from six in 2003 to 28 in 2004. These 28 students studied at 21 institutions. An additional 12 students received scholarships from sources other than the University such as UMAP.
- The University held an inaugural five-day International Partners' Conference providing 30 academic and international relations staff from 20 partner institutions with an opportunity to learn about the University's international programs, to explore the region and to promote their home institutions to USC students. Representatives were from the United States, Germany, Japan, Mexico, Norway and Italy.
- In 2004, a Graduate Employment Officer was employed to provide career services to final year students and graduates. During the year students had the opportunity to engage with employers and industry bodies such as the Defence Force, Department of State Development and Recreation Training Queensland. The online career and employment software package, CareerHub, listed 168 local and graduate jobs. The site was accessed 17,575 times by students and graduates.
- A "Grad Pack" of job search material, and Alumni information was produced for final year students and distributed in December.
- A number of discipline areas recorded satisfactory career outcomes. For example, around 100 percent of graduates in accounting, journalism, marketing and management found full-time employment. Creative writing students and lecturers enjoyed a successful year. Three students received publishing contracts with Melbourne-based publisher Lothian. One student had his book, *The Battle of Long Tan As Told By The Commanders*, launched at the Australian War Memorial in August. Lecturer, Steven Lang, won the Best Unpublished Manuscript of an Emerging Queensland Author award in the Queensland Premier's Literary Awards at the Brisbane Writers' Festival. Senior Lecturer and multi-award winning author, Gary Crew, received a national Environment Award for Children's Literature from the Wilderness Society.

# Review of Activities

## GOAL 3: Community

**Catalysing economic, social and cultural dimensions of life on the Sunshine Coast, and fostering partnerships that enhance infrastructure, liveability and quality of life.**

### Background

The population of the Sunshine Coast region is set to double to approximately 500,000 by 2025 with a growth rate of three percent per annum. The University acts as a catalyst for development in this high growth region. The Vice-Chancellor, Professor Paul Thomas, has been involved in the planning of a Knowledge Precinct to include the University and its research centres, schools and colleges, a business incubator and a technology park. The Precinct, with a target of 5,000 jobs, is set to redefine the Sunshine Coast's economic profile and the Queensland Government has recognised its potential, approving \$15 million for the construction of new access roads into the area.

### Achievements

#### The Knowledge Precinct

- The concept of a Knowledge Precinct was further strengthened when State Minister for Education and the Arts, Anna Bligh, opened the Queensland Education ICT Learning and Innovation Centre at the University in October 2004. To promote information and communications technology and innovation in schools, Education Queensland chose to locate this new Centre on the third floor of the University's ICT Building.
- The relationship between the University and Education Queensland's new Chancellor State College, located adjacent to the University, is a good example of how partnerships can enhance infrastructure. In the planning stages the University worked closely with the College to create shared facilities and help reduce the impact of development on land surrounding the campus. From the time the College opened at the beginning of 2004, students and parents of the school enjoyed access to the University's

playing fields and car parks, and students are able to walk to and from school across the University's grounds reducing traffic on local roads. Planning in 2004 has focused on the development of shared sporting facilities, including an indoor sports stadium and 50-metre swimming pool.

- The Innovation Centre Sunshine Coast, a wholly owned subsidiary of the University, achieved some impressive milestones in 2004. The incubator doubled in size, becoming one of Australia's largest technology business incubators and welcoming six new companies. The Innovation Centre Incubator is stage one of the technology park proposed for the area.
- In January 2004, Maroochy Economic Development Advisory Board (MEDAB) proposed a \$1million funding package for the establishment of the technology park. The package consists of monies and in-kind support, allocated over the next five years.
- Plans were finalised for stage two of the Technology Park - the Innovation Centre's Accelerator, which will provide an additional 3,000sqm of 'hi-tech' facilities.
- The University continued to engage with the Queensland Government and Maroochy Shire Council to provide feedback to the Office of Urban Management on the Draft South-East Queensland Regional Plan.

### International

- The University further strengthened relationships with 20 of its partner universities in United States, Germany, Japan, Mexico, Norway and Italy through the inaugural International Partners' Conference held in July (refer to Goal 2, page 16).
- A further 18 partnership agreements were signed with universities in the USA, Mexico, Peru, Japan, Korea, Thailand, France, Germany, Italy, Switzerland and Great Britain. There were 297 international students studying on campus and 28 USC students studying overseas as part of the GO Program.

### Social and Cultural Dimensions

- In July, the Centre for Healthy Activities, Sport and Exercise (CHASE) was launched by one of Australia's leading sports identities, Robert de Castella. CHASE was created to increase the understanding and enhancement of sports performance and to develop healthy activity programs in the community. Shortly after opening CHASE received a \$200,000 grant from Ausindustry for research into injury rehabilitation. Staff of the Centre worked with the Australian swimming and cycling teams prior to the 2004 Athens Paralympic Games and ran the *10,000 Steps—Road to Athens Challenge* to stimulate healthy activity in the community.

# Review of Activities

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The challenge, to walk 10,000 steps each day, started with the opening of the Olympic Games on August 13 and continued until the close of the Paralympics on September 28 2004.

- The Centre for Multicultural and Community Development (CMCD) implemented the Youth Leadership Development Program, which addressed issues such as education, employment, the legal system and cultural awareness with people aged between 18 and 28 from Afghanistan, Bosnia, Kurdistan, Iran, Iraq, Somalia and Sudan.
- Six hundred and eighty-five graduands were eligible to graduate at the 2004 Graduation Ceremony held on Friday 16 April in the Innovation Centre. Awards of

Honorary Senior Fellow were presented to Bloomhill Cancer Help founder Margaret Gargan, architects Lindsay and Kerry Clare and Everal Compton, who helped establish the National Seniors Productive Ageing Centre.

- A successful fund raising campaign, which culminated in 2004, raised over half a million dollars for the construction of a new Art Gallery which was opened by Joe Natoli, Mayor of Maroochy Shire, in July. The University hosted eight art exhibitions in 2004, including the popular Minister's Awards for Art Excellence which highlighted the work of talented secondary school students from Noosa to Caboolture. The Gallery's program was sponsored by Coastline

BMW. During 2004, visitors to the Gallery increased by 23 percent to 7,295. A call for additional 'friends of the Gallery' resulted in the recruitment of 50 new volunteers.

- In support of life long learning, and to provide an opportunity for people to network, socialise and learn, the University signed an agreement to support U3A (University of the Third Age) for a further five years.
- The University of the Sunshine Coast was one of only nine universities in Australia to receive part of an A\$22.5 million donation from Cassamarca Foundation in Italy in support of Italian studies. Funding will support Italian studies at the University for a further 13 years.

# Review of Activities

## GOAL 4: Environment

Providing exemplary leadership in environmentally sustainable practices.

### Background

Under the South-East Queensland Regional Plan 2004, the Sippy Downs area is identified as an Emerging Activity Centre, with the potential to evolve into a Major or Principal Activity Centre by 2026. The plan portrays the area as a "compact and sustainable urban pattern of well-planned communities" with residential areas, employment and transport systems "framed by a regional landscape". The University's location in this high growth area, adjacent to the ecologically sensitive Mooloolah River National Park, requires the University to be a leader in environmental practices, including the need for structural, landscaping and waste management strategies to minimise impact.

### Achievements

#### Fauna and Flora Protection

- Through collaboration between Maroochy Shire Council, the University and a local land developer, fencing was erected along a section of Claymore Road to protect the passage of wildlife between the campus and the Mooloolah River National Park. Road underpasses were built and, in May 2004, the University Environment Advisory Committee recommended that the existing wildlife fence be extended to further direct wildlife into the underpasses. Footprints, spoor and established paths observed in late 2004 indicate regular use of the underpasses. To date, there have been no known fatalities of wildlife on the fenced section of road.
- The University's resident population of eastern grey kangaroos (*Macropus giganteus*) did not diminish in 2004, despite further development of land surrounding the campus. Animal counts conducted during the year confirmed the existence of two mobs, of approximately 25 kangaroos in each, moving safely between the University and the Mooloolah River National Park.

The mobs are maintaining breeding numbers, with up to three generations sighted in a mob at any time.

- The University Environment Advisory Committee commissioned the Institute for Sustainability, Health and Regional Engagement (iSHaRE) to conduct an ecological footprint study of the University campus.
- A landmark agreement between the University, Lensworth Group and Maroochy Shire Council was struck in 2004 to create a new heathland habitat on campus.

The agreement involved establishing 15 hectares of wallum heath habitat on the campus to compensate for rare habitat being lost on a nearby residential development site. New populations of rare and endangered boronia and acacia species from the development site will be established onto a section of the campus designated in the Campus Master Plan as a 'native landscape rehabilitation area'. Under the agreement, Lensworth will establish five hectares of wetland and 10 hectares of heathland, appoint an ecologist to report to Maroochy Shire Council on progress, and fund one PhD and one Honours student to study the population ecology and genetics of the species currently found on the development site.

- The University worked closely with Chancellor State College during its development in 2003, to create shared facilities and help reduce the development footprint on land surrounding the campus. (Refer page 17 for more detail). Stormwater from the Chancellor State College site is funnelled into the University's stormwater management system to ensure properly filtered water enters the waterways of the Mooloolah River National Park.
- As part of the University's plan to reintroduce indigenous flora to the campus, environmental restoration students planted more than 400 trees around several car parks and a further 600 wallum trees—indigenous to the area—on the eastern side of the main lake in 2004. An investigation into the wetlands, established in 2003, found native self-propagating plant species around the waterways. The propagation of these plants and an increase in the number of visiting and nesting birds, indicates a healthy wetland environment.

- A bird sanctuary created on the island in the University's main lake has become a nesting and visiting ground for 12 species of birds, several of which had not previously been seen on campus.

#### Flora and Fauna found on Campus

##### Birds:

Purple Swamp Hens  
Lewins Rail  
Wood Ducks  
Black Fronted Dotterels  
Great Egrets  
Royal Spoonbills  
Little Black Cormorants  
Australian Darters  
Plumed Whistling Ducks  
Pelicans  
Black Swans  
Pacific Black Ducks

##### Plants:

Water Primrose  
Water Snowflake (lily)  
Zola  
Princes Feather (bird, butterfly and insect habitat)  
Duckweeds (fish and fowl fodder)

#### Water Management

- Scientific tests conducted on the University's water system of two lakes, two swirl ponds, one landscape pond and an irrigation dam found no gross pollution in 2004. The water quality of the University's lakes was found to be superior to that of most urban lakes. Nor was there pollution entering the Mooloolah River National Park's waterways from the campus.
- A Network Ten Totally Wild segment featured the kangaroos on campus and the University's stormwater management strategies.

# Review of Activities

## Public Transport

- In an effort to reduce vehicle traffic around the Sippy Downs area, the University continued to lobby the Queensland Government for enhanced bus services to the campus. Accordingly, the Queensland Government introduced Translink, with integrated ticketing and reduced fares, resulting in increased numbers of students using bus services to campus.
- The University-initiated public transport route, which connects students from Brisbane by rail to Landsborough and then by bus to campus, had approximately 230 students using the service each day. This equated to around 150 fewer cars on campus.
- In December 2004 the Queensland Government initiated a feasibility study into the establishment of a major bus interchange at the University which would greatly reduce the number of cars on campus – approximately 2,500 vehicles per day in 2004 – as well as provide a local service for Sippy Downs residents.

## Research

- In February, the Institute for Sustainability, Health and Regional Engagement (iSHaRE) was launched. iSHaRE is a University-wide research institute with a strong research focus on environment and health. The Institute's mission is to enhance human and environmental well being through research, research training and regional engagement. iSHaRE manages the University's three off-campus research facilities at Fraser Island's Kingfisher Bay and Dilli Village, and at Beerwah.
- The University reopened Dilli Village on World Heritage-listed Fraser Island as an education camp and collaborative research centre in April 2004, after it had been decommissioned by the Queensland Parks and Wildlife Service earlier in the year. Under an agreement between the University and Kingfisher Bay Resort and Village, Dilli Village is managed by a trained resort employee on behalf of iSHaRE. To improve the environmental quality of the site, Dilli

Village was refurbished by the University in 2004. Refurbishments included:

- the water purification system was modernised to reintroduce potable water on site;
  - the existing grease-traps and septic system were decommissioned and new maceration pumps and a rising main installed;
  - weeds were brought under control without the use of chemicals, and the area was re-seeded with native grasses; and
  - debris, including lead paint flakes and water used during repainting, was exported from the island and taken to the University for treatment.
- A joint project, designed to understand and manage the problem of biting midges, involving the University of the Sunshine Coast, Griffith University, FMC (Chemicals) Pty Ltd, the Hervey Bay City Council and community, was awarded a Good Practice Award in the 2004 Dubai Awards. Director of iSHaRE, Associate Professor Ron Neller, chaired the regional research group and iSHaRE was contracted to run a statewide local government forum on biting midge management. The project earned Hervey Bay City Council and its partners a place on the United Nations Habitat Best Practices database.
  - The University of the Sunshine Coast, the University of Wyoming (USA) and the Kruger National Park Service in South Africa created an alliance to support research in globally protected areas. This was a further step towards formalising a Tri-Park Research Group that includes Yellowstone National Park, Fraser Island and Kruger National Park. The agreement will encourage university and partner organisation exchanges, with PhD students and a University of Wyoming GIS expert due to arrive at the University in 2005.
  - A two-year study by Senior Lecturer, Dr Thomas Schlacher into the effects of brown water river plumes, conducted in partnership with Griffith University, won the Coastal ARC Research Award in April 2004.

# Review of Activities

## GOAL 5: Staff

**Attracting and retaining innovative, responsive and flexible staff capable of advancing an open and accountable work environment characterised by mutual respect and interdependence.**

### Background

The University is one of the largest employers on the Sunshine Coast, currently employing approximately 300 full-time staff. The University's ability to attract and retain staff that contribute to the quality of the students' academic experience and the overall performance of the University is essential for the University's reputation and long-term success. The work of the Office of Human Resources focuses on the University's strategic objectives; providing a range of services to managers and staff to support productivity and high performance; and compliance with employment-related laws, policies and regulations and the minimisation of risk.

### Achievements

- The University of the Sunshine Coast has the highest proportion of academic staff with higher degrees (89%) of any

Queensland University and fifth highest in Australia according to statistics produced by the Australian Government Department of Education, Science and Training (DEST).

- The University application to the Employment of Women Agency for an 'Employer of Choice Award' was successful. The award will be presented in January 2005.
- The number of women in senior positions rose to 46%.
- Staff recruitment doubled from 60 appointments in 2003 to 121 in 2004.
- A Recruitment and Selection Training Program was developed in 2004 to ensure staff were adequately skilled to implement the University's recruitment and selection processes.
- The University's Induction Program was revised in 2004 as a result of consultation with newly appointed staff. Subsequent feedback indicates the revised Program is working well. New staff feel welcome and appreciate the opportunity to learn of the University's mission, values, operations and culture.
- An Employment and Participation Strategy for Indigenous Australians was developed.
- The appointment process for sessional staff was revised and a Staff Development/Induction Day designed for all sessional staff.
- Information on staff development has been located on the staff Intranet and a staff development calendar, which includes a comprehensive range of internal and external activities, is circulated to staff each month by email.
- A Learning and Teaching Staff Development Reference Group was established to provide advice to the Learning and Teaching Management Committee on the staff development program.
- A series of fortnightly academic workshops was planned and implemented during 2004.
- Eighty-five percent of staff participated in staff development activities, including performance planning and review.
- The University policies and procedures relating to discrimination and harassment were reviewed and contact officers trained.
- The University's Code of Conduct was reviewed after extensive consultation with staff, students and other stakeholders.
- Staff training programs and a manual were developed for Authors and Coordinators maintaining the content on the corporate website.

# Review of Activities

## Priority Objectives

The University's Strategic Plan 2001–2005 identifies four priority objectives designed to provide a framework for planning. These Priority Objectives are:

- Distinctiveness;
- Growth and development;
- Quality; and
- Flexibility and innovation.

This section of the Report will review activities carried out during 2004 relating to actions listed as part of the Strategic Priorities.

### Distinctiveness

Since its establishment the University has sought to develop its academic profile in a focused and distinctive way to address regional needs, to create separation from metropolitan universities and to reflect realistically its resource base.

Accentuating the University's distinctiveness remains the University's major priority, balancing a need for innovation whilst also preserving international and traditional high standards.

The University will identify its distinctive features and promote them through the region, across Australia and to targeted overseas locations, by:

#### Academically

**Concentrating on a gradually increasing but focused range of academic specialisations with strong regional connections and of international significance supported by government and private funding:**

- In total, nine new programs were established in 2004 to meet specific demands in employment markets. New programs have been established in areas such as secondary school teaching, exercise therapy, health promotion, regional and urban planning, financial planning and human resource management.
- The University has developed three new combined education programs – the first time education has been taught on the Coast.

- The Bachelor of Regional and Urban Planning evolved directly from an identified Australia-wide shortage of qualified planners. Students studying this course will have access to practical planning experience in one of Australia's fastest growing areas with opportunities to further their study in the USA or Korea.
- Four dual Diploma/Degree programs offered in conjunction with Cooloola Sunshine Institute of TAFE (CSIT) continued to be well supported by students. A Diploma of Fitness/ Bachelor of Science was developed in conjunction with CSIT for delivery in 2005.

#### Emphasising an interdisciplinary approach to issues central to regional development:

Internally funded research projects:

- Environmental Attitudes and Action: A Case Study of the Queensland Horticulture Industry;
- The Food Markets of Brisbane 1824–2001;
- Are Anti-Science Attitudes Responsible for Poor Uptake of Business Systems for Environmental Management and Food Safety on Australian Farms?;
- Characterisation of the *myrmecofauna* of Fraser Island, Queensland, Australia: with attention to biodiversity, community structure and habitat complexity relationships;
- An artistic and creative exhibition about local macro and micro environments which communicates awareness about the environment in our community;
- GIS modelling of raptor habitat: a scoping study on the Sunshine Coast;
- Survey of small to medium enterprises in the Sunshine Coast Region measuring their attitudes and experiences toward adoption and non-adoption of English-commerce technologies;
- Comparative Analysis of Determinants of Healthy Weight in Children 0–12 years on the Sunshine Coast;
- Programming for Global Television; and
- An Experimental Investigation of the Interaction Effect of Knowledge Structure and Performance-based Rewards on Creativity.

Externally funded research projects:

- Rethinking Reconciliation and Pedagogy in Unsettling Times;

- Biting Midge in Hervey Bay;
- Community Engagement of Women from Culturally and Linguistically Diverse Backgrounds;
- The Dragon Planet – Giving the First Global Generation its Voice in New Media;
- Working Against Violence Support Services;
- Multicultural Youth Leadership Development Project; and
- Commonwealth Multicultural Family and Community Building Project

#### Pursuing strong connections with international universities of similar scale or with similar interests:

- An inaugural International Partners Conference was held; additional agreements signed with universities internationally and the GO (Global Opportunities) Program was developed (refer Goal 2, page 16).

#### Continuing to emphasise the significance of a student-focused supportive environment of human scale:

- The University is committed to providing small classes—the goal is to have tutorial classes of 25 students or less;
- A First Year Experience Officer was appointed and a First Year Experience Reference Group established. Academic skills workshops were held and an additional Academic Skills Adviser was employed. (refer Goal 2, page 15); and
- Scholarships increased and Graduate Attributes were embedded into programs and courses (refer Goal 2, page 15).

# Review of Activities

## Culturally

### Partnering with the range of local organisations with different interests to ensure a vibrant and stimulating environment locally and regionally:

- *Voices on the Coast*, a literary festival held annually, is a partnership between the University and Immanuel Lutheran College—6,393 tickets were sold in 2004 to approximately 3000 school students from 42 primary and 28 secondary schools;
- *Voices Plus*, a literary event for adults, was incorporated into Courses for Careers Day. Presenters were drawn from Sunshine Coast, Brisbane and south-east Queensland. Nine sessions were held involving 160 people;
- For details of *Headstart* program refer to page 24; and
- Summer schools were subsidised by the University to increase local students' access to the programs and the university environment; 31 students participated in 2004. The Aquaculture session was delivered in partnership with Department of Primary Industries (DPI) Bribie Island.

### Exploiting opportunities to attract government and private support for cultural and leisure infrastructure for university and regional benefits:

- Over half a million dollars was raised from business and community donations for the construction of a new Art Gallery (refer Goal 3, page 18). Coastline BMW sponsored the 2004 Gallery Program.

### Initiating a program of cultural events to appeal to a broad spectrum of the regional population:

- *Schools Excellence Expo* allows high school students to showcase original research and project work in a university environment; 90 students from eight local schools competed in 2004—an increase from 72 students from 6 schools in 2003;
- The University assumed planning responsibility for *Voices Plus*—an adult literary Festival to be expanded in 2005;
- Bahasa Indonesia was offered as part of the University's Summer Schools Program. The session involved local native speakers who immersed students in the language and culture of Indonesia;

- The Australian String Quartet returned to the University for the third consecutive year; and
- The University hosted eight art exhibitions in 2004, including the popular *Minister's Awards for Art Excellence* which highlights the work of talented secondary school students from Noosa to Caboolture.

## Economically

### Developing a regional business incubator and technology park in partnership with governments and business:

- The Innovation Centre doubled its space in July 2004 to accommodate additional small to medium sized businesses and University-linked research centres (refer Goal 3, page 17).

### Expanding the number of memoranda of understanding with shire councils and other organisations in pursuit of joint projects and to increase local graduate employment opportunities:

- There were no new agreements signed in 2004.

## Environmentally

### Promoting environmentally significant course and campus-related initiatives:

- A range of projects involving habitat; transport and water management are listed under Goal 4, page 19.

### Ensuring the campus is developed in ways that minimise an adverse impact on the natural environment and nearby Mooloolah River National Park:

- A range of projects relating to roads works, bird habitat, water management and wallum heath habitat are listed under Goal 4, page 19.
- An investigation into the wetlands, established in 2003, found native self-propagating plant species around the waterways.

# Review of Activities

## Growth and Development

The University has annually argued for greater Commonwealth-funded growth quotas to meet soaring regional demand, to correct historical disadvantage and to accelerate economies of scale.

The target set in the 1994 Campus Master Plan of 15,000 students in 25 years remains the University's target, with internationalisation becoming an increasingly important component of that growth trajectory.

In the uncertain regulatory environment there is little basis for other than highly speculative annual targets.

There is no intention at present to increase the number of faculties in this planning period. Additional disciplines can be accommodated within the current framework, offerings within which are reviewed annually.

Of greater significance is the need to increase research activity and recruit leaders at professorial level.

Increasing the already extensive list of 'partners' locally and internationally, as well as the number of private sponsors, will also help diversify academic activity, and these links are stressed in the strategies.

The aim is to continue rapid growth and development despite the system-wide lack of funded growth, by:

### Student Enrolments

#### Pursuing the case for further Commonwealth growth places consistent with regional growth and historical disadvantage:

- The University, in conjunction with local politicians and community leaders, successfully lobbied government for additional student places. In 2004 the University was awarded 1,080 new Commonwealth places over the next four years—the largest allocation of growth places to a single, non-metropolitan campus in Australia. This equates to 49 percent growth in student numbers at the University between 2005 and 2008;
- The increase in the number of funded places led to the development of an additional nine undergraduate degrees, including Education with an allocation of 120 places; and

- Thirty of the 120 new nursing places funded by the Federal Government were allocated to the joint program between the University and Central Queensland University (CQU).

#### Identifying the sources and markets for targeted recruitment:

- Three strategic planning sessions were held in 2004 to reassess target markets and key messages;
- Discussion was informed by five market research projects conducted from 2001 to 2004. Additional information was acquired from an analysis of:
  - statistics indicating the geographic location of first year enrolled students;
  - the number of students from Brisbane and interstate who applied through the Queensland Tertiary Admissions Centre (QTAC) for entry into USC and subsequently enrolled; and
  - the number of students from Sunshine Coast schools that applied for a place at USC as opposed to those who applied to attend competitor institutions.
- The primary target market was reconfirmed as high school students in years 11 and 12 who are residents of the Sunshine Coast.

#### Reviewing University policy on the recruitment of Australian fee-paying students:

- Australian students are entitled to enrol at the University as fee-paying students. Fees were increased in 2004.

#### Achieving the research outcomes needed to accrue research-training resources:

- In 2004 the University increased the value of its research contracts and maintained its level of research publications. While these findings were achieved against a relatively low base (the University has only been formally involved in research since 1999/2000), the University's 2004 allocation from the Institutional Grants Scheme (IGS) increased by eight percent, from the Research Training Scheme (RTS) by 30 percent and from the Research Infrastructure Block Grant scheme (RIBG) by 800 percent.

## Programs

Refining the range of available courses and programs annually including through cooperation with other universities:

- Information on programs developed in 2004 is available on page 7.

#### Developing innovative flexible delivery strategies:

- Three programs were delivered online with the support of the University's learning management system, Blackboard, in 2004. Programs and courses were chosen on the basis of student demand and the nature of the content.

## Institutional Linkages

#### Liaising with education providers, both private and public, nationally and internationally to increase sectoral and cross-sectoral efficiencies:

- The University signed an agreement to provide University of the Third Age (U3A) with office and tutorial space for a further five years;
- Information on the University's liaison with Queensland Education and Chancellor State College is under Goal 3, page 17;
- Information on International partners is under Goal 2, page 16, and on page 26.

#### Developing alliances with local education providers to diversify the range of experiences of and pathways to university education:

- Headstart is a program run by the University in conjunction with schools in the region – applicant numbers increased from 58 in 2003, to 94 in 2004. Headstart students who successfully complete two University courses while still at school receive automatic entry into the University. Of the Headstart students who graduated from high school in 2004, 89 percent applied for tertiary study indicating that the Program's goal of assisting students in their transition from high school to university had been successful.
- Four dual Diploma/Degree programs offered in conjunction with Cooloola Sunshine Institute of TAFE (CSIT) continued to be well supported by students. A Diploma of Fitness/ Bachelor of Science was developed in conjunction with CSIT.

# Review of Activities

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## **Increasing the opportunities for students to interchange and study at other universities, especially internationally:**

- Information on the GO Program and international partners is under Goal 2, page 16.

## **Formalising links with national and international universities to facilitate exchanges of research knowledge, staff and students:**

- Memoranda of Understanding (MOU) were signed with 18 international institutions in 2004 bringing the total number of partner institutions to 68 (refer page 26).

## **Infrastructure**

### **Seeking ways to enhance the communication bandwidth available to the campus:**

- The University, as part of a consortium of Queensland universities, successfully negotiated an upgrade to the Internet bandwidth from 4Mb to 70Mb to be implemented in 2005; and
- The commissioning of the new state-of-the-art data centre has improved power management and risk mitigation with regard to the University's network communications and server infrastructure. A network upgrade also increased inter-building network capacities to 1Gb and has provided 100Mb to all desktop computers.

## **Staff**

### **Enhancing the performance and work satisfaction of staff through staff development opportunities:**

- Information relating to this item is under Goal 5, page 21.

### **Building on the high standards of teachers and researchers by raising the level of support for outstanding staff:**

- The Office of Learning, Teaching and Research established new systems for candidate and grant management and developed a new Research and Research Teaching Plan;
- Research facilities iSHaRE (Institute of Sustainability, Health and Regional Engagement) and CHASE (Centre for Health Activities, Sport and Exercise) were formally approved; and
- Research facility infrastructure at Kingfisher Bay Resort and Village and Dilli Village on Fraser Island was improved.

# Review of Activities

## Quality

As a new organisation intent on establishing high credentials, the University has been unwavering in its concern with quality. University of the Sunshine Coast has used external experts extensively from the outset and continues to use a wide range and large number of adjunct appointments to augment internal expertise for a range of purposes.

The University has already taken steps to engage international expertise to address the emerging Commonwealth agenda on 'Quality', to pursue efficiencies through the Enterprise Bargaining process, and to benchmark internationally, especially with similar institutions at similar stages of development.

The University aims to enhance further the quality of its work, especially in teaching and research, by:

### Quality Assurance

**Actively seeking and responding to the expressed academic needs of students:**

- In 2004 the University fully implemented its Student Feedback on Teaching (SFT) system, which entailed a standard feedback instrument that staff were required to use at least once during the year. The SFT system, a confidential, anonymous and secure process for gathering and reporting data, was implemented after a successful three-year trial;
- During 2004 the University successfully trialed a project entitled Student Feedback on Courses (SFC) to gather information on course content and teaching methods. SFC will be implemented in 2005; and
- Student feedback data is used to guide the continuous improvement of teaching, thus directly addressing expressed academic needs.

**Monitoring student application rates, reasons for attrition, success at degree level, and graduate employment rates in order to improve institutional responsiveness:**

- Student applications to QTAC were monitored against the previous year from 31 September until QTAC closed on January 2005.
- A study of first year students in 2003 indicated that 26 percent were intending to transfer to another institution after two semesters of study at University of the Sunshine Coast. Eight percent of first year students had transferred from another institution to University of the Sunshine Coast. Attrition rate for 2003 was 30.68 percent. There was no investigation into the reasons for students transferring; and
- Graduates who completed their studies at the end of 2004 have been surveyed. Results will be collated in early 2005.

**Developing alliances with other new universities across the globe with a view to:**

- facilitating the exchange of information between institutions;**
- positioning the University internationally as part of an active higher education network;**
- increasing opportunities for staff exchanges and various collaborative endeavours; and**
- benchmarking.**

- In 2004, eighteen new Memoranda of Understanding were signed with:

#### United States of America

- Clemson University
- Grand Valley State University
- Queens University of Charlotte
- University of New Mexico

#### Mexico

- Tec de Monterey, Mexico (Queretaro campus)

#### Peru

- Fujian Normal University

#### Japan

- Dokkyo University

#### Korea

- Sungkyunkwan University

#### Thailand

- Chulalongkorn University

#### France

- ECS Chambery Savoie
- Negocia

#### Germany

- Fachhochschule Frankfurt am Main (University of Applied Sciences)
- Fachhochschule Gelsenkirchen (University of Applied Sciences),

#### Italy

- Libera Università di Lingue e Comunicazione IULM
- Università Carlo Cattaneo (LIUC)

#### Switzerland

- Fachhochschule Solothurn (University of Applied Sciences)
- Fachhochschule beider Basel (University of Applied Sciences)

#### United Kingdom

- University of Glamorgan

## Learning and Teaching

**Developing and implementing a Learning and Teaching Plan, with strong emphases on:**

- flexible delivery;**
- assessment of learning;**
- systematic feedback on teaching;**
- faculty quality assurance systems for learning and teaching ensuring the curriculum is appropriate for international students as well as local students;**
- alliances with other comparable higher education centres across Australia and internationally on learning/teaching matters;**
- providing appropriate staff development opportunities; and**
- graduate employability issues, including self-employment.**

- The process of review of the existing Plan and consultative development of the next three-year plan commenced in October 2004 and will culminate in the presentation to the University Council of a new plan at its June meeting in 2005 (refer Goal 1, page 13).

# Review of Activities

## Research

Developing and implementing a Research and Research Training Plan, including:

- (a) clarifying regional needs
- (b) research priorities
- (c) research centre guidelines
- (d) internal competitive grants
- (e) guidelines for developing external grant applications
- (f) postgraduate supervision guidelines
- (g) postgraduate scholarships/assistance
- (h) graduate infrastructure
- (i) developing international research links and opportunities
- (j) continuing staff development opportunities

Refer Goal 1, page 13.

**Research partnerships: developing alliances with key industry and business partners, and other research agencies in the region nationally and internationally, to further collaborative research endeavours.**

Refer Goals 1 and 2, pages 13–15.

## Information Technology

**Developing and implementing an Information Technology strategy, including:**

- (a) identifying forms of flexible delivery to be given institutional support
- (b) gauging infrastructure needs for off campus and overseas delivery of courses
- (c) providing staff development opportunities
- (d) defining levels of student access and support
- (e) balancing the resources required for progressive implementation of the strategy

- An Information and Communications Technology (ICT) Board, chaired by the Deputy Vice-Chancellor, was established to provide strategic direction to the University in relation to ICT;
- The ICT Operational Plan was reviewed for 2004 implementation;
- A number of ICT Support Groups were established to ensure engagement with the University community on all aspects of ICT;
- The Information Technology Infrastructure Library (ITIL) framework was implemented to deliver best practice in IT service management;
- The University received commendation for the current level of electronic support for students. The current student/computer ratio of 8:1 provides a sound level of student access to ICT services;
- The development of flexible delivery continued and the University hosted technical conferences for both Blackboard and PeopleSoft users during the year; and
- In late 2004, six tutorial rooms, with equipment to support audiovisual dependent tutorials, were developed in preparation for the start of the 2005 academic year.

# Review of Activities

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## Flexibility and Innovation

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In its early years the opportunities in the operating environment of the University have been unpredictable, and some of the most significant partnerships and initiatives have arisen with little or no prior notice.

University of the Sunshine Coast has capitalised on those opportunities of greatest benefit, and will continue to do so in an environment that is becoming increasingly unpredictable. Many national commentators have emphasised the policy vacuum that currently exists nationally, in research, quality, student funding frameworks, growth targets, capital projects and staff salary supplementation.

It is possible to set targets but they have little or no value in the way that proved feasible up to the early 1990s.

Thus the University aims to cultivate and enhance, wherever possible, its capacity to respond flexibly, swiftly and innovatively to opportunities that advance its Mission, by:

## Externally

**Communicating consistently, through marketing and other means, the University's commitment to its academic, cultural, economic and environmental mission, as well as its values, goals and strategic priorities to all stakeholders and interested parties:**

- Fifty-three individual schools received 114 visits during the year;
- Courses for Careers Day, held in August, was attended by 2,348 people;
- Staff and current student Ambassadors attended the two-day Tertiary Studies Expo (TSXPO) in Brisbane in July;
- Student Administration and Marketing staff attended 10 Career Markets in Queensland and northern New South Wales;
- The KEEP PACE Program, a series of free information sessions and workshops for students, parents and community members was launched in 2004;
- On average nine media releases were distributed each month resulting in approximately 105 media clips per month – an average of 1260 media clips for the year;
- The redeveloped University website went live in May. The new site is more easily navigated, the information has been written for the Web and, as all material is contained within a content management system, it is easily updated;
- A large number of booklets, brochures, fliers, posters, banners, invitations and programs were proof read, graphically designed and distributed on behalf of a range of internal University clients;
- *Community* – the University's newsletter was published twice during the year;
- A number of external publications were updated throughout the year on request from the publishers;
- An advertising campaign highlighting the University's key messages and new program developments ran between July and December; and
- The graduation ceremony was attended by over 2,000 people.

# Review of Activities

## **Encouraging further regional and offshore initiatives which are economically, culturally and academically desirable:**

- Refer Goal 2, page 15; and
- Various research projects, such as the research into biting midges, had a positive impact on regional communities (refer Goal 4, page 19).

## **Progressing the Sippy Downs Urban Design Master Plan, and in particular developing a small business incubator and technology park on or near the University:**

- Information relating to this topic can be found under Goals 3 and 4, pages 17 - 19).

## **Implementing a strategy for the introduction and development of Aboriginal and Torres Strait Islander initiatives:**

- The Indigenous Services Officer maintained community relations, including a program of school visits and campus tours for indigenous school students;
- Indigenous students had access to dedicated facilities for study and ATAS tutoring;
- Cross Cultural Training was run for University staff and Aboriginal Tutorial Assistance Scheme tutors; and

- A new indigenous studies course was introduced in Semester 2, 2004. Introduction to Indigenous Australia (SCS130) is a cross-disciplinary course that was developed to provide students with an opportunity to gain a basic understanding of Australian Indigenous history and contemporary lives.

## **Launching and developing the Foundation to pursue private funding that accelerates the University's development and capacity to respond to a changing, competitive sectoral environment:**

- Over \$0.5M was raised for the opening of the new Art Gallery. Coastline BMW sponsored the Gallery exhibitions; and
- The number of scholarships, bursaries and prizes offered to students from community donations increased to more than 70 with a dollar value of more than \$90,000.

## **Developing an alumni relations program so that alumni have opportunities to continue their relationships with the University as well as each other:**

- A Plan for an Alumni Relations Program was developed for implementation in 2005.

## **Internally**

### **Linking the triennial University budget and strategic priorities in a way that enhances long term planning without compromising the need for change and flexibility if circumstances alter:**

- Changes in the higher education environment prevented the University from developing a triennial budget, however, there is a long-term focus on infrastructure to allow for growth; and
- The University's *Strategic Plan 2001-2005* strongly influenced the 2004 budget and the Capital Management Plan projects well into the future with, for example, budgetary development in 2004 addressing projected space requirements into 2007-2008.

### **Completing the second Enterprise Bargaining Agreement consistent with the University's strategic plan:**

- Negotiations on the next Enterprise Bargaining Agreement continued through 2004, and by the end of the year there was significant progress. Matters on which agreement was reached extended to the inclusion of the strategic framework from the University's revised Strategic Plan.

### **Reviewing the Campus Master Plan to maximise physical flexibility to respond to opportunities as they arise.**

- The Campus Master Plan was not formally reviewed in 2004. The requirement is for the Plan to be reviewed every five years. A major review was carried out in November 2001 and will be done again in 2006.

# Staff Travel

Employee	Position	Destination	Purpose	Depart Date	Return Date	\$Cost
<b>Faculty of Arts and Social Sciences</b>						
Carter J, Dr	Lecturer	South America	Research	30 Oct	6 Dec	9,362
Crew G, Mr	Senior Lecturer	USA	Marketing	1 Oct	17 Oct	6,999
Dyer P, Dr	Acting Dean	Sth America	Research	19 Nov	6 Dec	5,034
Elliot R, Prof	Dean	Hong Kong	Conference	2 May	7 May	2,213
Elliot R, Prof	Dean	USA	Marketing	23 Mar	9 Apr	6,937
Magdalinski T, Dr	Senior Lecturer	Europe	Conference	22 Oct	10 Nov	4,675
Magdalinski T, Dr	Senior Lecturer	Netherlands	Teaching	7 Mar	4 Apr	2,361
Magdalinski T, Dr	Senior Lecturer	Norway	Marketing	21 Jan	8 Feb	5,946
Magdalinski T, Dr	Senior Lecturer	USA	Conference	15 May	16 Jun	8,883
Mahnken P, Dr	Lecturer	Indonesia	Conference	22 Sep	30 Sep	2,273
Matthews J, Dr	Senior Lecturer	USA	Conference	14 Jun	6 Jul	5,391
Mill A, Mr	Research	Chile	Research	3 Dec 03	20 Aug	3,530
Molloy I, Dr	Senior Lecturer	UK/Hawaii	PDP	6 Aug	30 Nov	6,669
Molloy I, Dr	Senior Lecturer	NZ	Conference	14 Oct	17 Nov	705
Molloy I, Dr	Senior Lecturer	Noumea	Conference	28 Nov	8 Dec	2,513
Morriss C, Ms	Student	Noumea	Conference '04	25 Nov	12 Dec	683
Todd K, Mr	Senior Lecturer	USA/Europe	Research	27 Jun	16 Jan	6,854
<b>Faculty of Business</b>						
Bhola S, Ms	Graduate Studies	Fiji	Meetings with TPAF	5 Dec	12 Dec	2,027
Corcoran P, Mr	Lecturer	Fiji	Teaching	7 Nov	11 Nov	718
Corcoran P, Mr	Lecturer	China	Teaching	18 Nov	25 Nov	4,017
Croome R, Mr	Scholarship Student	NZ	Conference	26 Nov	29 Nov	481
Debusse J, Dr	Lecturer	Fiji	Teaching	2 Feb	5 Feb	2,585
Falk C, Mr	Coordinator	NZ	LLP Implementation	2 Jun	4 Jun	924
Farr Wharton R, Dr	Lecturer	Fiji	Teaching	14 Mar	17 Mar	1,647
Farr Wharton R, Dr	Lecturer	China	Teaching	21 Apr	27 Apr	2,819
Fitzgerald E, Dr	Professor	Fiji	Teaching	21 Jun	24 Jun	2,712
Fitzgerald E, Dr	Lecturer	China	Teaching	19 Aug	24 Aug	2,628
Freeman J,	Research Assistant	Fiji	Meetings with TPAF	5 Dec	8 Dec	2,182
Freeman J,	Research Assistant	Sth Korea	Field Trip	20 Sep	2 Oct	3,270
Graham W, Mr	Lecturer	NZ	Conference	6 Dec	13 Dec	1,232
Harker D, Dr	Senior Lecturer	NZ	Meeting	25 Mar	27 Mar	821
Harker D, Dr	Senior Lecturer	Spain	Conference	12 Jun	16 Jun	2,973
Harker D, Dr	Senior Lecturer	UK/Spain	Conferences	12 Apr	12 Jul	7,650
Harker D, Dr	Senior Lecturer	NZ	Conference	25 Nov	1 Dec	2,895
Harker M, Prof	Associate Professor	Fiji	Teaching	7 Mar	11 Mar	1,770
Harker M, Prof	Associate Professor	China	Teaching	1 Apr	6 Apr	3,131
Harker M, Prof	Associate Professor	China	Teaching	12 Aug	17 Aug	2,660
Harker M, Prof	Associate Professor	NZ	Conference	25 Nov	1 Dec	1,425
Hede A, Prof	Professor	Fiji	Teaching	4 Jul	9 Jul	2,405
Hede A, Prof	Professor	NZ	Conference	6 Dec	13 Dec	2,956
Hede A, Prof	Professor	China	Teaching	28 Jul	4 Aug	2,737
Lambert C, Dr	Associate Professor	Canada	Conference	15 Apr	30 Apr	8,754

# Staff Travel

Employee	Position	Destination	Purpose	Depart Date	Return Date	\$Cost
<b>Faculty of Business (continued)</b>						
Lambert C, Dr	Associate Professor	Italy	Conference	19 Jun	7 Jul	5,057
Lambert C, Dr	Associate Professor	China	Teaching	18 Mar	26 Mar	2,919
Lawley M, Dr	Senior Lecturer	USA	Conference	26 Sep	8 Oct	7,103
Lawley M, Dr	Senior Lecturer	Fiji	Teaching	22 Feb	25 Feb	1,764
Lawley M, Dr	Senior Lecturer	Fiji	Teaching	26 May	29 May	2,939
Lawley M, Dr	Senior Lecturer	NZ	Conference	28 Nov	1 Dec	1,784
Lawley M, Dr	Senior Lecturer	Europe	Directors Meeting	19 Apr	30 Apr	6,829
Lawley M, Dr	Senior Lecturer	China and Malaysia	Teaching	16 Mar	25 Mar	3,227
Lawley M, Dr	Senior Lecturer	China and Malaysia	Gaduation/Meetings	19 Nov	24 Nov	5,283
McKelvey J, Prof	Manager	China	MBA	18 Nov	24 Nov	2,796
Paez D, Ms	Project Manager	USA/Canada	Negotiations	19 Nov	30 Nov	5,953
Prasser S, Dr	Director	Germany	International Week	7 May	21 May	993
Ralston D, Prof	Dean	USA	Conference	26 Sep	3 Oct	5,263
Ralston D, Prof	Dean	China	Admin	22 Apr	27 Apr	3,143
Ralston D, Prof	Dean	China & Malaysia	Gaduation/Meetings	18 Nov	24 Nov	5,378
Ralston D, Prof	Dean	USA	Deans Conference	31 Jan	12 Feb	8,137
Sharma B, Dr	Senior Lecturer	New Zealand	Conference	8 Dec	12 Dec	1,863
Sim M, Dr	Lecturer	China/Hong Kong	Research Visit	26 Sep	5 Oct	1,689
Sim M, Dr	Lecturer	China	Teaching	22 Jul	31 Jul	3,573
Simmich B, Mr	Lecturer	China	Teaching	25 Nov	2 Dec	2,919
Spinks W, Ms	Associate Lecturer	NZ	Conference	20 Nov	1 Dec	1,721
Stiller T, Mr	Lecturer	Fiji	Teaching	31 Oct	5 Nov	2,081
Stiller T, Mr	Lecturer	China and Malaysia	Teaching	24 Nov	3 Dec	3,478
Stiller T, Mr	Lecturer	USA	Conference	28 Aug	7 Sep	4,522
Trimarchi M, Dr	Lecturer	HongKong	PDP	12 Jul	23 Nov	3,437
Vinnicombe T, Dr	Lecturer	Fiji	Teaching	12 Jul	16 Jul	3,268
Winn J, Ms	E Learning Manager	China	Admin	22 Apr	27 Apr	5,071
Wynder M, Dr	Senior Lecturer	Europe	Conference	24 Nov	16 Dec	4,895
<b>Executive Offices</b>						
Clark P, Prof	Deputy Vice Chancellor	Sth Africa	Conference	3 May	14 May	2,790
Elliot R, Prof	Acting DVC	USA	Conference	7 Nov	16 Nov	12,049
Tambi E, Ms	Acting DVC	China/Japan	Visit Institutions	16 Oct	24 Oct	2,653
Maconachie D, Mr	Director	USA	Conference	26 Mar	9 Apr	15,532
Thomas P, Prof	Vice Chancellor	Canada	Conference	27 May	11 Jun	14,734
Thomas P, Prof	Vice Chancellor	Italy	Conference	18 Sep	29 Sep	17,023
Thomas P, Prof	Vice Chancellor	France	Conference	20 Nov	5 Dec	530

# Staff Travel

Employee	Position	Destination	Purpose	Depart Date	Return Date	\$Cost
<b>Human Resources</b>						
Orams M, Dr	Job Applicant	ex NZ	Interview	27 Jun	30 Jun	889
Zhu Xuan, Dr	Job Applicant	ex Singapore USC	Interview	24 Nov	27 Nov	2,537
<b>Information Technologies Services</b>						
Awee L, Mr	Technician	NZ	Conference	20 Nov	28 Nov	1,073
Gundlach W, Mr	Acting Leader	NZ	Conference	26 Nov	6 Dec	1,384
Klinkert M, Mrs	Director	NZ	Meeting	5 Oct	9 Oct	1,264
Wabersinke K, Mr	Computer Technician	NZ	Conference	26 Nov	6 Dec	1,407
<b>International Relations</b>						
Balfour C, Mr	Project Manager	USA	Marketing	31 Jan	23 Feb	5,902
Balfour C, Mr	Project Manager	USA	Marketing	8 Oct	31 Oct	7,195
Batzloff J, Ms	Relationships Officer	USA	Study Abroad Fairs	6 Sep	20 Sep	6,092
Boton E, Ms	Associate Director	Sth America	Marketing	14 Apr	3 May	9,977
Childs D, Ms	Associate Director	Europe	Marketing	17 Mar	6 Apr	10,687
Childs D, Ms	Associate Director	Europe	Marketing	2 Nov	30 Nov	8,264
Childs D, Ms	Associate Director	Noumea	Marketing	4 May	9 May	748
Craig M, Ms	Associate Director	Asia	TIECA Exhibition	24 Oct	13 Nov	3,965
Craig M, Ms	Marketing Officer	Thailand	Marketing	6 Jun	15 Jun	2,918
Eckard L, Ms	Coordinator	Europe	IDP Tour	2 Nov	26 Nov	11,956
Jones Y, Ms	Executive Director	USA	Marketing	15 Jun	31 Jul	3,883
Magdalinski T, Dr	Senior Lecturer	USA	Study Abroad Fairs	17 Sep	3 Oct	6,864
McGowan G, Mr	Manager	USA	Study Abroad	5 Dec	21 Jan	5,642
Spiering K, Ms	Teacher	USA	Study Abroad	5 Dec	21 Jan	5,642
Solomon K, Ms	Director of Studies	Soloman Islands	IELTS Testing	26 Oct	29 Oct	939
Tamba E, Ms	Associate Director	China	Marketing	16 Feb	4 Mar	4,452
Tamba E, Ms	Associate Director	HongKong/Japan	Exhibition	8 Aug	18 Aug	4,014
Tamba E, Ms	Associate Director	Japan & China	Marketing	12 May	31 May	6,629
Tamba E, Ms	Associate Director	Asia	Marketing	17 Mar	3 Apr	10,959
White G, Mr	Associate Director	Africa	Marketing	9 Aug	29 Aug	3,379
White G, Mr	Associate Director	Sth Africa	Marketing	15 Mar	6 Apr	2,385
White G, Mr	Associate Director	USA	Marketing	24 Jan	10 Feb	3,712
White G, Mr	Associate Director	USA	Marketing	19 May	6 Jun	10,288
White G, Mr	Associate Director	USA/Mexico	Marketing	31 Oct	19 Nov	2,723
<b>iShaRE</b>						
Neller R, Prof	Associate Professor	USA/Mexico	Promotional Trip	7 Oct	5 Nov	8,888
<b>Information Services</b>						
Gordon H, Ms	Executive Director	China/Hong Kong	CAUL Study Tour	17 Oct	31 Oct	5,770

# Staff Travel

Employee	Position	Destination	Purpose	Depart Date	Return Date	\$Cost
<b>National Seniors Productive Ageing Centre</b>						
Earle L, Prof	Director	NZ	University visits	14 Feb	23 Feb	2,674
<b>Faculty of Science</b>						
Barnett A, Dr	Research Collaborator	USA	Meetings	2 May	9 May	3,370
Brooks P, Dr	Senior Lecturer	Ireland	PDP	21 Sep	20 Dec	2,519
Burkett B, Dr	Director	Greece	Congress	5 Aug	12 Aug	4,367
Duncan P, Dr	Lecturer	USA	Conference	29 Feb	8 Mar	2,785
Gaston T, Mr	Sessional Staff	NZ	Conference	18 Apr	1 May	1,468
Katouli M, Dr	Senior Lecturer	Sweden	Workshop	5 Jun	10 Jul	2,005
Kurtboke I, Dr	Senior Lecturer	Japan	Congress	8 Oct	23 Oct	1,859
Mah C, Mr	Research Collaborator	USC	Research	1 May	25 May	3,659
Neller R, Prof	Associate Professor	South Africa	Tour	20 Mar	29 Mar	2,492
Schlacher T, Dr	Senior Lecturer	Switzerland	Symposium	26 Jun	30 Jul	3,004
Schlacher T, Dr	Senior Lecturer	NZ	Conference	18 Apr	24 Apr	1,868
Schlacher M, Ms	Senior Technician	Switzerland	Symposium	26 Jun	30 Jul	2,397
Shapcott A, Dr	Senior Lecturer	PNG	Visit	8 Aug	15 Aug	1,919
Simpson R, Prof	Dean	South Africa	Tour	20 Mar	29 Mar	3,184
Simpson R, Prof	Dean	USA	Visit Universities	6 Feb	21 Feb	7,915
Stokoe R, Dr	Postdoctoral Fellow	USA/Portugal	Conferences	9 Sep	19 Oct	2,445
Wallace H, Dr	Senior Lecturer	Switzerland	PDL	2 Apr	13 Jul	669
Waterman P, Prof	Associate Professor	Sth America	Workshop	2 Dec	18 Dec	5,878
Williams G, Prof	Job Applicant	USA	Conference	30 Jul	15 Aug	3,503
<b>Student Affairs</b>						
Carlos S, Ms	Student Affairs	USA	Study Program	5 Jun	26 Jun	18,890

# Financial Statements

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	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Revenue from Ordinary Activities</b>					
Commonwealth Government financial assistance					
Commonwealth Government grants	2	18,952	17,351	18,952	17,351
Higher Education Contribution Scheme					
Student contributions		1,217	1,065	1,217	1,065
Commonwealth payments	2	9,444	10,741	9,444	10,741
State Government financial assistance	3	227	2,207	103	2,207
Fees and charges	4	8,215	5,200	8,054	5,121
Investment income	5	159	313	154	312
Royalties, trademarks and licences	6	5	12	5	12
Consultancy and contract research	7	679	632	677	631
Other revenue	8	2,491	2,543	2,463	2,540
<b>Total revenue from ordinary activities</b>		<b>41,389</b>	40,064	<b>41,069</b>	39,980
<b>Expenses from ordinary activities</b>					
Employee benefits and on costs	9	25,126	21,886	24,913	21,698
Depreciation and amortisation	10	4,373	3,550	4,364	3,544
Repairs and maintenance	11	2,193	1,862	2,178	1,862
Borrowing costs	12	400	250	400	250
Bad and doubtful debts	13	36	58	36	58
Other expenses	14	10,358	6,976	10,314	7,098
<b>Total expenses from ordinary activities</b>		<b>42,486</b>	34,582	<b>42,205</b>	34,510
<b>Operating Result from ordinary activities</b>		(1,097)	5,482	(1,136)	5,470
Net increase in asset revaluation reserve		3,086	1,328	3,086	1,328
Adjustment resulting from change in accounting policy required by a change in an accounting standard		(1,005)	-	(1,005)	-
<b>Total changes in equity attributable to the parent entity other than those resulting from transactions with owners as owners</b>		<b>984</b>	6,810	<b>945</b>	6,798

The above statements of financial performance should be read in conjunction with the accompanying notes

University of the Sunshine Coast  
**Statement of Financial Position**  
 For the year ended 31 December 2004

	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current assets</b>					
Cash assets	16	305	401	127	306
Receivables	17	400	910	493	995
Other financial assets	18	1,862	6,364	1,862	6,364
<b>Total current assets</b>		<b>2,567</b>	7,675	<b>2,482</b>	7,665
<b>Non-current assets</b>					
Receivables	17	–	–	11	26
Property, plant and equipment	19	73,360	66,451	73,309	66,377
Intangible assets	20	–	1,005	–	1,005
<b>Total non-current assets</b>		<b>73,360</b>	67,456	<b>73,320</b>	67,408
<b>Total assets</b>		<b>75,927</b>	75,131	<b>75,802</b>	75,073
<b>Current liabilities</b>					
Payables	21	776	749	749	744
Interest bearing liabilities	22	856	801	856	801
Provisions	23	1,419	1,203	1,405	1,198
Other	24	1,118	819	1,118	816
<b>Total current liabilities</b>		<b>4,169</b>	3,572	<b>4,128</b>	3,559
<b>Non-current liabilities</b>					
Interest bearing liabilities	22	5,347	6,196	5,347	6,196
Provisions	23	1,199	1,135	1,196	1,132
<b>Total non-current liabilities</b>		<b>6,546</b>	7,331	<b>6,543</b>	7,328
<b>Total liabilities</b>		<b>10,715</b>	10,903	<b>10,671</b>	10,887
<b>Net assets</b>		<b>65,212</b>	64,228	<b>65,131</b>	64,186
<b>Equity</b>					
Reserves	25	12,093	9,007	12,093	9,007
Retained surplus	25	53,119	55,221	53,038	55,179
<b>Total equity</b>		<b>65,212</b>	64,228	<b>65,131</b>	64,186

The above statements of financial position should be read in conjunction with the accompanying notes

	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Cash flows from operating activities</b>					
Commonwealth Government					
Teaching and learning	34.1	15,417	16,330	15,417	16,330
HECS and other loan programmes	34.2	9,813	10,906	9,813	10,906
Scholarships	34.3	274	49	274	49
DEST research	34.4	687	583	687	583
ARC grant - Linkages	34.5	116	108	116	108
Other DEST	34.1	2,000	-	2,000	-
Other Commonwealth					
State Government		89	97	89	97
HECS - Student payments		527	2,207	103	2,207
Donations and bequests		1,217	1,065	1,217	1,065
Interest received		237	673	237	673
Other		161	313	154	312
Receipts from students fees and other customers		8,850	5,117	8,680	5,117
Payments to employees		2,757	2,334	2,757	2,246
Payments to suppliers		(24,900)	(20,801)	(24,417)	(20,623)
		(13,187)	(9,907)	(13,153)	(10,140)
<b>Net cash inflow from operating activities</b>	<b>33</b>	<b>4,058</b>	<b>9,074</b>	<b>3,974</b>	<b>8,930</b>
<b>Cash flows from investing activities</b>					
Payments for property, plant and equipment		(8,180)	(12,286)	(8,179)	(12,220)
Proceeds from sale of property, plant and equipment	15	119	169	119	166
<b>Net cash outflow from investing activities</b>		<b>(8,061)</b>	<b>(12,117)</b>	<b>(8,060)</b>	<b>(12,054)</b>
<b>Cash flows from financing activities</b>					
Proceeds from borrowings		-	3,000	-	3,000
Repayment of borrowings		(793)	(431)	(793)	(431)
<b>Net cash inflow (outflow) by financing activities</b>		<b>(793)</b>	<b>2,569</b>	<b>(793)</b>	<b>2,569</b>
<b>Net increase (decrease) in cash held</b>		<b>(4,796)</b>	<b>(474)</b>	<b>(4,879)</b>	<b>(555)</b>
Cash at beginning of the year		6,306	6,780	6,211	6,766
<b>Cash at the end of the year</b>	<b>16</b>	<b>1,510</b>	<b>6,306</b>	<b>1,332</b>	<b>6,211</b>

The above statements of cash flows should be read in conjunction with the accompanying notes

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## 1 Summary of Significant Accounting Policies

The significant accounting policies, which have been adopted in the preparation of these financial statements, are:

### (a) Basis of Accounting

The financial statements are a general purpose financial report that have been prepared in accordance with the Financial Management Standard issued under Section 46L of the *Financial Administration and Audit Act 1977*, the accounting concepts, standards and disclosure requirements of the Australian accounting bodies, and the requirements of law.

The format of the financial statements is consistent with the requirements of the *Financial Statement Guidelines for Australian Higher Education Providers for the 2004 Reporting Period* issued by the Department of Education, Science and Training (DEST).

The financial statements have been prepared on a going concern basis (see note 1(r)) and on the basis of historical cost and do not take into account changing money values or, except where stated, current valuations of non-current assets. All amounts in the financial statements are shown rounded to the nearest thousand dollars.

### (b) Financial Effects of Changes to Commonwealth Payment Arrangements for 2005 Grant Year

#### Background

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

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

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

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

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

#### Financial Effects for 2004

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

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

## 1 Summary of Significant Accounting Policies (Continued)

	\$'000
2004 Revenue from Operating Activities (per Statement of Financial Performance)*	41,069
Add Grants received in 2003 for 2004 Activities:	
Commonwealth Government financial assistance	1,103
HECS – Commonwealth payments	822
DEST Research	59
Total Restated 2004 Revenue from Operating Activities	43,053
Restated 2004 Operating Result	848
Reported 2004 Operating Result	(1,136)
<b>Financial Effect on 2004 Operating Result</b>	<b>1,984</b>

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

\*Includes \$2 million advance from the Commonwealth (refer note 34.1)

## Financial Report Disclosures

### (c) International Financial Reporting Standards (IFRS)

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

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

#### Timeframe for Adoption

The University of the Sunshine Coast anticipates the quantification of the impacts, conversion of systems and policies and where appropriate training of personnel will be completed by 31 October 2005.

#### Quantification

The University of the Sunshine Coast anticipates the quantification of the impacts of adopting AEIFRS, including adjustment of opening retained earnings as at 1 January 2005 and restatement of the comparative period, will be completed on preparation of the University of the Sunshine Coast's first AEIFRS compliant financial report for the year ended 31 December 2005.

At the reporting date 31 December 2004, the potential financial impacts are uncertain as the proposed policies have not yet been applied to the first complete set of AEIFRSs financial statements. These proposed policies may need to be adjusted to reflect any changes in financial reporting requirements arising from new or revised standards or interpretations, or changes to the University of the Sunshine Coast's circumstances or operations when preparing the first AEIFRS compliant financial statements for the year ended 31 December 2005.

#### Not for Profit Statement

On application of the requirements set out under AEIFRS, the University of the Sunshine Coast has determined that it is a not-for-profit entity as its principle objective is not the generation of profit but to provide education. As the University of the Sunshine Coast is determined to be a not-for-profit entity there are significant exemptions available in the accounting treatment under AEIFRS. These include impacts on the significant accounting policies of revenue recognition, treatment of assets and assessment of impairment. The exemptions available may result in the University of the Sunshine Coast maintaining the current recognition and measurement policies for revenue, valuation of assets and assessment of impairment.

## 1 Summary of Significant Accounting Policies (Continued)

### Major Changes Identified to Date

Major changes identified to date that will be required to the consolidated entity's existing accounting policies include the following (references to new AASB standards below are to the Australian equivalents to IFRS issued in July 2004):

#### (i) Intangible Assets

Under the new AASB 138 Intangible Assets, intangibles are only permitted to be measured at valuation where there is an active market for the intangible. Paragraph 8 defines an active market as a market in which all the following conditions exist:

- (a) the items traded in the market are homogeneous;
- (b) willing buyers and sellers can normally be found at any time; and
- (c) prices are available to the public.

Paragraph 75 of AASB 138 recognition requirements for intangible assets called for the re-evaluation of the University of the Sunshine Coast's existing intangible assets. Prior year's intangible assets consisted entirely of computer software, which had been partly amortised in accordance with previous accounting Standards.

The requirement of Paragraph 21 of AASB 138 to interrogate the composition of and evaluate the probable expected future economic benefit from the computer software has led to the decision to write back to retained earnings the balance of intangible assets and provision for amortisation.

#### (ii) Impairment of Assets

Under the new AASB 136 Impairment of Assets non-current assets will be subject to assessment for impairment. Impairment must be measured for non-current assets with indications of impairment and for intangible assets not yet available for use. Impairment is measured by comparing the assets' fair value less costs to sell and its value in use. The greater of these two measurements must not exceed the assets' carrying value. 'Value in use' is determined as either:

- (a) net present value of net cash inflows (for-profit assets); or
- (b) depreciated replacement cost (all other assets).

Reliable estimation of the future financial effects of this change in accounting policy is not possible as the conditions and requirements under which impairment will be assessed are yet to be determined.

#### (d) Principles of Consolidation

The consolidated accounts incorporate the assets and liabilities of one controlled entity, the Innovation Centre Sunshine Coast Pty Ltd, which was formed on 26 October 2000.

The accounts of the Innovation Centre Sunshine Coast Pty Ltd are prepared for the same reporting period as the University of the Sunshine Coast, using consistent accounting policies, except for asset recognition thresholds for property, plant and equipment.

#### (e) Revenue

In compliance with the Statement of Accounting Concepts (SAC) 4, amounts of financial assistance (grants) are generally recognised as revenue upon receipt or upon notification that such an amount has been secured. This is so, irrespective of whether conditions are attached. Amounts of financial assistance which are not acquitted (refer Note 34) are required to be returned to DEST.

Revenue from fees and charges are recognised when assessed. Revenue from the sale of goods is recognised upon the delivery of goods to customers. Revenue from the rendering of service is recognised upon the delivery of the service to customers in accordance with governing contracts. Interest revenue is

**1 Summary of Significant Accounting Policies (Continued)**

recognised on an accrual basis. Dividend revenue is recognised when received. Donations and bequests are recognised when received by the University of the Sunshine Coast.

**(f) Basis of Valuation of Non-current Assets**

Comprehensive independent revaluations of Property, Plant and Equipment are performed every 3 years. Where there are material movements in these assets in the intervening years, indexation is applied calculated upon an appropriate basis. From 1 July 2001, Property, Plant and Equipment are measured using fair value principles in accordance with AASB1041, Revaluation of Non-Current Assets. At 31 December 2002, an asset valuation was completed by International Valuation Consultants.

In respect of buildings and infrastructure, the asset recognition threshold is \$5,000. In respect of plant and equipment, with the exception of desktop computers, the asset recognition threshold is \$2,000. The valuation prepared for buildings is on a market value basis and not a depreciated replacement cost basis as required by the new accounting standard AASB 5, Non-Current Assets held for Sale and Discontinued Operations.

During 2005 the University of the Sunshine Coast will undertake the revaluation of non-current assets to conform to the requirements of AEIFRS, these valuations will be reflected in the Financial Statements as at 31 December 2005.

**Library Collection**

The University of the Sunshine Coast's library collection is recorded at "fair value" for items classified as Heritage and Unique and "cost" for items classified as Monographs and Serials. In respect of the Library Collection the asset recognition threshold is \$1.

**Art Collection**

The University of the Sunshine Coast's art collection is valued at management valuation, with the exception of donations to the collection, which have been independently valued by registered art valuers. In respect of the art collection the asset recognition threshold is \$1.

**(g) Depreciation of Property, Plant and Equipment and Amortisation**

Items of property, plant and equipment, other than land, library collection and art collection, are depreciated over their estimated useful lives to the entity, using the straight line method.

Assets are depreciated from the month of acquisition or, in respect of work in progress, from the time the asset is complete and ready to use.

The following table indicates typical expected useful lives of property, plant and equipment and the applicable depreciation and amortisation rates:

Item	Useful Life (years)	Depreciation Rate (%)
Buildings	40	2.5
Computer Equipment	3	33
Infrastructure	20	5
Laboratory Equipment	7.5	13
Library		
Monographs	7	14.25
Serials	3	33.25
Motor Vehicles	5	20
Other Plant and Equipment	10	10
Intangibles	10	10

**1 Summary of Significant Accounting Policies (Continued)****(h) Employee Entitlements**

Employee entitlements have been calculated in accordance with Accounting Standard AASB 1028 "Employee Benefits".

The liability for salaries, and provision for recreation leave have been measured as the amounts which the University of the Sunshine Coast has a legal obligation to pay, in respect to employees' services up to balance date. They have been calculated using current salary rates and include related on-costs.

The provision for long service leave has been measured as the present value of expected future payments to be made by the University of the Sunshine Coast resulting from services provided by employees up to balance date. Consideration has been given to future increases in salary levels and an estimate of the probability that employees will qualify for long service leave. Related on-costs have been included in the provision. Liabilities for which a legal entitlement does not exist are discounted using interest rates on Australian government guaranteed securities with terms to maturity most closely matching the estimated future cash outflows.

**Superannuation**

The University of the Sunshine Coast contributes to the Defined Benefit Plan (DBP) under which employees, where applicable, are entitled to defined benefits for retirement, disability, or death.

In general the University of the Sunshine Coast contributes to the DBP at a maximum rate of 17% per employee. However, a lesser amount of 10% is contributed for employees on salary levels 1-3 who have made an employee option to contribute at 3.5%.

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

Defined Benefit Plan (DBP) disclosures related to University of the Sunshine Coast:

	30 June 2004	30 June 2003
	\$'000	\$'000
Vested benefits attributable:	12,584	10,990
Accrued benefits applicable:	10,825	9,183
Estimated market value of assets:	12,183	9,684
Difference between market value of assets and accrued benefits	1,359	501

The vested benefits are benefits which are not conditional upon continued membership (or any factor other than leaving the service of the participating institution), which members were entitled to receive had their fund membership been voluntarily terminated as at the reporting date.

The accrued benefits have been calculated as the present value of expected future benefit payments to the relevant members which arise from membership of UniSuper up to the reporting date, determined using the actuary's current expectations of earnings of UniSuper's assets, future inflation, salary levels and other relevant assumptions.

The University of the Sunshine Coast will not be recognising the potential asset or obligation under the Unisuper plan, as the information is not available from the multi-employer fund.

**(i) Payables**

Trade creditors represent liabilities for goods and services received prior to the end of the financial year and which remain unpaid. The amounts are paid within the agreed trading terms.

## 1 Summary of Significant Accounting Policies (Continued)

### (j) Borrowings

Loans payable are carried at cost with interest expense recognised as it accrues.

### (k) Cash Assets

For the purposes of the statement of cash flows, cash includes cash at bank, cash on hand and investments held by the Queensland Treasury Corporation. Investments are valued at acquisition cost. Interest revenues are recognised as they accrue. The effective interest rate as at 31 December 2004 was 5.53% (2003 5.53%).

The effective interest rate on the University of the Sunshine Coast's operating account as at 31 December 2004 was 3.30% (2003 3.90%).

### (l) Leased Assets

Leases of plant and equipment that effectively transfer from the lessor to the lessee substantially all the risks and benefits of ownership are classified as finance leases and treated as per the provisions of AASB1008 "Leases". Other leases are classified as operating leases. Minimum lease payments made under operating leases are charged as an expense in equal instalments over the accounting periods covered by the lease term. Where a non-current asset is acquired by means of a finance lease, the asset is recognised at an amount equal to the present value of the minimum lease payments. The liability is recognised at the same amount. Lease payments are allocated between the principal component and the interest expense.

### (m) Goods and Services Tax

The University of the Sunshine Coast, whilst being subject to payment of the Goods & Services Tax, has claimed from the Australian Tax Office the appropriate tax credits.

### (n) Income Tax

The University of the Sunshine Coast is an exempt organisation under Section 50-5 of the *Income Tax Assessment Act 1997*.

### (o) Financial Instruments

The financial instruments of the University of the Sunshine Coast consist of cash at bank and on hand, managed funds, receivables, unlisted shares, payables, financial leases and loans. Details of the accounting policies, terms and conditions and exposure to interest risk are detailed in note 26 of these financial statements.

### (p) Credit Risk Exposures

The University of the Sunshine Coast's maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the statement of financial position.

At the end of the reporting period the University of the Sunshine Coast did not have any significant exposure to any individual debtor.

### (q) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with changes in presentation for the current year due to DEST requirements.

### (r) Going Concern

The financial statements have been prepared on a going concern basis. Despite the operating loss from ordinary activities and the deficiency in current assets compared to current liabilities, there are reasonable grounds to believe that the University can pay its debts as and when they fall due. Factors to support this belief include: the decision to expend funds in 2004 to prepare for growth, a significant increase in Commonwealth funding in 2005 and Capital Development Pool funds due in early 2005 for the earlier construction of the ICT Building which was completed in March 2004.

**Note 2 Commonwealth Government financial assistance including HECS and other Commonwealth loan programmes**

	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>(a) DEST – Teaching and learning</b>					
Operating Grant	34.1	13,701	12,330	13,701	12,330
Capital Development Pool	34.1	1,716	4,019	1,716	4,019
Total DEST – Teaching and Learning		15,417	16,349	15,417	16,349
<b>(b) HECS and other Commonwealth loan programmes</b>					
HECS – Commonwealth payments	34.2	9,444	10,741	9,444	10,741
PELS	34.2	369	165	369	165
Total HECS and other Commonwealth loan programmes		9,813	10,906	9,813	10,906
<b>(c) Scholarships</b>					
Australian Postgraduate Awards	34.3	58	49	58	49
Commonwealth Education Costs Scholarships	34.3	40	-	40	-
Commonwealth Accommodation Scholarships	34.3	176	-	176	-
Total scholarships		274	49	274	49
<b>(d) DEST – Research</b>					
Institutional Grants Scheme	34.4	126	129	126	129
Research Training Scheme	34.4	522	446	522	446
Research Infrastructure Block Grants	34.4	39	8	39	8
Total DEST-Research		687	583	687	583
<b>(e) Other DEST</b>					
CGS advance from future years	34.1	2,000	-	2,000	-
Total DEST Other		2,000	-	2,000	-
<b>Total DEST</b>		<b>28,191</b>	<b>27,887</b>	<b>28,191</b>	<b>27,887</b>
<b>(f) Australian Research Council</b>					
<b>(f)(i) Linkages</b>					
Special Research Initiatives	34.5	-	3	-	3
Projects	34.5	116	105	116	105
Total linkages		116	108	116	108
<b>(g) Other Commonwealth Government financial assistance</b>					
Aboriginal Tutorial Assistance Scheme		-	30	-	30
Export Marketing Development Grant		84	67	84	67
Department of Foreign Affairs and Trade		5	-	5	-
Total other Commonwealth Government financial assistance		89	97	89	97
<b>Total Commonwealth Government financial assistance</b>		<b>28,396</b>	<b>28,092</b>	<b>28,396</b>	<b>28,092</b>

**Note 2 Commonwealth Government financial assistance including HECS and other Commonwealth loan programmes (continued)**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Reconciliation</b>				
Commonwealth Government grants	18,583	17,186	18,583	17,186
HECS - Commonwealth payments	9,444	10,741	9,444	10,741
Commonwealth loan programmes	369	165	369	165
<b>Total Commonwealth Government financial assistance</b>	<b>28,396</b>	<b>28,092</b>	<b>28,396</b>	<b>28,092</b>

**Note 3 State Government financial assistance**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Dept of Innovation and Information Economy, Sport and Recreation Queensland	(2)	207	(2)	207
Queensland Education	-	2,000	-	2,000
Dept of State Development and Innovation	224	-	100	-
Dept of the Premier and Cabinet	5	-	5	-
<b>Total State Government financial assistance</b>	<b>227</b>	<b>2,207</b>	<b>103</b>	<b>2,207</b>

**Note 4 Fees and charges**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Course fees and charges</b>				
Fee-paying overseas students	6,242	3,857	6,242	3,857
Fee-paying domestic postgraduate students	860	547	860	547
Other - domestic students undertaking non-award courses	103	134	103	134
<b>Total course fees and charges</b>	<b>7,205</b>	<b>4,538</b>	<b>7,205</b>	<b>4,538</b>
<b>Other fees and charges</b>				
Access levy	39	39	39	39
Conference registration fees	28	2	28	2
Rental charges	137	51	-	-
Student amenities fee	30	10	30	10
Hire of equipment and facilities	585	350	585	280
Late fees	24	26	24	26
Library fines	19	25	19	25
Other	148	159	124	201
<b>Total other fees and charges</b>	<b>1,010</b>	<b>662</b>	<b>849</b>	<b>583</b>
<b>Total fees and charges</b>	<b>8,215</b>	<b>5,200</b>	<b>8,054</b>	<b>5,121</b>

**Note 5 Investment Income**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Queensland Treasury Corporation - interest	154	312	154	312
Westpac Banking Corporation - interest	5	1	-	-
<b>Total investment income</b>	<b>159</b>	<b>313</b>	<b>154</b>	<b>312</b>

**Note 6 Royalties, trademarks and licences**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Photocopy licences	5	12	5	12
<b>Total royalties, trademarks and licences</b>	<b>5</b>	<b>12</b>	<b>5</b>	<b>12</b>

**Note 7 Consultancy and contract research**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Consultancy	371	300	369	300
Contract research	308	332	308	331
<b>Total consultancy and contract research</b>	<b>679</b>	<b>632</b>	<b>677</b>	<b>631</b>

**Note 8 Other Revenue**

	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Donations and bequests		266	799	266	799
Scholarships and sponsorships		49	19	28	19
Non-government grants		53	-	53	-
Proceeds from sale of assets	15	119	169	119	166
Sale and disposal of minor items		5	22	-	22
Food services		1,309	1,044	1,309	1,044
Excursions/activities		351	137	351	137
Airport pickup		-	29	-	29
Sales - internal publications		1	-	1	-
Sales - other		74	31	74	31
Other		264	293	262	293
<b>Total other revenue</b>		<b>2,491</b>	<b>2,543</b>	<b>2,463</b>	<b>2,540</b>

**Note 9 Employee benefits and on costs**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Academic</b>				
Salaries	9,006	8,018	9,006	8,018
Contributions to superannuation and pension schemes:				
Funded	1,283	1,158	1,283	1,158
Payroll tax	486	436	486	436
Workers' compensation	45	40	45	40
Long service leave - transfer to provision	78	181	78	181
Annual leave - transfer to provision	59	52	59	52
Other	159	128	159	128
<b>Total academic</b>	<b>11,116</b>	<b>10,013</b>	<b>11,116</b>	<b>10,013</b>

**Note 9 Employee benefits and on costs (continued)**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Non-academic</b>				
Salaries	11,339	9,518	11,167	9,366
Contributions to superannuation and pension schemes:				
Funded	1,598	1,337	1,583	1,324
Payroll tax	624	527	616	519
Workers' compensation	66	56	65	55
Long service leave - transfer to provision	96	212	96	212
Annual leave - transfer to provision	73	60	73	60
Annual leave expense	9	5	-	-
Other	205	158	197	149
<b>Total non-academic</b>	<b>14,010</b>	<b>11,873</b>	<b>13,797</b>	<b>11,685</b>
<b>Total employee benefits and on costs</b>	<b>25,126</b>	<b>21,886</b>	<b>24,913</b>	<b>21,698</b>

**Note 10 Depreciation and amortisation**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Depreciation</b>				
Buildings	1,347	950	1,347	950
Computing equipment	1,050	849	1,046	845
Motor vehicles	56	82	56	82
Leasehold improvements	17	16	17	16
Other plant and equipment	337	244	332	242
Library collection	1,317	1,016	1,317	1,016
Infrastructure	249	234	249	234
<b>Total depreciation</b>	<b>4,373</b>	<b>3,391</b>	<b>4,364</b>	<b>3,385</b>
<b>Amortisation</b>				
Computer software	-	159	-	159
<b>Total amortisation</b>	<b>-</b>	<b>159</b>	<b>-</b>	<b>159</b>
<b>Total depreciation and amortisation</b>	<b>4,373</b>	<b>3,550</b>	<b>4,364</b>	<b>3,544</b>

**Note 11 Repairs and maintenance**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Repairs and maintenance				
Maintenance-buildings/grounds	423	372	423	372
Maintenance-plant and equipment	267	223	267	223
Minor alterations/works	181	147	181	147
Cleaning/waste removal service	410	403	395	403
Cleaning materials	68	55	68	55
Electricity	533	367	533	367
Gas	9	10	9	10
Rates	99	103	99	103
Insurance	203	182	203	182
<b>Total repairs and maintenance</b>	<b>2,193</b>	<b>1,862</b>	<b>2,178</b>	<b>1,862</b>

## Note 12 Borrowing costs

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Interest payments	400	250	400	250
<b>Total borrowing costs expensed</b>	<b>400</b>	<b>250</b>	<b>400</b>	<b>250</b>

## Note 13 Bad and doubtful debts

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Trade debtors	2	40	2	40
Students	33	18	33	18
Student Loans	1	-	1	-
<b>Total bad and doubtful debts</b>	<b>36</b>	<b>58</b>	<b>36</b>	<b>58</b>

## Note 14 Other expenses

	Notes	Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Scholarships, grants and prizes		1,121	194	1,221	394
Non-capital equipment		1,277	686	1,252	674
Advertising, marketing and promotional expenses		860	510	833	510
Audit fees, bank charges, legal cost		293	265	287	265
General consumables		417	414	417	414
Printing and stationery		330	199	316	199
Telecommunications		233	319	223	313
Travel, staff development and entertainment		1,126	941	1,120	922
Memberships		226	158	226	158
Motor vehicles and hire equipment		1,131	847	1,086	836
Consultants, intellectual property costs		1,083	812	1,083	812
IT maintenance and licences		624	613	624	613
Commissions paid		423	199	423	199
Food and catering		762	474	762	474
Carrying amount of assets sold	15	124	177	124	174
Administrative costs		301	152	290	129
Other		27	16	27	12
<b>Total other expenses</b>		<b>10,358</b>	<b>6,976</b>	<b>10,314</b>	<b>7,098</b>

## Note 15 Sale of assets

		Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Proceeds from sale of assets</b>					
Property, plant and equipment		119	169	119	166
<b>Total proceeds from sale of assets</b>	8	<b>119</b>	<b>169</b>	<b>119</b>	<b>166</b>
<b>Carrying amount of assets sold</b>					
Property, plant and equipment		124	177	124	174
<b>Total carrying amount of assets sold</b>	14	<b>124</b>	<b>177</b>	<b>124</b>	<b>174</b>
<b>Net gain or loss on sale of assets</b>		<b>(5)</b>	<b>(8)</b>	<b>(5)</b>	<b>(8)</b>

**Note 16 Cash assets**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Cash at bank	297	395	119	300
Floats and petty cash	8	6	8	6
<b>Total cash assets</b>	<b>305</b>	<b>401</b>	<b>127</b>	<b>306</b>

The above figures are reconciled to cash at the end of the year as shown in the statement of cash flows as follows:

Balance as above	305	401	127	306
Deposits at call	1,205	5,905	1,205	5,905
<b>Balance as per statement of cash flows</b>	<b>1,510</b>	<b>6,306</b>	<b>1,332</b>	<b>6,211</b>

**Note 17 Receivables**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>				
Student loans	1	2	1	2
Trade debtors	421	918	414	914
Less: Provision for doubtful debts	(22)	(10)	(22)	(10)
Amounts receivable from wholly owned subsidiaries	-	-	100	89
<b>Total current receivables</b>	<b>400</b>	<b>910</b>	<b>493</b>	<b>995</b>
<b>Non-current</b>				
Amounts receivable from wholly owned subsidiaries	-	-	11	26
<b>Total receivables</b>	<b>400</b>	<b>910</b>	<b>504</b>	<b>1,021</b>

**Note 18 Other financial assets**

		Consolidated		Parent Entity	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>					
Queensland Treasury Corporation	26	1,205	5,905	1,205	5,905
Prepayments		637	439	637	439
Shares in public companies	26	20	20	20	20
<b>Total other financial assets</b>		<b>1,862</b>	<b>6,364</b>	<b>1,862</b>	<b>6,364</b>

## Note 19 Property, plant and equipment

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Land and buildings</b>				
Freehold land				
Independent valuation (2002)	6,750	6,750	6,750	6,750
	<u>6,750</u>	<u>6,750</u>	<u>6,750</u>	<u>6,750</u>
Buildings				
Management valuation (2004)	57,038	37,993	57,038	37,993
Accumulated depreciation	(3,217)	(1,870)	(3,217)	(1,870)
	<u>53,821</u>	<u>36,123</u>	<u>53,821</u>	<u>36,123</u>
Leasehold improvements				
At cost	167	156	167	156
Accumulated depreciation	(38)	(21)	(38)	(21)
	<u>129</u>	<u>135</u>	<u>129</u>	<u>135</u>
Buildings under construction				
Construction costs	25	11,270	25	11,270
	<u>25</u>	<u>11,270</u>	<u>25</u>	<u>11,270</u>
Total land and buildings	<u>60,725</u>	<u>54,278</u>	<u>60,725</u>	<u>54,278</u>
<b>Plant and equipment</b>				
Motor vehicles				
At cost	384	377	384	377
Accumulated depreciation	(183)	(160)	(183)	(160)
	<u>201</u>	<u>217</u>	<u>201</u>	<u>217</u>
Computing equipment				
At cost	6,218	5,185	6,204	5,170
Accumulated depreciation	(4,644)	(3,892)	(4,635)	(3,886)
	<u>1,574</u>	<u>1,293</u>	<u>1,569</u>	<u>1,284</u>
Other plant and equipment				
At cost	3,891	2,822	3,843	2,756
Accumulated depreciation	(1,441)	(1,027)	(1,435)	(1,024)
	<u>2,450</u>	<u>1,795</u>	<u>2,408</u>	<u>1,732</u>
Library collection				
At cost	6,757	6,120	6,757	6,120
Accumulated depreciation	(3,031)	(1,871)	(3,031)	(1,871)
	<u>3,726</u>	<u>4,249</u>	<u>3,726</u>	<u>4,249</u>
Art collection				
Management valuation (2004)	402	402	402	402
	<u>402</u>	<u>402</u>	<u>402</u>	<u>402</u>
Infrastructure assets				
Management valuation (2004)	4,992	4,677	4,988	4,675
Accumulated depreciation	(710)	(460)	(710)	(460)
	<u>4,282</u>	<u>4,217</u>	<u>4,278</u>	<u>4,215</u>
Total Plant and equipment	<u>12,635</u>	<u>12,173</u>	<u>12,584</u>	<u>12,099</u>
<b>Total – Property, plant and equipment</b>	<u><b>73,360</b></u>	<u><b>66,451</b></u>	<u><b>73,309</b></u>	<u><b>66,377</b></u>

## Note 19 Property, plant and equipment (continued)

	Freehold land \$'000	Buildings \$'000	Buildings under construction \$'000	Leasehold improvements \$'000	Motor vehicles \$'000	Computing equipment \$'000	Other plant and equipment \$'000	Library collection \$'000	Art collection \$'000	Infrastructure assets \$'000	Total \$'000
<b>(a) Consolidated</b>											
Carrying Amount at 1 January 2004	6,750	36,123	11,270	135	217	1,293	1,795	4,249	402	4,217	66,451
Additions	-	16,499	(11,245)	-	162	1,333	792	794	-	2	8,337
Disposals	-	-	-	-	(122)	(2)	-	-	-	-	(124)
Revaluation increments/(decrements)	-	2,546	-	11	-	-	217	-	-	312	3,086
Depreciation expense	-	(1,347)	-	(17)	(56)	(1,050)	(337)	(1,317)	-	(249)	(4,373)
Reallocated to expense	-	-	-	-	-	-	(17)	-	-	-	(17)
Carrying Amount at 31 December 2004	6,750	53,821	25	129	201	1,574	2,450	3,726	402	4,282	73,360
<b>(b) Parent</b>											
Carrying Amount at 1 January 2004	6,750	36,123	11,270	135	217	1,284	1,732	4,249	402	4,215	66,377
Additions	-	16,499	(11,245)	-	162	1,333	791	794	-	-	8,334
Disposals	-	-	-	-	(122)	(2)	-	-	-	-	(124)
Revaluation increments/(decrements)	-	2,546	-	11	-	-	217	-	-	312	3,086
Depreciation expense	-	(1,347)	-	(17)	(56)	(1,046)	(332)	(1,317)	-	(249)	(4,364)
Carrying Amount at 31 December 2004	6,750	53,821	25	129	201	1,569	2,408	3,726	402	4,278	73,309

## Note 20 Intangible assets

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Computer software - at cost	-	1,593	-	1,593
Less accumulated amortisation	-	(588)	-	(588)
<b>Total intangible assets</b>	<b>-</b>	<b>1,005</b>	<b>-</b>	<b>1,005</b>

## Note 21 Payables

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>				
Salaries	459	230	455	228
Creditors	317	519	294	516
<b>Total payables</b>	<b>776</b>	<b>749</b>	<b>749</b>	<b>744</b>

## Note 22 Interest bearing liabilities

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>				
Loan - Queensland Treasury Corporation	856	801	856	801
<b>Non-current</b>				
Loan - Queensland Treasury Corporation	5,347	6,196	5,347	6,196
<b>Total interest bearing liabilities</b>	<b>6,203</b>	<b>6,997</b>	<b>6,203</b>	<b>6,997</b>

## Note 23 Provisions

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>				
Recreation leave	1,215	1,073	1,201	1,068
Workers' compensation and insurances clearance	93	130	93	130
Long service leave	111	-	111	-
	1,419	1,203	1,405	1,198
<b>Non-current</b>				
Long service leave	1,199	1,135	1,196	1,132
<b>Total provisions</b>	<b>2,618</b>	<b>2,338</b>	<b>2,601</b>	<b>2,330</b>
	<b>2004</b>	<b>2003</b>	<b>2004</b>	<b>2003</b>
	Number	Number	Number	Number
<b>Employee Numbers</b>				
Full-time equivalent academic	101	96	101	96
Full-time equivalent non-academic	201	196	198	193
Full-time equivalent casual	65	60	65	60
<b>Average number of employees during the year</b>	<b>367</b>	<b>352</b>	<b>364</b>	<b>349</b>

**Note 24 Other liabilities**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>Current</b>				
Accrued expenses	469	378	469	378
Income in advance	627	362	627	362
Other	22	79	22	76
<b>Total other liabilities</b>	<b>1,118</b>	<b>819</b>	<b>1,118</b>	<b>816</b>

**Note 25 Reserves and retained surplus**

	Consolidated		Parent Entity	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
<b>(a) Reserves</b>				
Asset revaluation reserve	12,093	9,007	12,093	9,007
<b>Total reserves</b>	<b>12,093</b>	<b>9,007</b>	<b>12,093</b>	<b>9,007</b>
<b>Movements:</b>				
Asset revaluation reserve				
Balance 1 January 2004	9,007	7,679	9,007	7,679
Increment on revaluation of non-current assets	3,086	1,328	3,086	1,328
Balance 31 December 2004	<b>12,093</b>	<b>9,007</b>	<b>12,093</b>	<b>9,007</b>
<b>(b) Retained surplus</b>				
Retained surplus at the beginning of the year	55,221	49,739	55,179	49,709
Net operating result attributable to the parent entity	(2,102)	5,482	(2,141)	5,470
<b>Retained surplus at the end of the year</b>	<b>53,119</b>	<b>55,221</b>	<b>53,038</b>	<b>55,179</b>

**(c) Nature and purpose of reserves**

Transfers to and from asset revaluation reserve result from fluctuations in the fair value of assets held.

**Note 26 Financial instruments****(a) Terms and conditions**

Recognised financial instruments	Notes	Accounting policies	Terms and conditions
<b>Financial assets</b>			
Cash at bank and on hand	16	Carried at the principal amount.	Cash is invested as funds permit at varying interest rates. The effective interest rate on the operating account as at 31 December 2004 was 3.30% (2003 3.90%).
Managed fund	18	Stated at market value as at balance date.	The annual rate payable monthly was 5.53% (2003 5.53%)
Receivables	17	Carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts is recognised when collection of the full nominal amount is no longer probable.	Credit Sales are on 30 day terms
Unlisted shares	18	Unlisted shares are stated at issue value.	Unlisted shares held at balance date are ordinary fully paid shares.
<b>Financial liabilities</b>			
Payables	21	Liabilities are recognised for amounts to be paid in the future for goods & services received, whether or not billed to the University. Income received in advance relates to amounts received or receivable at balance date which relate to future periods.	Trade liabilities are normally settled on 30 day terms.
QTC loans	22	The Queensland Treasury Corporation loans are carried at the principal amount plus accrued interest as at balance date. Interest is charged as an expense.	All borrowings are with Queensland Treasury Corporation. Repayments are made quarterly with the loan expiring in March 2011. The Book Interest Rate as at 31 December 2004 was 5.69% (2003 5.78%). As at 31 December 2004, the outstanding debt was \$6,203,224 (2003 \$6,996,467). The market value of borrowing as at 31 December 2004 was \$6,260,417 (2003 \$6,991,046).

**(b) Credit risk exposure**

The credit risk on financial assets of the consolidated entity which have been recognised on the statement of financial position, other than investments in shares, is generally the carrying amount, net of any provisions for doubtful debts.

**(c) Interest rate risk exposure**

The consolidated entity's exposure to interest rate risk and the effective weighted average interest rate by maturity periods is set out in the following table. For interest rates applicable to each class of asset or liability refer to individual notes to the financial statements. Exposure arise predominantly from assets and liabilities bearing variable interest rates as the consolidated entity intends to hold fixed rate assets and liabilities to maturity.

## Note 26 Financial instruments (continued)

2004	Notes	Fixed Interest Rate Maturing in:					Total \$'000
		Floating interest rate \$'000	1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000	Non-Interest Bearing \$'000	
<b>Financial Assets</b>							
Cash	16	305	-	-	-	-	305
Receivables	17	-	-	-	-	400	400
Shares - public company	18	-	20	-	-	-	20
Other financial assets - QTC investments	18	-	1,205	-	-	-	1,205
		<u>305</u>	<u>1,225</u>	<u>-</u>	<u>-</u>	<u>400</u>	<u>1,930</u>
Weighted average interest rate		3.30%	5.53%				
<b>Financial Liabilities</b>							
Trade and other creditors	21	-	-	-	-	776	776
Other loans - QTC loans	22	-	856	5,347	-	-	6,203
		<u>-</u>	<u>856</u>	<u>5,347</u>	<u>-</u>	<u>776</u>	<u>6,979</u>
Weighted average interest rate			5.69%	5.69%			
Net financial assets (liabilities)		<u>305</u>	<u>369</u>	<u>(5,347)</u>	<u>-</u>	<u>(376)</u>	<u>(5,049)</u>

2003	Notes	Fixed Interest Rate Maturing in:					Total \$'000
		Floating interest rate \$'000	1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000	Non-Interest Bearing \$'000	
<b>Financial Assets</b>							
Cash	16	401	-	-	-	-	401
Receivables	17	-	-	-	-	910	910
Shares - public company	18	-	20	-	-	-	20
QTC investments	18	-	5,905	-	-	-	5,905
		<u>401</u>	<u>5,925</u>	<u>-</u>	<u>-</u>	<u>910</u>	<u>7,236</u>
Weighted average interest rate		3.30%	5.53%				
<b>Financial Liabilities</b>							
Trade creditors	21	-	-	-	-	920	920
QTC loans	22	-	801	3,711	2,485	-	6,997
		<u>-</u>	<u>801</u>	<u>3,711</u>	<u>2,485</u>	<u>920</u>	<u>7,917</u>
Weighted average interest rate			5.78%	5.78%			
Net financial assets (liabilities)		<u>401</u>	<u>5,124</u>	<u>(3,711)</u>	<u>(2,485)</u>	<u>(10)</u>	<u>(681)</u>

## (d) Net fair value of financial assets and liabilities

## (i) On-balance sheet

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities of the consolidated entity approximates their carrying amounts.

The net fair value of other monetary financial assets and financial liabilities is based upon market prices where a market exists or by discounting the expected future cash flows by the current interest rate for assets and liabilities with similar risk profiles.

**Note 27 Responsible persons and executive officers****(a) Names of responsible persons and executive officers**

CARNEY, Heather Miss	McDIARMID, Bruce Mr
DEETH, Norelle Ms	McINTYRE, Daniel Mr
DOBSON, John Fr	MEE, Julie-Anne Ms
ELLIOT, Robert Professor	RALSTON, Deborah Professor
FAIRFAX, Timothy Mr	SCOTT, Joanne Dr
GUTHRIE, R D(Gus) Professor	SLADE, Peter Dr
HARDING, Phillip Mr	THOMAS, Paul Professor
KENNEDY, Ian Mr	WARNER, Russell Mr
KING CULLEN, Robin Dr	WILLIAMS, Michael Mr
McALPINE, Robin Mr	

**(b) Remuneration of board members and executives**

	Consolidated		Parent Entity	
	2004	2003	2004	2003
	Number		Number	
<b>Remuneration of board members</b>				
	19	20	19	20
Nil to \$9,999				
	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$		\$	
Income paid or payable, or otherwise made available to executive officers by entities in the consolidated entity and related parties:	1,516	1,250	1,398	1,250
	<b>1,516</b>	<b>1,250</b>	<b>1,398</b>	<b>1,250</b>

	Consolidated		Parent entity	
	2004	2003	2004	2003
	Number		Number	
<b>Remuneration of executive officers</b>				
\$100,000 to \$109,999	-	1	-	1
\$110,000 to \$119,999	2	-	1	-
\$120,000 to \$129,999	1	-	1	-
\$140,000 to \$149,999	-	3	-	3
\$150,000 to \$159,999	2	-	2	-
\$160,000 to \$169,999	1	1	1	1
\$170,000 to \$179,999	1	-	1	-
\$210,000 to \$219,999	1	-	1	-
\$240,000 to \$249,999	-	1	-	1
\$300,000 to \$309,999	1	1	1	1

## Note 28 Remuneration of auditors

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
<b>Assurance Services</b>				
Fees paid to the Queensland Audit Office:				
Audit and review of financial reports and other audit work	100	83	98	83
Fees paid to Ernst & Young:				
The audit and review of financial reports	288	-	288	-
<b>Total remuneration for audit fees</b>	<b>388</b>	<b>83</b>	<b>386</b>	<b>83</b>

## Note 29 Contingent liabilities and contingent assets

As at 31 December 2004 one case was filed with the Anti Discrimination Commission Queensland. The University's legal advisors and the University Council believe that it would be misleading to estimate the final amount payable in respect of the claim at this time but wish to advise that a monetary settlement is not being considered.

## Note 30 Commitments for expenditure

	Consolidated		Parent entity	
	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000
<b>Capital commitments</b>				
Building works				
Within one year	10,000	4,700	10,000	4,700
Later than one year but not later than 5 years	15,000	10,000	15,000	10,000
<b>Total capital commitments</b>	<b>25,000</b>	<b>14,700</b>	<b>25,000</b>	<b>14,700</b>
<b>Lease commitments</b>				
Contracted but not provided for and payable:				
Within one year	102	151	102	144
Later than one year but not later than five years	34	151	34	144
<b>Total lease commitments</b>	<b>136</b>	<b>302</b>	<b>136</b>	<b>288</b>

## Note 31 Investments in controlled entities

	Country of Incorporation	Ownership	Interest
		2004	2003
<b>Parent Entity</b>			
University of the Sunshine Coast	Australia	100%	100%
<b>Controlled Entity</b>			
Innovation Centre Sunshine Coast Pty Ltd	Australia	100%	100%

The Innovation Centre Sunshine Coast Pty Ltd was formed by the University of the Sunshine Coast on 26 October 2000. The primary purpose of the Company is to provide regional leadership and support for new businesses designed to create wealth and generate employment on the Sunshine Coast.

**Note 31 Investments in controlled entities (continued)**

Name of entity	Innovation Centre Sunshine Coast Pty Ltd
Principal activities	To provide regional leadership and support for new businesses designed to create wealth and generate employment on the Sunshine Coast.
Country of incorporation	Australia
Class of shares	Ordinary
Ownership interest	
<b>2004</b>	100%
2003	100%
Net equity	
<b>2004</b>	82
2003	42
Total revenue	
<b>2004</b>	415
2003	281
Operating result	
<b>2004</b>	40
2003	11
Contribution to operating result	
<b>2004</b>	40
2003	11

Operating result and Contribution to operating result, include the \$100,000 Grant from Dept of State Development and Innovation. This Grant is passed on from the University of the Sunshine Coast.

**Note 32 Related parties****Wholly-owned group**

Ownership interests in controlled entities are set out in note 31.

**Note 33 Reconciliation of operating result from ordinary activities to net cash inflow from operating activities**

	Notes	Consolidated		Parent entity	
		2004	2003	2004	2003
		\$'000	\$'000	\$'000	\$'000
Operating result from ordinary activities		(1,097)	5,482	(1,136)	5,470
Depreciation and amortisation		4,373	3,550	4,364	3,543
Non-cash donations		(29)	(125)	(29)	(125)
Net (gain) loss on sale of property, plant and equipment	15	5	8	5	8
Book value of assets reclassified as expense items		16	-	-	-
Change in operating assets and liabilities					
(increase) decrease in receivables		498	(293)	507	(401)
increase (decrease) in provision for doubtful debts		12	6	12	6
(increase) decrease in other current assets		(197)	(163)	(197)	(162)
(decrease) increase in creditors		(297)	(197)	(315)	(205)
(decrease) increase in income in advance		268	235	265	235
(decrease) increase in accrued expenses		191	58	191	56
(decrease) increase in provision for employees entitlements		315	513	307	505
Net cash inflow from operating activities		<b>4,058</b>	<b>9,074</b>	<b>3,974</b>	<b>8,930</b>

**Note 34 Acquittal of Commonwealth Government financial assistance**

**34.1 DEST – Teaching and Learning**

Notes	Operating Grant		CGS Advance from Future Years		Parent entity (HEP) only		Capital Development Pool		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in cash during the reporting period (total cash received from the Commonwealth for the programmes)	13,701	12,330	2,000	-	1,716	4,019	17,417	16,349	17,417	16,349
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-
Revenue for the period	13,701	12,330	2,000	-	1,716	4,019	17,417	16,349	17,417	16,349
Surplus/(deficit) from previous year	-	-	-	-	-	-	-	-	-	-
Total revenue including accrued revenue	13,701	12,330	2,000	-	1,716	4,019	17,417	16,349	17,417	16,349
Less expenses including accrued expenses	13,701	12,330	2,000	-	1,716	4,019	17,417	16,349	17,417	16,349
Surplus/(deficit) for reporting period	-	-	-	-	-	-	-	-	-	-

## Note 34 Acquittal of Commonwealth Government financial assistance (continued)

## 34.2 HECS and other Commonwealth Loan Programmes

	Notes	HECS (Commonwealth Payments only)		Parent entity (HEP) only PELS		Total
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	
Financial assistance received in cash during the reporting period (total cash received from the Commonwealth for the programmes)		9,444	10,741	369	165	10,906
Net accrual adjustments		-	-	-	-	-
Revenue for the period	2(b)	9,444	10,741	369	165	10,906
Surplus/(deficit) from previous year		-	-	-	-	-
Total revenue including accrued revenue		9,444	10,741	369	165	10,906
Less expenses including accrued expenses		9,444	10,741	369	165	10,906
Surplus/(deficit) for reporting period		-	-	-	-	-

**Note 34 Acquittal of Commonwealth Government financial assistance (continued)**
**34.3 Scholarships**

	Parent entity (HEP) ONLY									
	Australian Postgraduate Awards Pre-2002 Funding Component		Australian Postgraduate Awards Post-2002 Onwards Funding Component		Commonwealth Education Costs Scholarships		Commonwealth Accommodation		Totals	
	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Notes	2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
Financial assistance received in cash during the reporting period (total cash received from the Commonwealth for the programmes)	8	14	50	35	40	-	176	-	274	49
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-
Revenue for the period	8	14	50	35	40	-	176	-	274	49
Surplus/(deficit) from previous year	-	10	19	6	-	-	-	-	19	16
Total revenue including accrued revenue	8	24	69	41	40	-	176	-	293	65
Less expenses including accrued expenses	8	24	58	22	39	-	142	-	247	46
Surplus/(deficit) for reporting period	-	-	11	19	1	-	34	-	46	19

## Note 34 Acquittal of Commonwealth Government financial assistance (continued)

## 34.4 DEST Research

## Parent entity (HEP) ONLY

Notes	Institutional Grants Scheme		Research Training Scheme		Research Infrastructure Block Grants		Totals	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in cash during the reporting period (total cash received from the Commonwealth for the programmes)	126	129	522	446	39	8	687	583
Net accrual adjustments	-	-	-	-	-	-	-	-
Revenue for the period	126	129	522	446	39	8	687	583
Surplus/(deficit) from previous year	-	-	-	-	-	-	-	-
Total revenue including accrued revenue	126	129	522	446	39	8	687	583
Less expenses including accrued expenses	126	129	522	446	39	8	687	583
Surplus/(deficit) for reporting period	-	-	-	-	-	-	-	-

**Note 34 Acquittal of Commonwealth Government Financial Assistance (continued)**
**34.5 Australian Research Council Grants**

(a) Linkages	Notes	Special Research Initiatives		Projects		Total	
		2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in cash during the reporting period (total cash received from the Commonwealth for the programmes)		-	3	116	105	116	108
Net accrual adjustments		-	-	-	-	-	-
Revenue for the period	2(f)(i)	-	3	116	105	116	108
Surplus/(deficit) from previous year		-	4	31	59	31	63
Total revenue including accrued revenue		-	7	147	164	147	171
Less expenses including accrued expenses		-	7	125	133	125	140
Surplus/(deficit) for reporting period		-	-	22	31	22	31

University of the Sunshine Coast  
Management Certificate

We have prepared the annual financial statements pursuant to the provisions of the *Financial Administration and Audit Act 1977* and other prescribed requirements and we certify that –

- (a) the financial statements are in agreement with the accounts and records of the University of the Sunshine Coast and its controlled entity; and
- (b) in our opinion –
  - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects;
  - (ii) the financial statements have been drawn up to present a true and fair view of the transactions of the University of the Sunshine Coast for the period 1 January 2004 to 31 December 2004, and of the financial position as at 31 December 2004 in accordance with prescribed accounting standards and conform with the Guidelines for the Preparation of Annual Financial Statements issued by the Commonwealth Department of Education, Science and Training;
  - (iii) at the time of this Certificate there are reasonable grounds to believe that the University will be able to pay its debts as and when they fall due;
  - (iv) the amount of Commonwealth financial assistance expended during the year was for the purposes for which it was provided; and
  - (v) the requirements of various programmatic guidelines that apply to the Commonwealth financial assistance identified in these financial statements have been complied with.

T Fairfax  
Acting Chancellor

Date: 29 March 2005

P THOMAS  
Vice-Chancellor

Date: 29 March 2005

## INDEPENDENT AUDIT REPORT

To the Council of the University of the Sunshine Coast

### Matters Relating to the Electronic Presentation of the Audited Financial Report

The audit report relates to the financial report of the University of the Sunshine Coast for the financial year ended 31 December 2004 included on the University of the Sunshine Coast's web site. The Council is responsible for the integrity of the University of the Sunshine Coast's web site. The audit report refers only to the financial report identified below and does not include a review of the integrity of this web site or provide an opinion on any other information which may have been hyperlinked to/from the financial report. If users of the financial report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report, available from the University of the Sunshine Coast, to confirm the information included in the audited financial report presented on this web site.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

### Scope

#### *The Financial Report*

The financial report of the University of the Sunshine Coast includes the consolidated financial statements of the consolidated entity comprising the University of the Sunshine Coast and the entity it controlled at the end of the year or from time to time during the year. The financial report consists of the statement of financial performance, statement of financial position, statement of cash flows, notes to and forming part of the financial statements and certificates given by the Acting Chancellor and Vice-Chancellor responsible for the financial administration of the University of the Sunshine Coast for the year ended 31 December 2004.

#### *The Council's Responsibility*

The Council is responsible for the preparation and true and fair presentation of the financial report, the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error and for the accounting policies and accounting estimates inherent in the financial report.

#### *Audit Approach*

As required by law, an independent audit was conducted in accordance with *QAO Auditing Standards* to enable me to provide an independent opinion whether in all material respects the financial report is presented fairly, in accordance with the prescribed requirements, including any mandatory financial reporting requirements as approved by the Treasurer for application in Queensland.

Audit procedures included –

- examining information on a test/sample basis to provide evidence supporting the amounts and disclosures in the financial report;
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Council;
- obtaining written confirmation regarding the material representations made in conjunction with the audit; and
- reviewing the overall presentation of information in the financial report.

### Independence

The *Financial Administration and Audit Act 1977* promotes the independence of the Auditor-General and QAO authorised auditors.

The Auditor-General is the auditor of all public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which powers are to be exercised.

The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

### Audit Opinion

In accordance with s.46G of the *Financial Administration and Audit Act 1977* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
  - (i) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the statements have been drawn up so as to present a true and fair view, in accordance with the prescribed accounting standards of the transactions of University of the Sunshine Coast and the consolidated entity for the financial year 1 January 2004 to 31 December 2004 and of the financial position as at the end of that year.

B P WORRALL, FCA  
Assistant Auditor-General  
as Delegate of the Auditor-General of Queensland



Queensland Audit Office  
Brisbane