

# Annual Report 2004



## Report to the Minister for Education and the Arts

Presented to Parliament by Command

The Honourable Anna Bligh, MP  
Minister for Education and the Arts

Dear Minister

I have the honour to present to you, on behalf of the Council of Griffith University, the Annual Report of Griffith University for the year ended 31 December 2004.

**Ms Leneen Forde, AC**  
Chancellor  
April 2005

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This Annual Report outlines significant progress in addressing Griffith's strategic objectives and in focusing our efforts to become one of Australia's top 10 universities by 2010.

Griffith is an institution committed to innovation, multidisciplinary, internationalisation, equity and social justice, and student-centred learning. Many of the initiatives undertaken by the University during 2004 reflected these important commitments. Griffith's achievements in teaching, research and community service have resulted in national and international recognition of the University's strengths and standing.

The University's program of expansion, particularly in its teaching and research profiles, is underpinned by careful planning and sound financial management. The alignment of resources and strategic priorities has been a key focus in the University's capital management plan. The simultaneous establishment of new medical and dental schools is the highlight of this ambitious plan for development.

Much of the success of the University is a tribute to the hard work and dedication of its staff, students and community supporters. I congratulate them on another fruitful and rewarding year.

At the end of 2004, we farewell Professor Glyn Davis who became the University's third Vice Chancellor in January 2002. Professor



Davis' clear vision and distinguished leadership over the last three years has provided a solid foundation for Griffith becoming one of Australia's top ten universities.

The incoming Vice Chancellor, Professor Ian O'Connor, is set to enhance the University's enviable national and international reputation. The Griffith community is looking forward to supporting Professor O'Connor in the next exciting stage in the University's history.

**Ms Leneen Forde, AC**  
Chancellor

### Vision

Griffith University—a multi-campus, learning-centred, research university—will be acknowledged as an outstanding university that combines the best university traditions and values with the innovation necessary for success.

Ideally positioned in the fastest-growing region of Australia, the University will build on its established reputation for responding creatively to local, national and global change by embracing diversity and nurturing innovation.

### Mission

In the pursuit of excellence in teaching, research and community service, Griffith University is committed to:

- innovation
- bringing disciplines together
- internationalisation
- equity and social justice
- lifelong learning

for the enrichment of Queensland, Australia and the international community.

### Values

In pursuit of our mission, the University values:

- rigorous standards of scholarship
- continuous quality improvement and accountability as befits a learning organisation
- commitment to individual rights, ethical standards and social justice
- participatory decision making and problem solving
- lifelong learning and personal development
- contributing to a robust, equitable and environmentally sustainable Australia
- tolerance and understanding of diversity in society.

### Goals

For Griffith's strategic goals, see the Performance section (pages 8 to 24).

## 'The Griffith Project'

### Progressing the long term vision

Griffith continues to perform strongly as planned in its statement of strategic direction, *The Griffith Project*. *The Griffith Project* provides for a mid-term review of its approach, which was led for the university by Professor Rory Hume, former Vice Chancellor of the University of NSW. Professor Hume reported very favourably on *The Griffith Project* and provided valuable advice on its development.

## Signal achievements

### Accreditation of medical and oral health programs

On 29 November, the Australian Medical Council announced stage two approval for Griffith's new medical program for a period of six years. This major achievement owes much to the leadership of Professor Allan Cripps, Pro-Vice Chancellor (Health), and Professor Judy Searle, Dean and Head of the Griffith School of Medicine and their talented and committed colleagues in the school.

The Australian Dental Council has accredited Griffith's new Bachelor of Oral Health in Dental Technology, and progress towards accreditation is being made for other programs in the School of Dentistry and Oral Health.

### Collaboration with QIMR

Griffith established a formal collaboration with the Queensland Institute of Medical Research, one of the largest and most prestigious medical research institutes in the southern hemisphere. The institute was established by the Queensland Government in 1945 and accommodates more than 700 staff scientists, research students and support staff. QIMR and Griffith will conduct a number of joint medical research projects.

### Olympic medals

Congratulations to the students and graduates of Griffith University who achieved extraordinary results in the 2004 Olympic Games in Athens. Indeed the Griffith representatives, led by female humanities students, surpassed the medal tally of many countries. With a medal haul of two gold, two silver and four bronze, if Griffith could



Professor Glyn Davis, AC Vice-Chancellor and President, 2002-2004.

compete in its own right it would exceed countries such as Sweden (ranked 19th) and New Zealand (ranked 24th) in total medal numbers. This outstanding achievement is partly the result of the university's decision to establish a sports scholarship committee in the 1980s. Griffith has now been officially proclaimed an 'Elite Athlete Friendly University' by the Australian Institute of Sport (AIS).

## National developments

### Cape York Institute

Griffith is a partner in the Cape York Institute for Policy and Leadership which was launched in Cairns on 6 July 2004. This is a major national development with the state and federal governments contributing \$5 million over the next five years. There is also strong corporate and philanthropic support for the project.

### National quality audit

Griffith obtained an outstanding report from the Australian Universities Quality Agency for its student-focused learning environment and its unique culture of 'engagement, confidence and optimism'. This was the first national audit of the university, which is planned to take place every five years.

### Commonwealth Supported Places charges

The passage of the *Commonwealth Higher Education Support Act 2003* confronted

all public universities with a decision on what level to set their fees for domestic undergraduate students. This is the first time Griffith has had to set such fees. After extensive consultation and careful consideration, University Council set Griffith's charges for Commonwealth Supported Places at the maximum allowed under the Act. Council decided to allocate a minimum of ten per cent of additional revenue from the charge to support student equity.

### New places

The Commonwealth allocated Griffith 1654 new student places—the largest single allocation to an Australian university—enabling it to offer social work for the first time and to provide extra places in a range of programs. Many of the new places will be located at the Gold Coast, one of the fastest growing regions in Australia.

## Progress and outlook

### University budget 2005–2008

The university adopted its budget for 2005 to 2008. The allocations for 2005 and 2006 are firm, while the allocations for 2007 and 2008 are indicative only.

The budget continues to implement *The Griffith Project* (now encompassed by the university's strategic plan 2004–2007). The budget also implements outstanding recommendations of the 2002 budget review group report. In addition to having a time frame of four years the budget incorporates a transparent allocation—clear signals and incentives for improved performance in teaching, research, and the recruitment of fee-paying students—and increases the university's capacity to respond strategically with the reinstatement of the vice chancellor's strategic development fund.

### Capital development

The university completed the international building at Mt Gravatt, at a cost of \$14 million. This magnificent facility houses key units for international students, providing English language, foundation and other programs. Griffith also commissioned the \$7.2 million Griffith South Bank Graduate Centre on the Ship Inn site at South Bank,

which was opened by the Queensland Minister for Education and the Arts, The Honourable Anna Bligh. The university is on track to complete its \$36 million medical and oral health facility adjacent to the Gold Coast Hospital and clinical sciences stage two, at a cost of \$17 million.

On 11 November, Queensland Premier and Minister for Trade, The Honourable Peter

Beattie announced that the state government has agreed to sell the former South Brisbane Library to the university for use by the newly launched Griffith Film School. This heritage property, close to Griffith University's Queensland College of Art and until recently occupied by the Queensland Academy of Sport, will provide another Griffith landmark amid South Bank. Fit-out will be greatly assisted by \$5 million provided to the

university earlier in the year by the state as a contribution to film at Griffith. The new Griffith Film School is by enrolment the largest film school in Australia.

**Glyn Davis, AC**  
**Vice Chancellor and President**  
**2002-2004**



*The Griffith Centre for Medicine and Oral Health; opening in 2005.*



*UN Ambassador for Children and Vietnam war survivor Kim Phuc shared her incredible story of survival and her lifetime commitment to the promotion of peace when she visited Brisbane to give the 2004 Griffith public lecture.*



*Meeting the media at the launch of the Cape York Institute are (from left) Dr Brendan Nelson, Premier Peter Beattie, Mr Noel Pearson, Professor Marcia Langton and Professor Glyn Davis.*

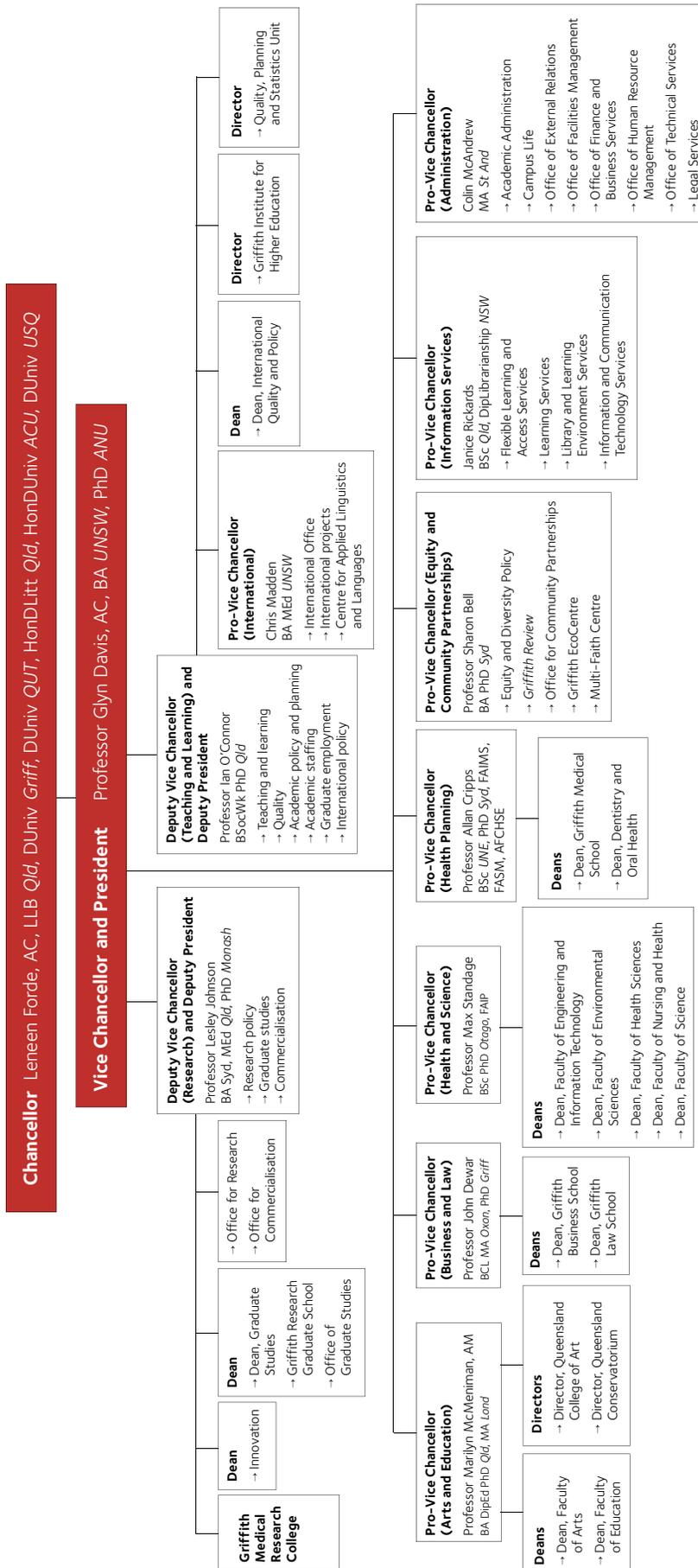
### 'Griffith Project' indicators for monitoring progress towards top-10 status

Indicator	Rank December 2002	Rank October 2003	Rank December 2004
<b>Scale</b>			
Total equivalent full-time student units	9 (2001)	9 (2002)	10 (2004)
<b>Student load (EFTSU)</b>			
Course experience questionnaire ranks for:			
■ Generic skills	= 2 (DEST rank)	= 2 (DEST rank)	= 6 (2003 DEST rank)
■ Good teaching	= 21 (DEST rank)	= 21 (DEST rank)	= 11 (2003 DEST rank)
■ Overall satisfaction	= 5 (DEST rank)	= 5 (DEST rank)	= 13 (2003 DEST rank)
Graduate destination survey			
■ % graduates in full-time employment	= 10 (DEST rank)	= 10 (DEST rank)	= 21 (2003 DEST rank)
Pass rate			
■ Undergraduate	= 10 (DEST rank)	= 10 (DEST rank)	= 12 (2003 DEST rank)
■ Postgraduate coursework	= 2 (DEST rank)	= 2 (DEST rank)	= 12 (2003 DEST rank)
<b>Research</b>			
Research income	12 (DEST rank)	12 (DEST rank)	11 (DEST rank)
Share of ARC Discovery and Linkage grants	12 (2003 grants)	12 (2004 grants)	16 (2005 grants)
No. of co-operative research centres	7	7	7
Research publications	10 (DEST rank)	10 (DEST rank)	10 (DEST rank)
Research higher degree equivalent full-time student units	11 (DEST table)	11 (DEST table)	12 (DEST table)
Research higher degree completions	19 (DEST table)	19 (DEST table)	14 (DEST table)
<b>Equity</b>			
Proportion of low SES students	8	8	15 (2004)
Higher Education Equity Program grant	8	12 (2003)	14 (2004)
Indigenous Support Fund grant	5	4 (2003)	8 (2004)
<b>Internationalisation</b>			
No. of on-campus international students	11 (2001)	11 (2002)	10 (2004)

DEST: Department of Education, Science and Training. SES: socio-economic status.

Rank: This is the University's rank position when compared to other Australian universities, based on a performance indicator calculated using unadjusted statistical data reported to DEST. From time to time, DEST publishes 'adjusted' forms of these indicators, which are modified for each university to account for institution-specific factors (for example, size, history, student mix). DEST ranks are based on these adjusted indicators.

### Organisational structure



## University Council

### Role

Under the *Griffith University Act 1998*, the Council is Griffith University's governing body and has overall responsibility for the University's sound and effective governance.

The Council approves the University's strategic direction; monitors the University's progress, using agreed performance indicators; and approves the University's budget, policies and delegations of authority. The Council also reviews its own performance.

### Membership

The Act provides for a range of members on the Council, including ex-officio members such as the Chancellor, the Deputy Chancellor and the Vice Chancellor; members appointed by the Governor-in-Council; and elected staff, student and Convocation members.

Membership, at 31 December, is listed below.

Chancellor	Leneen Forde, AC
Deputy Chancellor	Henry Smerdon
Vice Chancellor	Professor Glyn Davis, AC

### Members appointed by the Governor-in-Council

Ian Alderdice  
Lesley Englert  
Mark Gray  
Rachel Hunter  
The Honourable Justice Margaret McMurdo  
Garry Redlich  
Henry Smerdon  
Karen Struthers

### Director-General of Education or nominee

Debbie Best

### Three members of the University's senior academic staff, elected by senior academic staff

Professor David Burch  
Dr Stephen Stockwell  
Associate Professor Robyn Zevenbergen

### One member of the University's junior academic staff, elected by junior academic staff

Dr Clare Minahan

### One postgraduate student of the University, elected by postgraduate students

Regina Gockel

### One full-time undergraduate student of the University, elected by full-time undergraduate students

Abraham Gubler

### One part-time undergraduate student of the University, elected by part-time undergraduate students

Karen Guest

### Two members who are University general staff members, elected by general staff

Kaye Dillon  
John Swinton

### Three Convocation members, elected by Convocation Roll members

Sandra Anderson  
Gary Mortimer  
Alison Steel

### Up to two additional members appointed under Section 16, Griffith University Act

Dr Bob Anderson, OAM

### Resignations/changes

Resignations from Council:  
David Lafferty  
(1 January to 3 May 2004)  
Anthony Coates  
(1 January to 9 July 2004)  
Ms Karen Guest replaced Mr Lafferty  
Mr John Swinton replaced Mr Coates

### Meetings

In 2004, the Council of Griffith University held seven meetings:

- 13 February (Queensland College of Art, South Bank campus) 19 out of 24 members attended
- 1 March (Nathan campus) 22 out of 24 members attended
- 4 May (Logan campus) 19 out of 23 members attended
- 7 June (Mt Gravatt campus) 18 out of 24 members attended
- 2 August (Gold Coast campus) 18 out of 24 members attended
- 4 October (Nathan campus) 19 out of 24 members attended
- 6 December (Nathan campus) 19 out of 24 members attended

### Changes to Council's operations

Under the provisions of the Federal Government's *Higher Education Support Act 2003*, the university was required to comply with a set of National Governance Protocols. In order to ensure compliance, the Council in 2004:

- established a Council Nominations Committee which will be responsible for the nomination of prospective members of Council for those categories of members that are not elected
- adopted a council handbook which outlines a range of University governance requirements, several of which address National Governance Protocols
- approved policies on 'Controlled Entities' and 'Risk Assessment of Part Ownership of an Entity'.

### Council subcommittees

During 2004, the University Council conducted a major review of the Finance and Property Committee and its sub-committees.

The review resulted in the adoption of a new constitution for the Finance and Property Committee (including a renaming of the committee to Finance and Resources Committee), as well as the adoption of a revised constitution for the Audit Committee (which now reports directly to Council). These changes enhanced the ability of the Finances and Resources Committee and its sub-committees to advise Council on critical resource issues such as income projections, operating budget allocations, capital expenditure, financial strategies including debt management, and management of assets and liabilities.

The key committees that report directly to the Council are:

- the Academic Committee, the senior body within the University responsible for teaching and learning, and research policies (chairperson Professor Ian O'Connor)
- the Finance and Resources Committee, responsible for advising Council on critical resource issues, including income projections, operating budget allocations, capital expenditure, financing strategies and risk management (chairperson Henry Smerdon).

### Advisory councils

In addition to these committees, there are three advisory councils; namely, the Gold Coast Advisory Council (chairperson Jeffrey Johnson), the Queensland College of Art Advisory Council (chairperson Ulla Zeller), and the Queensland Conservatorium Advisory Council (chairperson Molly Robson).

The advisory councils advise the University Council on strategic directions for teaching, research and community service at the Gold Coast campus, the Queensland College of Art and the Queensland Conservatorium.

### Enabling legislation

Griffith University is constituted under the *Griffith University Act 1998* as a body corporate and has a common seal.

### Functions and powers

The *Griffith University Act* provides for a broad range of functions and powers, including the specific provisions below.

#### University functions

The University's functions are:

- to provide education at university standard
- to provide facilities for study and research generally, and, in particular, for people in the cities of Brisbane, Gold Coast and Logan
- to encourage study and research
- to encourage the advancement and development of knowledge, and its application to government, industry, commerce and the community
- to provide courses of study or instruction (at the level of achievement the Council considers appropriate) to meet the needs of the community generally, and, in particular, the people in the cities of Brisbane, Gold Coast and Logan;
- to confer higher education awards
- to disseminate knowledge and promote scholarship
- to provide facilities and resources for the wellbeing of the University's staff, students and other persons undertaking courses at the University

- to exploit commercially, for the University's benefit, a facility or resource of the University, including, for example, study, research or knowledge, or practical application of study, research or knowledge, belonging to the University, whether alone or with someone else
- to perform other functions given to the University under this or another Act.

#### University general powers

1. The University has all the powers of an individual, and may, for example:
  - enter into contracts
  - acquire, hold, dispose of, and deal with property
  - appoint agents and attorneys
  - engage consultants
  - fix charges, and other terms, for services and other facilities it supplies
  - do anything else necessary or convenient to be done for, or in connection with, its functions.
2. Without limiting subsection (1), the University has the powers given to it under this or another Act.
3. The University may exercise its powers inside or outside Queensland.
4. Without limiting subsection (3), the University may exercise its powers outside Australia.

#### Council powers

The Council may do anything necessary or convenient to be done for, or in connection with, its functions.

Without limiting the subsection above, the Council has the powers given to it under this or another Act and, in particular:

- to appoint the university's staff
- to manage and control the university's affairs and property
- to manage and control the university's finances

Note. Further details of Griffith University governance are outlined on pages 25 and 26.

### University management

Through its organisational and management structure, Griffith fosters coherence and cooperation across the University in its teaching, research and service, and promotes the efficient and effective deployment of resources (including administrative resources) across its five campuses.

Academic units, including schools, departments and faculties, are organised into three groups: Arts and Education, Business and Law, and Health and Science. These groups facilitate teaching, research and service activities across campuses.

Most administrative support services—such as student administration, finance, human resource management, information technology and technical services—are organised as centralised, multi-campus offices.

This structure supports consistent service levels, efficient resource use, and access to professional support and specialist expertise for all areas.

Griffith's approach is to embed quality in all of its processes to achieve excellent outcomes. The culture is one of innovation and responsiveness, of review and improvement.

Responsibility for quality is explicitly assigned to line managers, particularly the deputy vice chancellors, the pro-vice chancellors, deans, heads of schools and office directors—in consultation with key committees.

## OVERVIEW

In early 2002, consultation with the Griffith community articulated a strong consensus for the University's future direction.

This direction became the University's new strategic vision, *The Griffith Project* (see page 2), which the University Council endorsed in May 2002.

*The Griffith Project* sets new strategic directions and commits the University, by 2010, to being recognised as one of Australia's top 10 universities, measured across standard tertiary-sector indicators.

It outlines key commitments and reviews. These are reflected in:

- the goals and strategic priorities published in 2003 in the University's *Strategic Plan 2003-2007*
- the new planning process that the University Council endorsed in December 2002.

The *Strategic Plan* identifies a high-level goal for each of the University's five key performance areas (core activities), identifies the strategic priorities drawn from *The Griffith Project* and sets out University Council-endorsed performance targets (see pages 8 to 24).

In addition to reviewing progress towards targets in the key performance areas, the Council will monitor the University's progress towards the top-10 university status through a set of indicators selected for this purpose (see page 4). These are a sub-set of the indicators in the *Strategic Plan*.

The key performance areas and targets are the basis for planning and budgeting by all elements of the University, which is aligning its planning, management and resources to achieve the top-10 goal.

This Performance section reports on the progress and achievements of the University's five core areas, against their strategic priorities and key performance areas and targets.



Deputy Vice Chancellor (Teaching and Learning) Professor Ian O'Connor will become the fourth Vice Chancellor and President of Griffith University from January 2005.

## Teaching and Learning

### Goal

As a University committed to excellence in student-centred learning, Griffith produces graduates with specific program-related expertise and high levels of generic skills to be leaders in the development of their communities.

### Scale

#### Strategic Priorities

- Expansion this decade to a student body of at least 35 000 undergraduate and postgraduate students.
- Grow the proportion of coursework higher degree students to at least the national average.
- Secure a potential additional campus site within the Gold Coast corridor, working closely with schools and TAFE to create an educational precinct.
- Enhancement of the University's professional training profile with particular emphasis on allied health areas.

#### Achievements

As the primary provider of university education in Australia's fastest growing region, Griffith is committed to growth. In 2004 Griffith received 1,654 new student places from the Commonwealth—the largest single allocation to an Australian university—with 605 of these being for 2005.

The Gold Coast campus has been allocated 1,162 of the new student places by 2008 with additional places also at the Logan campus. Extra aged-care nursing places have been allocated to Nathan campus under the Australian Government's aged care package announced in the 2004 Federal Budget.

In line with this growth for the Gold Coast campus, the University unveiled a 20-year Integrated Development Plan for the campus encompassing its existing Parklands site and an additional 43 hectares of land, which was presented by Education Queensland to the University in 2002.

The first professional program initiated under *The Griffith Project* commenced in 2004 with an intake of students into the School of Dentistry and Oral Health at the Gold Coast.

The first cohort of 88 medical students will commence study in January 2005 alongside

the oral health students at the Centre for Medicine and Oral Health. This \$36 million centre located next to the Gold Coast Hospital is to be in use by students in March 2005.

In November 2004, the Australian Medical Council awarded accreditation for the next six years to the University's medical program. The curriculum, based upon the graduate entry medical program at Flinders University, has been carefully adapted to reflect the strengths and needs of the local community.

Planning for a new professional degree in Social Work began in 2004 for student enrolment in 2006.

2004 also saw the launch of online Suicide Prevention Training, the first of its kind in Australia, provided by the Australian Institute for Suicide Research and Prevention.

In June the Queensland Minister for Arts and Education Anna Bligh officially opened the \$7.2 million Griffith South Bank Graduate Centre—a new postgraduate facility for a select range of business and law programs—on the Ship Inn site at South Bank.

The Teaching and Learning Performance and Improvement Scheme, introduced in the 'Growing Griffith—University Budget 2004', was made operational in 2004. A priority for all Group Pro-Vice Chancellors was the renewal of postgraduate programs, and all groups undertook a process of rationalising their postgraduate program profile to identify flagship programs for renewal.

Work continued with Education Queensland, the Department of Employment and Training and the Gold Coast Institute of TAFE to realise the vision for the Coomera Education and Training Precinct (CETP). CETP is to deliver innovative education and training to meet the vocational needs of the fast growing Coomera region.

### Academic Profile

#### Strategic Priorities

- Enhancement of the University's professional education profile.
- To further Griffith's commitment to excellence in teaching and learning, review teaching programs to ensure the rhetoric of inter-disciplinarity is achieved in practice, ensure consistency is achieved in program offerings across campuses, and to review Griffith's niche degree strategy.

### Achievements

Through the consultation associated with *The Griffith Project*, a number of teaching and learning issues were identified for detailed investigation, namely, the profile of professional programs, the niche degree strategy, cross-campus consistency, and inter-disciplinarity.

The data presented in the report, arising from *The Griffith Project* reviews, 'Towards an Academic Plan—The Griffith Project Teaching and Learning Reviews', provided the foundation for The Griffith Academic Plan.

The *Griffith Academic Plan*, endorsed by the University Council in June 2004, transforms the vision for teaching and learning in *The Griffith Project* into a framework for action around the Griffith signature experiences of: engaging students, engaging disciplines, engaging research, engaging community and engaging staff.

The Australian Universities Quality Agency (AUQA) released its report early in 2004, commending Griffith's 2003-2007 Strategic Plan, the quality of its learning environment, its responsiveness to student issues and the University's teaching outcomes. AUQA also commended Griffith University for the improvements in a number of teaching-related outcome indicators.

AUQA recommended that the University continue to integrate programs across its five campuses. As a result the University developed guidelines to encourage course and program designers to achieve improved levels of cross-campus consistency.

In line with this recommendation the Griffith Business School embarked on a revision of its undergraduate programs, reducing their number to five.

The Griffith Law School's cross-campus experience identified that different emphases are required on the Nathan and Gold Coast campuses. Griffith, as one of three law schools in Brisbane, has created a market for its programs by developing a focus on social justice. On the Gold Coast, as the primary law school in the region, students are seeking a more mainstream experience focused on commercial law.

The Griffith Film School, opened to students in early 2004, represents a strategic realignment of the University's existing cross-campus teaching and learning resources in the creative arts.

The Faculty of Arts has also addressed cross-campus issues in the Bachelor of Arts by offering more varied arts courses at the Gold Coast campus.

New Commonwealth Supported Places for the Gold Coast campus have facilitated the offering of a secondary education program for the first time from 2005 to meet a strong need in that region.

With low demand for entry into science programs, both the Faculties of Science and Environmental Science have reviewed their niche degrees.

The merger of two schools, Computing and Information Technology (Nathan) and Information Technology (Gold Coast), facilitated reviews of the University's offerings

in information technology and multimedia during 2004. The two schools of psychology (Mt Gravatt and Gold Coast) also merged in 2004 to create a large, influential presence in both teaching and research.

To preserve the quality of the University's academic programs and student experience, the University Council decided in March 2004 to set Griffith's Higher Education Contribution Scheme (HECS) fee at the maximum level allowed under the *Commonwealth Higher Education Support Act (2003)* for new undergraduates from 2005.

The University Council also agreed to offer Full Fee-paying places in a specified number of programs to domestic undergraduate students from 2005.

In accordance with the University Council's faculty review resolution, reviews of The Queensland College of Art (QCA); and the Departments of Industrial Relations, International Business and Asian Studies, and Politics and Public Policy (all from the Griffith Business School) were undertaken.

An integral part of Griffith's teaching and learning goal is to "produce graduates with specific program-related expertise and high levels of generic skills to be leaders in the development of their communities", and this statement is given expression through 'The Griffith Graduate'.

During 2004, 'The Griffith Graduate' statement was revised to better reflect the University's commitment to student-centred learning, as outlined in 'The Griffith Academic Plan', and the University's mission and values statement.

### The Student Experience

#### Strategic Priorities

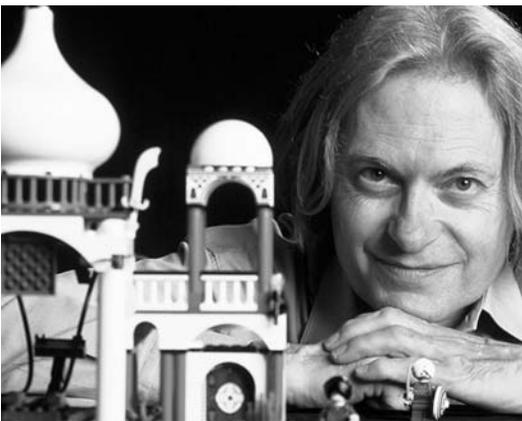
- Review flexible learning initiatives to build commitment and explore new directions.
- Internationalise the curriculum and methods of teaching and learning.

#### Achievements

The review of the University's flexible learning initiatives confirmed that the Griffith undergraduate experience is primarily on-campus and face-to-face.



Dental technology students at Griffith work with materials in regular laboratory classes.



*Professor Wayne Hudson; winner of the 2004 Australian Award for University Teaching in the Humanities and the Arts.*

To maximise learning in this environment, Griffith reaffirmed its commitment in 'The Griffith Academic Plan' to clear curriculum goals and standards, fostering student cohorts, frequent high-quality feedback, effective orientation practices, and clear points of contact for students.

Actively engaging students as part of the Griffith learning community is a strategic approach to improving first year student retention rates. The focus in 2004 has been on strengthening the first-year community at Griffith with a particular emphasis on orientation and transition. The role of first year advisor was established with the primary responsibility of coordinating the academic orientation for students in their respective programs.

Dr Jane Fowler, a first year advisor from the School of Human Services received recognition as a finalist in the 2004 Australian Awards for University Teaching for her Tiered Mentoring Program, which is designed to enhance the academic and social support of first-year students and the personal and professional development of upper-level undergraduates.

Professor Wayne Hudson, Head of the School of Arts, Media and Culture, won the 2004 Australian Award for University Teaching in the Humanities and the Arts category. The award recognises Professor Hudson's contribution to a range of disciplines including history, philosophy and sociology and his national reputation in teaching world history.

Griffith won a 2004 Australian Award for University Teaching in the institutional category of Teaching Large, First Year Classes

for its 'Introduction to Primary Science Education' course developed and taught by Dr Rick Swindell (School of Curriculum, Teaching and Learning).

For the last three consecutive years Griffith has won institutional awards at the Australian Awards for University Teaching, in recognition of its student-centred approaches to learning.

A number of the University's applicants for the Australian Awards for University Teaching were showcased in the 2004 'Celebrating Teaching' seminar series, which focused on: large class teaching; teaching and learning activities that promote personal and professional capability; and information and communication technologies and their role in learning.

The Griffith Institute for Higher Education has been conducting a longitudinal exploration of first year students' experiences into their third year at University. The study's findings indicate that the first year experience defines the student's experience in future years and that technology is becoming increasingly important in supporting teaching and learning.

During 2004 a new course outline template was trialled for use across the University with a focus on learning objectives, achievements and outcomes. These course outlines were published via an automated system three to six weeks in advance of the commencement of the teaching period on Learning@griffith. Students indicated that they accessed their course outlines earlier and that early access affected their enrolment decision making.

'Principles for the Griffith Framework for Evaluating Programs, Courses and Teaching', were adopted in 2003, proposing the establishment of two survey instruments: Student Evaluation of Courses (SEC), and

Student Evaluation of Teaching (SET). These two survey instruments were trialled in 2004 in an online format using the Griffith product 'Surveymaker', and in a paper-based format.

Griffith's Group Assessment Tool received a 2004 ASCILITE (Australasian Society for Computers in Learning in Tertiary Education) award 'for exemplary application of ICT to teaching and learning in tertiary education'. The Group Assessment Tool, developed by Mark Freakley (School of Curriculum Teaching and Learning) with a FLAS team lead by Gillian Collom, allows online peer- and self-assessment of groups.

Paul Jolly, Queensland College of Art Deputy Director (Academic) was awarded a 2004 ACUADS (Australian Council of University Art and Design Schools) Distinguished Teaching Award in recognition of his excellence in teaching.

The Australian Universities Quality Agency (AUQA) in its audit report commended the University for the thorough self-review of its off-shore teaching.

Within its self review, the University recognised that an international strategy, with particular emphasis on academic policy and quality issues, was required, as was a strategy for improving the University's approach to the internationalisation of the curriculum. In 2004 the University adopted 'Griffith University's International Strategy' and a policy framework document 'Internationalisation of the Curriculum'.

In December 2004, the University Council appointed Professor John Dewar to the senior role of Deputy Vice Chancellor (Teaching and Learning) and Deputy President. Professor Dewar has a distinguished career in family law.

### OUTLOOK

The Griffith Project crystallised the aspirations of the University community to establish a national reputation for its student-centred approach to learning and for its excellence in teaching. The Griffith Project presided over a major expansion of student enrolments and load as well as an enhanced professional profile for the University. 'The Griffith Academic Plan', endorsed in 2004, provides comprehensive strategies to further enhance the University's teaching and learning outcomes. With these achievements from the Griffith Project, and in response to two major changes to higher education by the Commonwealth—the cluster method for funding student load and the development of the Learning and Teaching Performance Fund—the development of a new strategic plan and key performance indicators will guide the University's future learning and teaching performance.

### Quantitative performance indicators

Key performance areas and indicators	Targets								
<b>Scale</b>	<p><b>Achieve these load targets</b></p> <p>Griffith University is ranked tenth in total equivalent student units (EFTSUs), with a 2004 load of 23 789.</p> <p>&gt; 2005 – 24 740</p> <p>&gt; 2006 – 25 788</p>								
<p><b>Student experience</b></p> <p><b>Student satisfaction</b></p> <p>Generic skills</p> <p>Good teaching</p> <p>Overall satisfaction</p>	<p><b>Achieve excellence in student-centred education</b></p> <p>By 2007, achieve a Course Experience Questionnaire (CEQ) profile of scores at least equal to the national average in each dimension listed and be consistently in the top 10 Australian universities.</p> <table> <tr> <td>DEST rank at December 2003</td> <td>Adjusted CEQ % broad agreement Griffith (rank 10)</td> </tr> <tr> <td>6</td> <td>92 (90)</td> </tr> <tr> <td>11</td> <td>81 (81)</td> </tr> <tr> <td>13</td> <td>88 (90)</td> </tr> </table>	DEST rank at December 2003	Adjusted CEQ % broad agreement Griffith (rank 10)	6	92 (90)	11	81 (81)	13	88 (90)
DEST rank at December 2003	Adjusted CEQ % broad agreement Griffith (rank 10)								
6	92 (90)								
11	81 (81)								
13	88 (90)								
<p><b>Retention</b></p> <p>Commencing undergraduate</p> <p>Non-commencing undergraduate</p>	<p><b>By 2007, improve first- to second-year retention and continuing students to rank in top 10.</b></p> <table> <tr> <td>DEST rank at December 2003</td> <td>Adjusted attrition<sup>1</sup> rate Griffith (rank 10)</td> </tr> <tr> <td>32</td> <td>24 (16)</td> </tr> <tr> <td>27</td> <td>17 (11)</td> </tr> </table>	DEST rank at December 2003	Adjusted attrition <sup>1</sup> rate Griffith (rank 10)	32	24 (16)	27	17 (11)		
DEST rank at December 2003	Adjusted attrition <sup>1</sup> rate Griffith (rank 10)								
32	24 (16)								
27	17 (11)								
<p><b>Pass rate<sup>2</sup></b></p> <p>Undergraduate</p> <p>Postgraduate coursework</p>	<p><b>Maintain a pass rate in the top 10 Australian universities.</b></p> <table> <tr> <td>DEST rank at December 2003</td> <td>Adjusted pass rate Griffith (rank 10)</td> </tr> <tr> <td>12</td> <td>89 (89)</td> </tr> <tr> <td>12</td> <td>93 (94)</td> </tr> </table>	DEST rank at December 2003	Adjusted pass rate Griffith (rank 10)	12	89 (89)	12	93 (94)		
DEST rank at December 2003	Adjusted pass rate Griffith (rank 10)								
12	89 (89)								
12	93 (94)								
<p><b>Employability of Griffith graduates</b></p>	<p><b>Rank consistently among the top 10 Australian universities for the proportion of new graduates in full-time work who were available for full-time work.</b></p> <p>DEST rank at December 2003</p> <p>21</p>								

Note. All ranks are based on the latest DEST published data. CEQ and GDS scores and ranks are adjusted for University disciplinary mix.

<sup>1</sup>The attrition rate measures the percentage of students enrolled in one year who are not enrolled in the subsequent year. Students completing a course are counted as retained students.

<sup>2</sup>Equivalent to DEST definition of Progress Rate.

### Research and Research Training

#### Goal

To build on strengths of national prominence in research and research training, resulting in research outcomes that significantly impact on both scholarly communities and state, national and international communities.

#### Research centres

##### Strategic priority

Develop research centres of strategic national and international significance, in line with the University's new Research Centres Policy.

##### Achievements

By the end of 2004, 29 new research centres had been established, within three categories that recognise their varying levels of national and international reputation, performance and potential, supported at funding levels relevant to their stage of maturity. A further eight centres have been established under the separate category of strategic research centres.

Assessment of new research centre proposals is undertaken by university panels, which for the highest category applications include invited external senior academics. The initial assessments of centre proposals, as well as the annual reviews, take into account both established performance and development potential. The Griffith Research Plan proposes to enhance the level of collaboration between research centres by establishing a small number of 'flagship' research programs across the University.

#### Commercialisation

##### Strategic priority

Establishment of a dedicated commercialisation unit.

##### Achievements

The Office for Commercialisation, which was established in March 2003, has now completed the roll-out of a full suite of commercial services. Key achievements for 2004 included:

- the signing of two technology deals with venture capitalist SciVentures for \$1.3 million

- approving \$6.39 million of contract research and consultancies compared to \$4.84 million in 2003
- receiving Council approval to form the PGA International Golf Institute and being awarded a \$471 000 State Government grant to assist the start up phase
- significantly raising the profile of commercialisation at the university.

##### Strategic priority

Evaluate the support and training available for academics and administrative units undertaking entrepreneurial activity, and conduct a consultative review of intellectual property provisions and the Work for Outside Bodies Policy.

##### Achievements

Work has progressed on the policy reviews during 2004 and outcomes will be delivered in 2005.

#### Graduate schools

##### Strategic priority

Establish new graduate schools, with significant commitment to postgraduate coursework and research training.

##### Achievements

The Griffith Research Graduate School (GRGS) was established in 2003. During 2004 the GRGS continued to support the University's academic elements in developing their research training capacity. Significant initiatives included:

- development of on-line resources (for introduction in 2005) to support research higher degree (RHD) candidate induction and generic skills in research design
- improvement of administrative systems to support effective affiliation of RHD students with research centres
- establishment (with Griffith International) of international fees scholarships to support Griffith as a preferred provider of research training for international students.

During 2004 a record number of RHD thesis candidates completed their degrees and the University increased its Commonwealth-funded research training (RTS Scheme) allocation for 2005, the first increase since the introduction of the scheme in 2001.

To further enhance graduate training, the Academic Plan approved by Council includes strategies for revising the portfolio of postgraduate coursework programs.

#### Highlights

Research at Griffith received several major boosts in 2004, while key individual researchers received high-profile awards to support their work.

#### New leadership in research

Professor Lesley Johnson joined the University as its new Deputy Vice Chancellor (Research) in March, bringing with her a strong background of achievements both in leadership of research and commercialisation and in her own scholarship. Professor Johnson was previously Pro-Vice Chancellor (Research and Development) at the University of Technology, Sydney (UTS). Her research expertise is in cultural studies and cultural history. She is a Fellow of the Australian Academy of Humanities and was a member of the Australian Research Council (ARC) for four years. She maintains an active research profile and was a leader in introducing research centres at UTS.

Professor Johnson's vision for Griffith research focuses on building upon Griffith's strong tradition of cutting edge, interdisciplinary research in key areas of specialisation. To this end, she launched the Griffith Research Plan, which was endorsed by Council in December. A key initiative of this Plan will be to establish four or five Flagship Research Programs that build on Griffith research strengths and provide greater focus on areas of strategic importance to the University.

#### QIMR partnership

In a major boost to its medical research capabilities, Griffith formally entered a historic partnership with the Queensland Institute of Medical Research (QIMR), coinciding with the establishment of the University's new School of Medicine and Centre for Medicine and Oral Health within the Gold Coast Hospital precinct.

Collaborations with QIMR are expected to yield groundbreaking results and increased research capacity in areas including cancer, genomics and infectious (especially tropical) diseases. A new Griffith Medical Research College has been established, based at QIMR.

### New research centres

Two other major research centres were established with external funding in 2004.

The Institute for Ethics, Governance and Law (IEGL) was formally launched in October 2004, as a collaboration with the United Nations University (UNU). The Institute, led by Professor Charles Sampford, is one of only a dozen joint UNU institutes in the world covering all disciplines and the only such institute devoted to ethics, law or governance.

In a related development, Griffith was awarded \$1.5 million ARC funding for a new Governance Research Network (GovNet), headed by Professor Sampford as convenor, and Professor Brian Head as deputy convenor. The network involves most senior governance researchers in Australia and will help provide strategic direction to Australian contributions to governance research and capacity building. GovNet is headquartered at Griffith, within IEGL.

### Awarded scientists

Griffith quantum physicist Professor Howard Wiseman was awarded a prestigious ARC Federation Fellowship in August. The award for five years provides Professor Wiseman—a world authority on quantum control—with the basis to make further breakthroughs in his research and to build a team in support.

Another Griffith scientist honoured was Professor Roger Kitching, Chair of Ecology, who was named as a Smithsonian Fellow for 2004. The award allows him to join a major collaborative international



Professor Lesley Johnson, Griffith's new Deputy Vice Chancellor (Research), took up her post in March 2004.

project with the Smithsonian Tropical Research Institute in Panama to survey insect biodiversity.

Earlier in the year, Dr Andrew Brooks of Griffith's Centre for Riverine Landscapes was named as one of only four inaugural Smart State Fellows. His fellowship, focussing on Queensland's tropical rivers, is valued at \$300,000 and includes funding from the Queensland Government and Land and Water Australia.

Scientific and popular attention was drawn during 2004 to a medical breakthrough by Professor Lyn Griffiths and her team at the Genomics Research Centre involving identification of a genetic link between hormones and migraines.

### Commercialisation takes off

Commercialisation of Griffith research took another step forward with the signing of two venture capital funding agreements with SciVentures Investments Pty Ltd. The agreements

total \$1.3 million. Through one agreement, a new high-speed photo-electrochemical technology (PeCOD)—invented by Dr Huijun Zhao of the School of Environmental and Applied Sciences—could provide billion dollar savings to industry and set a new benchmark in best practice environmental management.

The other agreement supports investigating the commercial prospects of a novel cancer vaccine technology developed by Dr Stephen Ralph of the Genomics Research Centre in conjunction with researchers at Monash University.

### Innovations in research support

A major innovation in research support at Griffith came into force in 2004 with the rollout of the Office for Research's new research ethics database and approval processes. Staff have already reported faster and more simplified applications and decision making on the degree of ethical approval needed for their human or animal research projects.

The new package includes:

- an on-line research ethics manual and application form
- expedited review for certain classes of low-risk research projects
- faculty-based ethics advisers trained by the Office for Research and the Human Research and Animal Research Ethics Committees.

These have produced a system greatly improved over previous Griffith practice, which is now arousing interest from other universities as perceived best practice in the field.

## OUTLOOK

The coming year will see an even stronger base established for Griffith research and research training in its growth towards the goal of top-10 status.

The Office for Commercialisation and the Griffith Research Graduate School are now fully established.

New Outside Work and Intellectual Property Policies will be in operation with clearer processes and better incentives for staff. The Griffith Research Plan is now in place and Professor Johnson's strategies include a high-level advisory committee of eminent external experts to guide strategic development of research and the selection of the top five flagship research programs that will further focus Griffith research excellence in 2005 and beyond.

Other steps in implementing the research plan in 2005 will be boosting central support staff for research, research training and commercialisation; appointment of the first six Griffith Research Fellows; funding of key new collaborative projects that boost the flagship research programs; and the establishment of faculty research development plans.

Health and medical research in particular will enter a phase of new growth through QIMR collaborations, including the establishment of the Griffith Medical Research College.

A major challenge over the next two years will be adapting to the Commonwealth Government's new Research Quality Framework, requiring higher research quality performance, and a higher percentage of staff attracting external research

funding and making highly peer-regarded research outputs. The new framework is expected to be implemented by the beginning of 2006.

2005 will also see two major new research facilities constructed with the aid of Queensland Government Smart State Research Facilities Fund: the Institute for Cell and Molecular Therapies on the Mt Gravatt Research Park, and the Queensland Microtechnology Facility adjacent to the Science 2 building on the Nathan campus.

The years ahead are full of potential for the enhancement of research and commercialisation at Griffith, based on strong leadership, the benefit of recent strategic developments and linkages to other institutions, and the willingness to make further changes to respond to emerging national and international priorities.

### Quantitative performance indicators<sup>1</sup>

Key performance indicators	Targets					
<b>Total research income</b>	Achievement of an increase in external research funding (all sources) by: <ul style="list-style-type: none"> <li>15% per annum for the period 2003-2007</li> <li>achievement of a 2.35% share of National research income by 2007, with an emphasis on Australian Competitive Grants (particularly ARC discovery and link grants) and other public sector income</li> </ul>					
<b>Research income by source</b>	<b>Share of national income<sup>2</sup></b>			<b>Estimated share required to achieve or maintain top-10 status</b>		
	<b>Current rank indicated (n)</b>					
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Australian Competitive Grants	1.68% (15)	1.62% (14)	1.49% (14)	2.52%	2.45%	2.55%
Other public sector income	1.28% (21)	1.36% (21)	1.27% (21)	3.43% <sup>3</sup>	3.73%	3.80%
Industry income	3.01% (9)	2.87% (9)	2.88% (9)	3.05%	2.75%	2.50%
CRC income	3.90% (10)	4.24% (10)	4.27% (10)	4.10%	4.10%	4.20%
<b>Total research income</b>	<b>2.21% (12)</b>	<b>2.18% (11)</b>	<b>2.08% (11)</b>	<b>2.35%</b>	<b>2.30%</b>	<b>2.25%</b>
Total research income rose 11% from 2002 to 2003 in dollar terms while the share of national income actually fell, as did the target share to achieve or maintain top-10 status. This reflects both the growth in the total funding available (by 16%), and an increase in the relative share taken by universities at the top of the rankings (an extra 0.64% to the top 8 universities).						
<b>Cooperative Research Centres (CRCs)</b>	Griffith is currently ranked 7th in terms of the number of CRCs in which it participates. The focus will be on ensuring in-kind commitments are met, average cash returns of 400% are maintained, and Griffith establishes itself as an active participant in new CRCs.					
<b>Publications data</b>	Achievement of an increase in publications output by: <ul style="list-style-type: none"> <li>5% per annum for the period 2003-2007</li> </ul>					
	<b>Share of national outputs<sup>4</sup></b>			<b>Estimated share<sup>5</sup> required to achieve or maintain top-10 status</b>		
	<b>Current rank indicated (n)</b>					
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
<b>Publications data (overall)</b>	<b>2.84% (10)</b>	<b>2.64% (10)</b>	<b>2.84% (10)</b>	<b>2.90%</b>	<b>2.90%</b>	<b>2.80%</b>
Books	4.48% (9)	3.11% (9)	2.10% (14)	4.55%	3.00%	3.00%
Book chapters, journal articles, conference papers	2.71% (10)	2.60% (10)	2.90% (10)	2.75%	2.65%	2.85%
Total publications (weighted) increased by 18.9% between 2002 and 2003, well ahead of target.						
<b>Research training</b>						
<b>Research higher degrees</b>	Achievement of top 10 position in enrolments and completions by 2008; currently 12th in enrolments (896 EFTSU) and 14th in completions (2.64%).					
<b>Coursework postgraduates</b>	Achievement of the national average per cent of total student enrolment within 5 years (Griffith 12.1% v National 15.4%).					
<b>Block research funding</b>	Block research funding allocations for a given year are determined by data inputs from the previous 2-3 years resulting in an appreciable lag between improvements and results. Research income, publications, research student load and completions comprise the inputs, making block research funding a secondary-order measure. These block research funding targets should therefore be read bearing this lag factor in mind.					
<b>Block funding by source</b>	<b>Share of national funding<sup>6</sup></b>			<b>Estimated share required to achieve or maintain top-10 status</b>		
	<b>Current rank indicated (n)</b>					
	<b>2003</b>	<b>2004</b>	<b>2005<sup>7</sup></b>	<b>2003</b>	<b>2004</b>	<b>2005<sup>7</sup></b>
RIBG	1.59% (14)	1.63% (14)	1.55%	2.38%	2.55%	
IGS	2.19% (14)	2.29% (12)	2.21%	2.53%	2.45%	
RTS	2.27% (15)	2.21% (15)	2.23%	2.57%	2.60%	

<sup>1</sup>These performance indicators were framed with a view to achieving top-10 status by the end of 2007.

<sup>2</sup>Data provided by DEST.

<sup>3</sup>A share of 3.43% is considered difficult to achieve in a state with eight universities; yet this reinforces the need for the University to pursue 'other public funding' sources in other states and from the Commonwealth.

<sup>4</sup>Data provided by DEST.

<sup>5</sup>The range for the top 10 places varies considerably from year to year, especially for the books category. While data are listed to two decimal places, a broad error range should be understood. For future reports, this measure is not recommended.

<sup>6</sup>Data provided by DEST.

<sup>7</sup>Comparative data across sector not yet released for 2005, hence ranking and estimated share required not included.

RIBG: Research Infrastructure Block Grant.

IGS: Institutional Grants Scheme. RTS: Research Training Scheme.

### Qualitative performance indicators

Key performance indicators	Targets	Progress in 2004
<b>Major commitments</b>	<ul style="list-style-type: none"> <li>Research centres—carry out annual performance reviews of the inaugural centres and conduct third round of applications in 2004 for funding in 2005.</li> <li>Griffith Research Graduate School—proceed to discussion paper on area-based graduate schools in 2004, aiming for adoption of the overall graduate schools policy by 2005.</li> <li>Office of Commercialisation—aim to complete the structure and role of the Office with full rollout of products and services in 2004.</li> </ul>	<ul style="list-style-type: none"> <li>Third round of research centre applications completed. Annual performance reviews ongoing. Research centres policy and funding model to be reviewed in 2005 for post-implementation phase.</li> <li>In 2004, the Griffith Research Graduate School provided an essential service as a broker in providing supervision for research higher degree candidates, as well as monitoring the quality of space, infrastructure and support services. This is vital to the University achieving research training of an international standard. To further implement the policy, the Academic Plan approved by Council includes strategies for revising the portfolio of postgraduate coursework programs.</li> <li>Full suite of Office for Commercialisation products and services now in place. Initial commercialisation projects underway.</li> </ul>
<b>Institutional bids for research and research infrastructure funding</b>	<ul style="list-style-type: none"> <li>CRCs—Involvement in two additional CRC bids each round and maintenance of a 400% return on cash investment into CRCs.</li> <li>Federation Fellowships—nomination of one Federation Fellow each year from 2004-2007.</li> <li>SSRFF—Lodgement of a minimum of one application per round from 2004-2007.</li> </ul>	All targets met or exceeded in 2004.
<b>Research training</b>	<ul style="list-style-type: none"> <li>Achievement of PREQ scores at least equal to the national average in each dimension and consistently in the top 10 universities.</li> <li>Rank consistently in the top 10 universities in graduate satisfaction and salary surveys and in the proportion of graduates engaged in full-time work.</li> </ul>	<ul style="list-style-type: none"> <li>Griffith's 2004 PREQ overall mean was 87% (rank 31) against the national mean of 88%; the 10th ranked institution had an overall PREQ score of 91%.</li> <li>In the 2004 GDS – RHD graduate salaries, Griffith ranked 16th; 19th in employment rate at 90%.</li> </ul>
<b>Major policy reviews</b>	<p>Policy reviews currently being undertaken with a view for full implementation before the end of 2004 include:</p> <ul style="list-style-type: none"> <li>Graduate Schools</li> <li>Work for Outside Bodies</li> <li>Intellectual Property</li> </ul>	<ul style="list-style-type: none"> <li>Griffith Research Graduate School fully established. To further implement the policy, the Academic Plan approved by Council includes strategies for revising the portfolio of postgraduate coursework programs and work is progressing well on these.</li> <li>Work has progressed on Outside Work and Intellectual Property Policies, with implementation expected in first half of 2005.</li> </ul>
<b>Commercialisation</b>	<ul style="list-style-type: none"> <li>The Office will aim to be fully operational in 2004 and facilitate a 15% increase in commercially derived revenue and commercial activities per annum from 2004-2007 (excludes donations, non-industry research income and fee-paying student income).</li> <li>A major education program will be designed and implemented with a view to enhancing the entrepreneurial knowledge and skills of academic staff.</li> </ul>	<ul style="list-style-type: none"> <li>Income increased 8% between 2003 and 2004</li> <li>Pending budget allocations for a major new program, the Office for Commercialisation is expanding its current information and training activities for staff in collaboration with the Australian Institute for Commercialisation and the Griffith Institute of Higher Education.</li> </ul>

CRC: Co-operative research centre.

SSRFF: Smart State Research Facilities Fund.

### Community Partnerships

#### Goal

To develop further the strong sense of commitment in the University to our communities, through sustained levels of interaction, and to be recognized as an integral part of those communities through contributions to their cultural, social and business development.

#### Rationale

From its establishment the University has made community service an important part of its mission, recognising its responsibility to contribute to its communities' cultural, social and economic development. Recently Griffith has refocused this commitment from that of service to partnerships. The Griffith Project pledges the university to a range of commitments designed to address the need for the university to better structure its interaction with communities and to identify the potential for new types of partnerships. The 2004 AUQA audit recognised the University's commitment to engagement with a commendation in its report.

#### Community partnerships

##### Strategic priority

The strategic priority is to establish a structure and systematic processes for planning, stimulating, further developing and coordinating the community engagements of the University, especially through partnerships.

The Office of Community Partnerships aims to:

- strategically and systematically harness existing links with the community to establish stronger working relationships
- promote Griffith as an approachable and accessible collaborator
- identify social, political, economic, cultural and ecological issues and to target those to which the University has the capacity to respond
- bring together multi-disciplinary community and Griffith University teams around issues, projects and plans.

#### Achievements

##### Innovation and access

Highlights in 2004 have included the launch in December of the Office of Community Partnerships website [www.griffith.edu.au/ocp](http://www.griffith.edu.au/ocp)

which aims to provide an accessible, user-friendly gateway to the University's many community projects and outreach activities. This site has proven to be an effective communication tool with external groups, housing a database of community based projects and linking to relevant databases across the University.

In addition the University has partnered with the Stanwell Corporation to develop an innovative, informative and engaging website for the energy company. Stanwell set up the website to promote charitable organisations which it sponsors, including organisations such as The Starlight Children's Foundation, The Beacon Foundation and Queensland Police Citizens Youth Club. It was a conceptual and creative challenge for the inter-disciplinary team of design and multi-media students who came together to develop the site.

##### Community and regeneration

The OCP continued to support the academic community in a significant number of successful community-based projects through Community Partnerships Grants. Such projects included 'Getting Ahead—First Steps to Financial Independence' which focussed on improving the financial independence of 35 women in the Logan community. This was implemented through appropriate education by Griffith's Department of Accounting, Finance and Economics with the Logan's Women's Health Centre, and achieved great outcomes for all involved. The project involved community consultation and the development and conduct of an eight-week workshop program to assist women increase their financial independence. The success of this initiative led to the establishment of an academic centre at the Logan campus.

As an indication of the range of engagement that occurs throughout the University, the following projects were supported through 2004 Community Partnership Grants:

- Investigations of the application of multi-systemic therapy with families of prisoners
- Gold Coast community youth arts research and development
- FireWise—increasing community preparedness and awareness in bushfire-prone areas
- What planners do—promoting planning as a career choice
- Enabling general practitioner's to better manage return-to-work rehabilitation—development of a new resource
- Building social and economic capital in

Loganlea—a human service and education strategic alliance

- 'art+arch infinite'— Queensland College of Art collaboration at South Bank
- 2004 Australian Secondary Schools Digital Design Challenge
- Equipped to Learn—assertive technology for people with a vision impairment
- Lifelong Learning, University Aspirations and Pathways in Logan
- Learning Together—Minjerribah-Moorgumpin Language and Cultural Program
- AIM for Engineering—Encouraging young women to enter engineering professions
- "Getting 'em 'n Keepin' 'em"— A community partnership response to improve the access, participation, success and retention of indigenous students in nursing.

##### The engaged university

Over the past twelve months OCP staff have worked closely with the Royal Children's Hospital Foundation to identify areas where the University may contribute to the hospital's support for their young patients. The project has brought together academics and students from the creative arts and journalism from the Brisbane and Gold Coast campuses.

A strategic partnership has been developed with WorkCover, which agreed to launch three graduate certificate programs with the University—one in law, one in human services and one in business.

The OCP initiated the development a graduate certificate with BoysTown in human services and recruited their first cohort at the end of 2004. This strategic partnership was built upon by Griffith developing sports modules for the staff at BoysTown. This work brought together OCP, the Griffith Sports College and Griffith's Department of Tourism, Leisure, Hotel and Sport Management.

The OCP is working with Queensland Police Service to improve greater communication and dissemination of information in the Logan area through the Logan Action Network program.

##### Work integrated learning

The Office has formed an alliance with the major workplace integrated learning practitioners in the University and has begun supporting preliminary work on best practice. Jim Nyland was appointed to Chair the Employer Sponsored Working Party (ESiWP) which co-ordinates academic and administrative staff across the University to develop the work integrated learning agenda.

In 2004 two Signature Grants were secured to develop the work integrated learning agenda. Specifically, this funding will support the development of a website, the hosting of a symposium and the development of a network of higher education institutions concerned with the advancement of work integrated learning.

### EcoCentre

Over 50 000 people have visited the EcoCentre since its opening in 2001 with visitor numbers steadily increasing each year. These visitors consist of conference and workshop participants, student groups, community groups, public lecture attendees and casual visitors.

Through a variety of activities conducted for the community, a strong network of community, government and industry leaders has been developed. With the assistance of these leaders, the EcoCentre provides support to the community through face-to-face guidance of trained professionals, environmental education programs and seminars. In 2004 the EcoCentre began hosting a series of public lectures. Held once a month these lectures, the 'Caring for our Environment' series, included topics on caring for our water, energy, biodiversity, Toohey Forest and others. To encourage members of the public who may not necessarily otherwise venture onto a university campus the lectures are informal events promoted jointly with the Brisbane City Council. The lecture series was popular among the community with over 500 people attending in 2004.

### Griffith Review

Adding to widespread critical acclaim in the media the third edition of Griffith Review Making Perfect Bodies was short-listed for a Queensland Premier's Literary Award. An extremely successful literary lunch with guest speaker John Menadue AO was held on Logan campus in June and with Billie Brown at Mt Gravatt in October.



### Multi-Faith Centre

The Multi-Faith Centre continued to strengthen its partnerships with diverse faith communities, institutions and networks at

local and international levels through inter-faith dialogues, visiting fellowships, and conferences. One major event was the Asia-Pacific Youth Workshop in April in which 40 youth from Australia and nine other countries shared ideas and experiences for building a culture of peace through inter-faith and intercultural dialogue, understanding and solidarity.

## International Partnerships

### Strategic priority

The strategic priority is to focus efforts towards international partnerships, to broaden the education of students and to increase the University's international standing.

### Achievements

#### International partnerships

In 2004 Griffith International consolidated strategic partnerships for research, student and staff exchange, off-shore programs and articulation arrangements with high profile institutions around the world.

In addition, Griffith signed agreements for significant international projects on key issues facing world leaders and governments today.

Griffith University joined two state government delegations to China. Firstly, during the Queensland Premier's trade mission to China in July 2004, and secondly, during the Ministerial trip led by The Hon. Anna Bligh MP, Minister for Education and Minister for the Arts in October/November 2004. On these trips, signing ceremonies were held with:

- The WHO Collaborating Center, Shanghai and the Shanghai Health Education Institute, for a Master of Public Health program as part of an initiative to help Shanghai become a "healthy city". A further MOU was signed with Shanghai Second Medical University as the academic partner for this program.
- Peking University, for a collaborative research project to develop a complementary medicine program in relation to Chinese traditional herbal remedies with an initial focus on kidney diseases
- China Academy of Science, for a proposed off-shore delivery of the Master of Construction Engineering and Management

- University of International Business and Economics, to renew our MOU
- Beijing Suicide Research and Prevention Center—a collaboration with Griffith's Australian Institute for Suicide Research and prevention
- Tongji University, for an articulation program towards the Master of Environmental Engineering
- Beijing University of Posts and Telecommunications, for a pre-master program at BUPT and articulation program into the Master of Information Technology.

Other Asian institutions with whom Griffith signed agreements included:

- Nissoken Group, Japan, for the off-shore delivery of the Griffith Master of Nursing program
- University of Shizuoka, Japan, for a collaboration with the Institute for Glycomics
- Seikei University, for an addendum to include graduate student exchange
- Cornell Contemporary Education and Training Institute, Hong Kong, for an off-shore delivery program of the Master of Construction Engineering and Bachelor of Engineering Technology
- Universitas Islam Negeri, Indonesia, for an MOU with Griffith's Key Centre for Ethics, Law, Justice and Governance
- University of Indonesia, and Ministry of Health Indonesia, for a Master of Public Health program
- Pukyong National University, Korea
- the Government of Malaysia, for a collaboration with Griffith's Fruit Fly Research Centre in establishing the International Centre for Management of Pest Fruit Flies in Malaysia.
- Tick 3 Pty Ltd, Singapore, for an off-shore program in Environmental Engineering
- Republic Polytechnic, Singapore
- The King Prajadhipok's Institute, for a collaboration with the Key Centre for Ethics, Law, Justice and Governance
- Universitas Pelita Harapan, for an exchange program
- Wuhan University, China.

European institutions with whom Griffith signed agreements included:

- German Sport University, Cologne
- University of Bonn, Germany
- Bergen University College, Norway

- Lund University, Sweden
- KTH/Royal Institute of Technology, Sweden
- Guildhall School of Music and Drama, UK, for a collaboration with QCGU
- a consortium of six universities including:
  - Sciences Po, France
  - University of Birmingham, UK
  - University of Trento, Italy
  - University of Melbourne
  - University of Queensland

as part of a Europe–Australia–Asia–Pacific Nexus, a three-year DEST-funded project for a Master of International Relations program to facilitate exchange of students and staff.

In America and Canada, agreements were signed with:

- Instituto Tecnológico Y De Estudios Superiores De Occidente in Mexico as part of a UMAP funded program for exchange
- National Council for Science and Technology of the United Mexican States, (CONACYT) for a graduate student exchange and staff exchange program
- Fond du Lac Tribal and Community College, for the first tribal college agreement signed as part of a collaboration with Griffith's Gumurrii Centre
- University of Puget Sound, University of Denver, and Eastern Illinois University; USA
- The University of Western Ontario, Canada.

### International delegation visits

In 2004, Griffith International continued its strategic approach of forming and strengthening links with leading institutions around the world. In this context, Griffith International hosted 164 visits of which 139 were international delegations and 25 were agent visits. These figures represent an approximate 25% increase in international visits compared to 2003.

Delegations from Asia increased by nearly 40% from 66 in 2002 to 93 in 2004. With 37 visits, China topped the list in 2004, followed by Korea (12 visits), Japan (10), and Indonesia (8).

Similar to 2003, Griffith International hosted 23 delegations from Europe, with Swedish and German visitors representing the largest numbers.

There were seventeen delegations from the Americas (similar to the previous year), with

most of the visits from the USA, two from Colombia, and one from Canada.

Finally, there were 17 visits from the Middle East, a 140% increase from 2003, including visitors from the United Arab Emirates, Oman, and Iran.

There was a noticeable interest, primarily amongst Chinese delegations, for short-training programs in management, finance, teaching, and public sector management/administration.

Numerous Chinese delegations requested information about the administration and management of Griffith University in view of improving the operation of their respective institutions due to education reforms within their country.

Key outcomes resulting from these visits included:

- the establishment of new partnerships with prestigious institutions/organisations, including the Indonesian Ministry of Health, the Iran Ministry of Health and Medical Education, the China University of Political Science and Law, and the Beijing University of Post and Telecommunications.
- Joint research projects identified in areas including environmental science, business,

the arts, and education.

- Scholarship arrangements formed, articulation arrangements set up, and staff and student exchanges established and further developed.

### Student exchanges

The number of students who spent one or two semesters at a Griffith exchange partner university in 2004 was 127. This growth of 19% was due to increased promotions, increased academic support and Griffith's commitment to offering students an international component to their degree by increasing the amount of financial support available through the International Experience Incentive Scheme (IEIS). 109 students received financial assistance through the IEIS to study overseas on a short-term program run by a school.

The number of incoming exchange students in 2004 was 164, which is a 7% decrease to the 177 received in 2003. The number of incoming exchange students was restricted in 2004 in an attempt to achieve parity with partner universities.

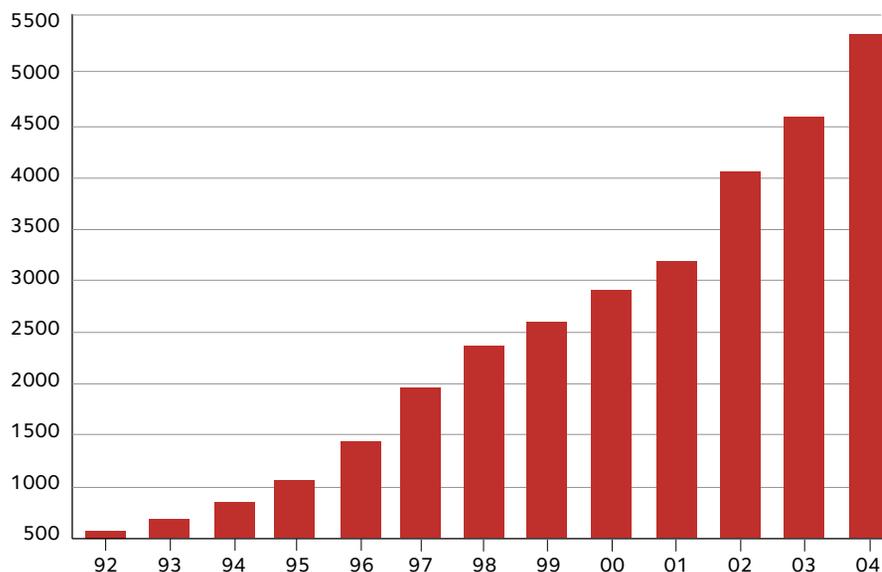
### Study Abroad

There was a 6% drop in Study Abroad students at Griffith in 2004 with 524 incoming Study Abroad students compared to 559 in 2003.



Professor Cordia Chu (right) with the Director General of Taiwan's National Bureau of Health Promotion, Professor Shio Jean Lin.

### International student numbers growth 1992 - 2004



The drop in Study Abroad numbers can be clearly attributed to the increased strength of the Australian dollar throughout 2004.

#### International projects

These comprised of:

- ongoing implementation of the Tuvalu Australian Education Support Project valued at A\$1.9 million
- the completion of a Master of Science in Public Health by the second cohort of 30 Indonesian Ministry of Health personnel, funded through the Asian Development Bank
- the completion of an eight-week program in aviation, parachuting and English language by ninety students from the UAE Air Force Secondary School
- an Australasian cultural study tour for 25 students from Volda University College, Norway
- a health promotion strategy program for 20 senior managers from the National Health Promotion Bureau, Taiwan
- a marine and environmental coastal management study tour for 10 Indonesian officials
- tourism executive training program for 23 officials from Suzhou Municipal Government, China
- training in health promotion for 12 officials from Lampung Province, Indonesia

- a program in local governance for 22 senior officials from Weifang Municipal Government, China, run in collaboration with Gold Coast City Council
- a health services management training program delivered to 25 hospital managers from the Department of Health, Indonesia as part of a JTA International project funded by AusAID
- a course in leadership and management in education for senior officials from the Malaysian Ministry of Education
- training on Educational Infrastructure, run in collaboration with the Queensland Department of Public Works, for Malaysian Ministry of Education officials.

#### Griffith University English Language Institute

2004 was a year of consolidation for the Institute. Total revenue was \$8.3 million (after deducting university overheads), with ELICOS accounting for \$5 million, the Academic and Professional Programs (APP) Unit \$1.2 million, and the Testing Service just under \$0.25 million.

Following two years of unprecedented growth in ELICOS, enrolments at both centres steadied in the latter part of the year. Overall, ELICOS enrolments were 3% less than the previous year.

The Academic and Professional Programs Unit continued to expand, with the appointment of a dedicated academic coordinator to oversee

its teacher training programs. The number of universities sending groups to the unit increased, as did the total number of students in each group. New programs approved in 2004 included:

- International University Studies (IUS) and
- Cambridge Certificate in Advanced English (CAE).

The Institute also assumed teaching responsibility for the University's pathway partner, the Queensland Institute of Business and Technology's (QIBT) English language programs.

The Institute conducted a special intensive week for those students who had narrowly missed out on reaching the required English language entry level for their chosen degrees and who would benefit from intensive English language tuition. The initiative was very successful with a total of 51 out of 76 students, or 67%, matriculating into Griffith degrees following the intensive course.

2004 also saw the construction of a new International Building on the Mt Gravatt campus, partially funded by the Institute. The Institute's current operations on Nathan will be divided between the two centres in Nathan and Mt Gravatt during 2005.

The end of the year saw the appointment of a new director, Ms Margaret Casey, who has been deputy director of the Institute since 1997. Ms Casey's appointment follows the retirement of Professor David Ingram, the founding director of the Institute.



Vice Chancellor Professor Glyn Davis with delegates from the China University of Political Science and Law, for the signing of a Memorandum of Understanding.

### Staff

#### Goal

The University is committed to attracting, developing and retaining highly qualified staff who are able to contribute to the goals of the University.

#### Reform of academic work

##### Strategic priority

Academic work reform, a key component of The Griffith Project, is directed towards establishing greater flexibility in how the University considers, plans and rewards academic work at both organisational and individual levels.

##### Achievements

From earlier University wide consultations in 2003 and early 2004, essential requirements of any new approach to academic work were clearly identified as:

- the establishment of a comprehensive workload allocation model
- meaningful and workable criteria supported by a strong policy against which all aspects of academic work can be evidenced and assessed, particularly for confirmation and promotion.

During 2004, industrial aspects were considered in detail in enterprise bargaining negotiations such that the recently concluded agreement includes a provision by which the University will introduce new workload allocation formulae which are comprehensive, that is, they will account for all aspects of academic work.

In the first half of 2005, a more detailed round of consultations will take place with the objective of developing a comprehensive implementation plan that will lead to the following changes during 2005:

- the introduction of faculty-level, comprehensive workload allocation formulae
- the alignment of allocated workloads with assessment of staff performance in annual performance reviews and promotion processes
- reforms to other relevant policies and practices which support workload allocation, performance management, recognition and reward.

#### Career development options for general staff

##### Strategic priority

In recognising the importance of career development for general staff, the University acknowledges that successful career development requires a commitment by staff to learning and reshaping skills; and a commitment by the University to provide learning and career development opportunities and resources to encourage successful career development.

##### Achievements

Underpinning its approach to the most recent enterprise bargaining negotiations, the University has recognised that, in many areas, work is changing and that it needs to develop more diverse approaches to the acquisition of new skills, job design and remuneration structures.

Outcomes from this round of negotiations have included the introduction of more flexibility in job classification processes and classification ranges as well as in the operation of higher duties allowances.

During the life of the current agreement, the University has committed to develop ongoing innovative responses to changing work environments.

In this respect, and during 2004, the University continued its successful mentoring program for a general staff and introduced Springboard, a career development program for women in secretarial and administrative roles.

#### Key activities

##### Staff support and development

The University Staff Support and Development Reference Group continued to meet during 2004, its second year of operation. The Group comprises members across staff levels, campuses and functions and meets twice per year to advise and give feedback to University units which have major portfolio responsibilities for staff support and development.

One of its major initiatives during 2004 was the introduction of the University's first all-staff climate survey Griffith Voice, conducted in October 2004.

Reports from the survey were published in early 2005 with a commitment by the University to develop action responses to major issues and challenges arising for the results.

##### Health and safety

Health and safety were a high priority in 2004 (refer to 'Other Governance Reports' pages 25-26)

##### Leadership and management development

The University continued its program of leadership and management activities. Two programs, introduced in 2003, 'Managing at Griffith' and 'Women in Leadership' continued with high demand from staff. 'Managing at Griffith' is a management development program for general staff at HEW levels 5 to 8. 'Women in Leadership' is available to all women at Griffith who have the capacity to lead in their own endeavours and does not preclude those who are not in managerial positions.

The University also continued to participate in AVCC national leadership development programs. In particular, three members of the University's Executive Group were nominated for a new senior leadership program convened by the AVCC through the Mt Eliza Centre for Executive Education.

More locally, the Griffith Business School convened its own professional development program for its senior management team.

These last two activities—localised professional development programs and a national senior leadership program—will be considered as core components of future overall Griffith leadership and management programs.

##### Employment relations

The major focus in this area during 2004 was in negotiating new enterprise agreements. These will continue in their final stages into 2005 for certification in the first half of the year.

Running parallel with this were successful meetings of Joint Consultative Committees for academic and general staff.

These committees comprise University and union representatives and handle matters relating to ongoing implementation and interpretation of enterprise agreements.

### Quantitative performance indicators

Key performance indicators	Targets
<b>Quality of staff</b>	<p>Increase in proportion of academic staff with a PhD or professional doctorate</p> <ul style="list-style-type: none"> <li>■ Level is steady with 2003 at 62% of academic staff</li> </ul> <p>Increase in proportion of academic staff at levels D and E, with longer term intent to rank within the top 10 of Australian universities</p> <ul style="list-style-type: none"> <li>■ Ranked 21st at 22%</li> </ul>

### Quantitative performance indicators

Key performance indicators	Targets
<b>Quality of workplace/ organisational climate</b>	First all-staff survey completed in October 2004. Action responses to be developed in first half of 2005.
<b>Academic work reform</b>	<p>During 2005:</p> <ul style="list-style-type: none"> <li>■ introduction of faculty-level, comprehensive workload allocation formulae</li> <li>■ alignment of allocated workloads with assessment of staff performance in annual performance reviews and promotion processes</li> <li>■ reforms to other relevant policies and practices which support workload allocation, performance management, recognition and reward.</li> </ul>
<b>Work for outside bodies</b>	Following University-wide consultations in 2004 resulting in a draft policy endorsed by Executive Group, further consultations will take place during the first half of 2005.
<b>Career development principles</b>	Ongoing implementation of outcomes from enterprise agreements and other sources.
<b>Staff opinion on career development</b>	Results from the Griffith Voice survey will be analysed and will inform key performance area immediately above.

### Equity and Diversity

#### Goal

To be a model of best equity practice and policies, and a national and international leader in equity issues.

#### Equity through diversity

##### Strategic priorities

- Widen the equity agenda to embrace diversity through an organisational change strategy.
- Review current structures to ensure they include a focus on strategies to support the achievement of equity outcomes through utilising diversity for effectiveness and productivity.
- Develop a long-term and integrated approach to equity and diversity, embedding the concepts and principles into the key planning approaches and business plans of the University.
- Develop an ongoing series of events and activities that will further the goals of the diversity agenda.

##### Achievements

- Equity planning was embedded into academic group/division operational plans. Meetings were held with faculty staff/directors' forums to incorporate equity targets and strategies into element strategies.
- A national case study project enabled Griffith to compare its achievements against

other like universities and formed part of an international project investigating best practice in equity and diversity. AVCC benchmarking information underpinned an Executive Group discussion paper seeking changes to the University's staff equity targets.

- The inaugural Women in Leadership program was implemented during 2004 for 25 academic and administrative women. The program will continue in 2005-6.
- In establishing the University's new medical school, an Equity, Access and Admissions Working Party convened to develop student equity targets, recruitment and selection processes.
- After extensive consultation, the Indigenous Employment Strategy was presented to the Equity Committee for approval.
- Equity issues formed a core development session topic for senior staff, particularly in the deans/heads of school professional development program and the 'Managing at Griffith' program, which targets administrative middle managers.
- Griffith University participated in the Cultural Diversity Vice-Chancellors' Forum sponsored by the Premier's Office and signed the Queensland Government-sponsored 'Memorandum of Understanding on Multiculturalism in Higher Education'.
- In a milestone meeting to progress the implementation of the Deed of Agreement and transfer of land to Griffith University's



Griffith hosted the World Indigenous Nations Higher Education Consortium (WINHEC), with the opening ceremony held at the Multi-Faith Centre, Nathan campus.

Gold Coast campus by the Kombumerri People, the Chancellor and Pro-Vice Chancellors, Gold Coast campus, and Equity and Community Partnerships, hosted a meeting of Kombumerri Elders in October 2004. Naming of various precincts and features of the campus to reflect indigenous heritage was canvassed.

#### Improving equity outcomes

##### Strategic priorities

- Review and revise, where necessary, staff and student targets to reflect demographic changes, changes to DEST definitions and measures, and the impact of government policy initiatives.
- Increase the number of women in senior academic positions.
- Improve retention and success rates for Indigenous Australian students.
- Continue to implement the Disability Action Plan to achieve targets in this area.
- Increase participation by students from low socio-economic backgrounds.

##### Achievements

- Significant comment was provided into national reviews and inquiries impacting on equity funding and associated service issues: the HEEP (Higher Education Equity Program) review, for the incoming Higher Education Equity Support Program (ESP) and Disability Support Program (DSP), and the Senate Inquiry on Student Poverty.
- The Office of Quality, Planning and Statistics released web-based faculty/group student equity performance data to inform equity and diversity planning.



The two-day Tertiary Education Experience allowed high school students with a disability to experience the physical, technological and social aspects of being a higher education student.

- Equity Committee monitored the University's equity targets, external benchmarks and University performance data analysis, including emerging student sub-group needs.
- The University's overall percentage of senior level women is higher than the national average. The objective of achieving 18 women professors by December 2004 was exceeded early, with 25 by December 2004.
- Indigenous Australian employment figures remained strong, trending upward to 54.7 FTE. The percentage remains at 1.4%, maintaining pace with the University's overall growth.
- For the fourth consecutive year the University maintained its status as 'Employer of Choice for Women', and its achievements were recognised by the waiver of mandatory reporting to the EOWA for another three years.
- In June 2004, the University negotiated continuing funding of \$54 000 from the Department of Employment and Workplace Relations (DEWR) for Indigenous student cadetships under the National Indigenous Cadetship Program (NICP), and to place graduates and students into employment. DEWR recognises Griffith as the most successful NICP pilot of all Queensland Universities. In this program, Griffith placed 36 students in cadetships from June 2003 to December 2004.
- The Office for Research drafted a Research Ethics Manual, providing guidance to researchers on Aboriginal and Torres Strait Islander people or issues.
- The University's Disability Action Plan remains a dynamic document—2005 priorities include responding to issues resulting from systemic and/or indirect discrimination.
- Griffith's suite of equity scholarships was significantly expanded in 2004 through implementation of the Commonwealth Learning Scholarship (CLS) Program, and the development of an enhanced University scholarship framework.

CLS aims to increase participation by students from low socio-economic status backgrounds and better inform higher education choices.

For the first 2004 scholarship round, Griffith gained 109 Commonwealth Education Costs Scholarships (CECS) and 130 Commonwealth Accommodation Scholarships (CAS), representing the fifth largest grant allocation across the sector (\$738 000).

The University exceeded DEST's target relating to its CLS allocation to Indigenous Australian students.

- In 2004 the University Council guaranteed at least 10% of revenue raised through increased student contributions be dedicated to equity funding to support students from 2005. An additional \$600,000 of funding is expected, with about 70% being allocated to Griffith University Equity Scholarships.
- Griffith's new scholarship framework allows funding to be directed to specific areas of student need, undergraduate students being the main priority.
- A longitudinal research study, in partnership with the University's Centre for Governance and Public Policy, will examine the impact of CLS on individual students to improve future scholarship development decision making.
  - The 'Inclusive Practices in the Curriculum' Working Party has been convened to develop an action plan to incorporate culturally inclusive and effective practices more broadly in the Griffith curriculum, with special focus on Indigenous Australian knowledge and content.
  - Several grant proposals to increase the participation of students from equity backgrounds in higher education were funded in 2004:
    - 'Get Set Project' piloted a one-year, school-based program to encourage female school students to consider Science and IT as career options. This collaborative partnership with the Office for Women and Education Queensland selected two diverse schools and identified differing demographics and equity issues impacting on student career choices. The outcomes for the participating low-SES school were most significant. All of the 11 high achieving students completed the program, and positive results were recorded concerning year 12 subject choices as well as feedback on the program's positive impact.
    - 'Tertiary Education Experience' for Queensland secondary school students with disabilities in years 10, 11 and 12 was successfully piloted. Some 40 students from 32 Queensland secondary schools participated, with 10 of the 17 year 12 students participating in the program accepting offers to study at Griffith in 2005.

- 'Equipped to Learn' will deliver a pre-enrolment, campus-based training program in assistive technology for blind and vision-impaired students. This initiative is an important student retention strategy, assisting commencing students who are blind or have low vision to effectively use assistive technology for their studies.

### OUTLOOK

Specific, continuing work is planned to assist Groups/Faculties with their equity and diversity planning, management and accountabilities in 2005.

The Institutional Assessment Framework portfolio (DEST, 2004) confirmed:

- declining performance in access for women in Engineering and access and participation of women in IT, neither of which are reflected in Griffith's strategic priorities
- comparatively poorer participation rates for rural and isolated students, also not a strategic priority for Griffith given its metropolitan location and catchments
- a decline in access rates for low-SES students and Indigenous students, reflecting prevailing trends across the higher education sector
- a positive outlook for students with disabilities, with Griffith's performance data being on or above the national average.

Professor Rory Hume's 2004 review identified particular staff and student issues to be addressed in Griffith's arrangements for Indigenous education.

The current review of student equity programs, being part of the broader review of University pathway programs, will identify opportunities for improvement or re-alignment.

These precursors and the priorities identified through incoming DEST arrangements for student equity signal a review of the University's equity targets. The next phase of The Griffith Project, culminating in a revised strategic plan and key performance indicators for the University will be both timely and helpful to this process.

### Quantitative performance indicators

Key performance area	Target 2004	Actual 2004
<b>Low SES students*</b>	Maintain a top-10 position for proportion of low SES students  <b>Student targets are:</b> Access rate 25% Participation ratio 0.65 Success ratio 1 Retention ratio 1	15  12.97% 0.50 0.98 (2003) <sup>o</sup> 0.98
<b>People with disabilities</b>	Staff rising to 5% in 2003, and then maintained. Maintain a top-10 position for Equity Program grants.  <b>Student targets are:</b> Access rate 3% Participation ratio 2.57 Success ratio 1 Retention ratio 1	1.1% 14  3.32% 0.32 0.93 (2003) 0.97
<b>Indigenous Australian staff and students</b>	1.8% of staff are Indigenous Australians. Maintain a top-10 position for Indigenous support funds.  <b>Student targets are:</b> Access rate 1.50% Participation ratio 0.6 Success ratio 0.91 Retention ratio 0.87	1.38% 8  1.86% 0.52 0.81 (2003) 0.91
<b>Women in senior positions</b>	<b>Women occupy:</b> Level E positions 20% Level D positions 33% Level D-E positions 25%  <b>Women occupy at least:</b> Level 10 positions 50% Above Level 10 35%  At least 18 female professors by the end of 2004. Implement a Leadership for Women program in 2004	20% 31% 25%  36% 39%  24  Women in Leadership program commenced in March 2004.

\*Targets may be reviewed in 2005.

<sup>o</sup>2004 data not yet available.

### Academic staff (FTE) by classification and gender, 2003 - 2004

Academic Level	% Female 2003	% Female 2004	Change in %
Professor	14%	20%	6%
Associate professor	32%	31%	-1%
Senior lecturer	35%	35%	0%
Lecturer	50%	47%	-3%
Associate lecturer	52%	51%	-1%
Total	44%	40%	-4%

### Student numbers by academic group and gender, 2004

Host Group	Female	Male	Total
Arts and Education Group	6997	3360	10357
Business and Law Group	6183	5324	11507
Health and Science Group	5386	4983	10369
Office of the Vice Chancellor	684	465	1149
Grand Total	19250	14132	33382

## The AUQA audit

On 21 April 2004, the Australian Universities Quality Agency (AUQA) released the results of its audit conducted in 2003, praising Griffith University's student-focused learning environment and its unique culture of 'engagement, confidence and optimism'.

In summary, the AUQA:

- commended the university's 2003-2007 strategic plan and recommended the university continue to benchmark, embed quality management systems and integrate programs across its five campuses in south-east Queensland
- recognised numerous important community engagement initiatives, including the relationships developed with the wider communities, such as at Gold Coast and Logan
- commended the university for teaching and research outcomes, the quality of its learning environment, its responsiveness to student issues, its strong external relationships and its evidenced commitment to community engagement
- praised the role of Griffith's leadership in already realising a number of the university's 2003-2007 strategic objectives, especially in the areas of research concentration and graduate outcomes
- especially noted the commitment and dedication of the university's staff
- praised the university for its 'careful, consultative change management processes' and, along with highlighting Griffith's learning ethos, it commended the outstanding library services, the BuzzBack initiative, as well as the Excellence in Cultural Experiential Learning and Leadership program.

## Audit Committee

The Audit Committee's overall role is to assist the Vice Chancellor and the University Council to discharge the responsibilities imposed under the *Financial Administration and Audit Act 1977*, Financial Management Standards and other relevant legislation.

The Audit Committee membership comprises:

- the chairperson, appointed by the Council
- two Council members who are neither staff nor students of the University, appointed by the Council
- two members appointed by council with expertise in auditing and/or accounting.

The Audit Committee approves and monitors internal audit activities. It also reviews and approves the internal audit strategy and the annual audit plan, prepared by the Internal Auditor after consultation with management at various levels.

On completion of the planned audits, prepared in terms of compliance with legislation and University policy, the Audit Committee assesses the audit report findings and relevant management responses, and advises the University Council, as appropriate.

The committee reviews the annual Client Services Plan prepared by the Queensland Audit Office. The plan contains the audit strategy, details of specific areas of audit emphasis, the level of reliance on internal audit reports, and the audit fee.

## Risk management

Risk management is an integral component of Griffith University's efficient operation.

It enables the University to identify and manage significant business risks that could materially impact on its operations.

The University has policies and procedures that address risk management across its operations.

These operations include financial management, insurance, physical infrastructure maintenance, security, workplace health and safety, systems infrastructure, maintenance and management, and project risk management.

To formulate a more structured and modern approach to risk management, the University engaged PricewaterhouseCoopers to help with and develop a corporate Risk Profile and Plan, which would:

- be integral to a university-wide risk management framework
- be aligned with the University's Strategic Plan
- contribute to the business-risk assessment underpinning major business decisions
- help executive management assure Council of its stewardship in adequately controlling business risks at the corporate/strategic level.

The final report was approved by the University Council during 2004 and is now being implemented.

## Health and safety

2004 has been a year of implementation of the new structures developed in 2003, along with ongoing review of systems for management of workplace health and safety, workers compensation and rehabilitation.

Highlights of the year have been:

- Assessment and selection of a new incident management system, and development of a new Incident/Injury Report Form
- Completion of risk registers for high risk areas of the University
- Centralisation of the workplace rehabilitation function and appointment of a part-time specialist Workplace Health and Rehabilitation Coordinator
- Provision of training to Health and Safety Committee members
- Development of web-based resources to assist in health and safety management
- Health promotion activities including free flu vaccination, Health Week and designation of outdoor non-smoking areas
- Improvement in statutory workers' compensation claims performance

Plans for 2005 include the implementation of a health and safety assessment system, a review of employee assistance services, and enhanced health and safety resources/training for managers and supervisors.

## Public Sector Ethics Act

Under the *Public Sector Ethics Act 1994*, Griffith University must have a Code of Conduct.

The Code sets out the University's expectation that all staff will behave professionally and with respect and consideration for others. In July 2000, the University Council approved Griffith's initial Code of Conduct.

From November 2001, Code of Conduct booklets were produced and issued to all existing and new staff.

After a review in 2002, the Code of Conduct was revised, and further reviews will be conducted, biennially. In addition to hardcopy distribution, the Code is available electronically, on the Griffith web site.

New staff are given a Code of Conduct booklet on their appointment and are asked to read and understand the Code as a component of the orientation program, *Discovering Griffith—On the Web*.

During 2004, the University completed the development and implementation of an on-line training program on the Code of Conduct.

The training program is designed to be an integral part of the University's orientation program for new staff, as well as providing existing staff with an overview of the way in which the Code of Conduct is applied in practice.

## Research Ethics Manual

The University is currently finalising the implementation of a major innovation in the support and governance of ethical conduct in research. This included the release of majority of the booklets of a new web-based resource for researchers, the *Griffith University Research Ethics Manual*. These short booklets provide advice on specific ethical issues.

Other significant features of the new model are an online expedited review process, a new database that makes greater use of automated email-based communication, and the appointment of academic staff in most schools and research centres who serve as Research Ethics Advisors.

Staff have already reported faster and more simplified applications and improvements to the timeliness and quality of decision-making. This has produced a system not only greatly improved over previous Griffith practice, but now arousing interest from other universities and government agencies as perceived best practice in the field.

## Information privacy

In 2002, the Queensland Government approved new information standards for collecting and managing personal information in the Queensland public sector and in certain statutory bodies and government-owned corporations.

In accordance with Information Standard No. 42, Griffith developed a Privacy Plan for publication on the University's website in 2002.

In 2004, the University reviewed and updated this plan and encouraged staff to familiarise themselves with the privacy website.

## Freedom of Information

In 2004, 4 people (2 staff, 1 student and 1 member of the public) and 1 organisation accessed University documents under the Freedom of Information Act 1992.

This compares with the 13 people (3 staff, 5 students and 5 members of the public) who accessed documents under the same act in 2003.

The staff members, the student and the member of the public sought personal information. The organisation sought non personal information about Griffith activities.

## Whistleblowers disclosures

Under the *Whistleblowers Protection Act 1994*, Griffith University must report annually (as an inclusion in its Annual Report) on the number of disclosures made in accordance with the Act and the number of disclosures verified. In 2004, no disclosures were made.

## Public records compliance

During 2004, the University continued to work towards compliance with *Information Standard 40—Recordkeeping of the Queensland Public Records Act 2002* by implementing its 2004 strategies as endorsed by the Queensland State Archives in the *University's Strategic Recordkeeping Implementation Plan*.

## Griffith Medical Research Institute

The Griffith Medical Research Institute (GMRI) is a registered public company, limited by guarantee and unlisted on the Stock Exchange.

Incorporated on 20 October 1990, GMRI does not have a share capital and has been dormant since incorporation.

The Memorandum of Association objectives state that GMRI was established not only to develop and operate a centre for medical research and associated activities, but also to commercially realise such research and apply the proceeds towards the centre's objectives.

As a controlled entity, GMRI is subject to audit by the Auditor-General.

## Overall result

Griffith University continued to hold a good financial position in the context of static government funding and increasing cost pressures.

The University posted an operating deficit—after abnormal items, income tax and extraordinary items—of \$5.3m in 2004 (\$8.5m surplus in 2003) from a revenue base of \$369m (\$359.7m in 2003). The operating deficit is entirely due to the financial effects of changes to the Commonwealth arrangements for the 2005 grant year. DEST has announced changes whereby all recurrent payments in respect of a grant year will be made in that year whilst in previous years, the first tranche of payments for the new year were received in the last month of the previous year. Accordingly, the first tranche of DEST payments for 2004 was received in December 2003 and reported as income received in 2003. Normally, the first tranche of 2005 payments would have been received in December 2004 and reflected as income received in 2004. However, with the changes announced by DEST, the first tranche of payments for 2005 were only received in January 2005 and as a result will be included as income received in 2005. The net result of this is that total revenues in 2004 do not include the first tranche of DEST grants for 2004. After adjusting for this so as to provide comparability, the University achieved a net operating surplus after tax of \$10.1m. The maintenance of a sound operating result reflects the effects of the significant growth in income from fee-paying students.

Net assets increased by \$88.8m—from \$693m in 2003 to \$781.8m in 2004. This is attributed to an increase in assets of \$93.5m, offset by an increase in liabilities of \$4.7m.

The increase in assets is largely due to a significant increase in non-current assets (comprising land, buildings, infrastructure, plant and equipment [\$137.3m]), resulting from the revaluation of property, plant and equipment (\$135.5m) and offset predominantly by a decrease in cash assets (\$46.7m).

The increase in liabilities (\$4.7m) is largely due to a small increase in current liabilities offset by a small decrease in non-current liabilities.

## Sources of operating revenue, 2003 to 2004

	2004		2003	
	\$m	%	\$m	%
Federal Government	200.9	54.4	210.4	58.5
State and Local Government	3.7	1.0	2.3	0.6
Non-government	164.4	44.6	147.1	40.9
<b>Total</b>	<b>369</b>	<b>100.0</b>	<b>359.8</b>	<b>100</b>

The current ratio of current assets to current liabilities decreased in 2004 to be 0.8 (1.7 in 2003), largely due to a decrease in current (cash) assets (\$46.7m) as a result of utilizing internal funds over the short term for capital projects in lieu of external borrowings.

Overall, the University continued to maintain a good financial position and this will help it to manage in an environment of tight federal funding and increased pressure on financial resources owing to increases in operating costs.

## Sources of operating revenue

The Federal Government continued to provide most of the University's operating revenue, although this is steadily declining in proportion to the other funds. Direct grants of \$135.2m (\$137.2m in 2003), as well as upfront and deferred payments by students through the Higher Education Contribution Scheme of \$68.9m (\$76.3m in 2003), accounted for 55.3% (58.7% in 2003) of total operating revenue. Of the direct federal grants, \$102.8m (\$103m in 2003) was received for core operating purposes.

Consistent with previous years' performances, the University reported an increase in overall revenue derived from non-government sources. In 2004, a total of \$164.4m (\$147.1m in 2003) was earned from non-government sources, with the most significant growth relating to income from fee-paying students (\$90.9m in 2004, \$79.5m in 2003).

Fee income is the largest single source of non-government revenue for the University, which has achieved consistent and significant growth in this area. Revenue from other grants, particularly research grants, consultancy and contract research, is also providing a significant proportion of total operating revenue. A breakdown of the sources of operating revenue is shown in the table.

## Capital funding

The University continued to invest significant resources in the capital development program, under which about \$243.3m is committed to the expansion of buildings and infrastructure between 2004 and 2008. Of this, \$111.8m will be expended on the Gold Coast campus (including the hospital site), \$6.6m on the Logan campus, \$52.1m on the Mt Gravatt and Nathan campuses, \$12.5m at South Bank, \$4.4m on research space and \$5.2m towards refurbishments and reducing the maintenance backlog across all campuses. A further \$50.7m is earmarked for electronic infrastructure at the various campuses.

The University received \$10m as Federal Government capital roll-in funding and allocated \$10.3m from fee-paying student income for capital purposes.

A total of \$29.3m was expended on capital projects. Major capital works and upgrading of infrastructure, including electronic infrastructure, are continuing on all campuses.

## Investments

In the early part of 2004, the University's investment portfolio improved substantially although it was run down in the last quarter of the year so as to advance short term funds for capital projects. As a result, the interest income increased to \$4.3m (\$2.9m in 2003). Given an expanding capital development program, funds available for investment will decline in 2005 and will be held steady around the present mark at the end of the year.

## New developments

In 2004, *The Griffith Project*, which identifies key targets and areas for growth and development, continued to be the basis for much of the University's developmental work. The significant targets are to increase student numbers, to elevate the University's research performance, and to be considered as one of Australia's top-10 universities through a selective expansion in a number of professional areas (particularly the health and allied health areas), along with a greater emphasis on quality teaching and internationalisation.

The *Strategic Plan 2003–2007* enunciates a key commitment for Griffith to become one of Australia's top-10 universities by 2010 across a range of standard tertiary sector indicators. To achieve this goal, the University will align its planning and management processes, and resources. *The Griffith Academic Plan*, with the purpose of translating the vision for teaching and learning in *The Griffith Project* into a framework for action, identified the following teaching and learning issues for detailed investigation: the profile of professional programs, the niche degree strategy, flexible learning, cross-campus consistency and interdisciplinarity.

The results of the Australian Universities Quality Agency's audit of the University were released in April 2004. Griffith received overall commendation and particular praise for its "culture of learning", and leadership in realizing a number of the University's strategic objectives in the areas of research concentration and graduate outcomes.

A major new budget methodology covering a four-year horizon was developed and used in delivering the 2005–08 budget. This involved using a Griffith version of discipline cluster-based funding of HESA grants, an incentive-based regime for allocating returns from fee-paying students and performance-based funding of research, with funds continuing to be earmarked for strategic development and research center support.

The impact of *The Griffith Project* continued to be felt heavily on the capital side, given the expected growth in student numbers, and the planned expansion in research and into new professional areas such as medicine, oral health and pharmacy, all of which will

place considerable pressure on space and electronic infrastructure. The University Council considered additions to the *Capital Management Plan*, which also included further approvals for external borrowings.

## Future directions

Early in 2004, the Federal Government had foreshadowed the availability of growth places in 2005 and announced its decisions on additional places in the course of the year. Much of the growth announced for Griffith went to the Gold Coast campus and included new places for the medical program.

Uncertainty still remains about the ultimate effects of the government's proposed policy on research through the Research Quality Assessment framework. This will present new challenges and opportunities for the University after more than a decade of rapid and significant growth.

At the same time, major readjustments in the University's budget will be required to cope with the intensification of other budget pressures resulting from salary cost increases through the impending enterprise bargaining agreement (EB4), increases in insurance, rates and taxes, building operating costs, and significant ongoing investments in buildings and electronic infrastructure.

The additional places made available in 2005 and the proposed increase in funding under the Nelson reforms, coupled with the flexibility to set HECS fees at up to 25% above standard HECS levels (except for programs in Nursing and Teaching) and the availability of FEE-HELP for domestic fee paying undergraduate students, will greatly enhance the success of the University's new initiatives (resulting from *The Griffith Project*) in establishing research centres/institutes of excellence, new professional programs in medicine, oral health and pharmacy, and the Griffith Film School, to name a few.

The work that began in 2003 for upgrading the University's PeopleSoft financials system to a new version (version 8.4) was successfully completed in 2004. Given the total change in the technology and tool-set underpinning the new version, the upgrade was in effect a mini re-implementation.

This upgrade was required to maintain support and gain access to new functionalities available in the software. Contiguous with this implementation, the University also successfully completed a changeover to a new corporate banker in ANZ.

Detailed investigations were also carried out to assess the likely impact of the introduction of the International Financial Reporting Standards (IFRS) in 2005.

As indicated above, achieving the outcomes espoused in *The Griffith Project* and the allocation of new places continued to put pressure on space and highlights the need to carry on with a considerable level of capital development.

Implementing such an expanded capital development program (including an expansion of electronic infrastructure by maximising the use of cash reserves and liquid cash balances as internal sources of loan capital) will lead to more limited levels of working capital being available for daily operations in 2005. This has necessitated developing robust daily cash-flow management functions to minimise disruption to operations and, if necessary, to consider temporary overdraft facility or external loans to substitute internal loans to improve liquidity.

All of this, undoubtedly, will require the University to carefully assess its resource allocation priorities and manage finances with even greater care and professionalism.

## Financial Statements as at 31 December 2004

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Griffith University

## CERTIFICATE OF GRIFFITH UNIVERSITY

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

- (a) the financial statements with other information and notes to and forming part thereof are in agreement with the accounts and records of Griffith University;
- (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 are prepared in accordance with the Accounting Standards and the DEST Guidelines and represent a true and fair view of the transactions of Griffith University for the period 1 January 2004 to 31 December 2004 and of the financial position as at 31 December 2004;
  - (iii) at the time of certification, 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 used for the purpose for which it was provided;
  - (v) the University has complied in full with the requirements of the program guidelines applicable to the Commonwealth financial assistance identified in these financial statements.

L FORDE AC  
Chancellor

I O'CONNOR  
Vice Chancellor

30 March 2005

R V SRINIVASAN  
Director  
Finance and Business Services

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Statement of Financial Performance for the Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>Revenue from ordinary activities</b>			
Commonwealth Government financial assistance			
Commonwealth Government grants	2	135,223	137,257
Higher Education Contribution Scheme			
- Student contributions		9,449	8,839
- Commonwealth payments	2	59,517	67,458
Commonwealth loan programmes	2	6,122	5,638
State and Local Government financial assistance	3	3,657	2,309
Fees and charges	4	106,050	93,609
Investment income	5	4,292	2,969
Royalties, trademarks and licences	6	46	34
Consultancy and contract research	7	21,222	21,608
Other revenue	8	23,415	20,034
Total revenue from ordinary activities		<u>368,993</u>	<u>359,755</u>
<b>Expenses from ordinary activities</b>			
Employee benefits and on-costs	9	219,886	198,691
Depreciation and amortisation	10	35,568	36,840
Repairs and maintenance	11	10,434	9,476
Borrowing costs	12	2,046	1,603
Bad and doubtful debts	13	840	1,260
Other expenses	14	105,509	103,344
Total expenses from ordinary activities		<u>374,283</u>	<u>351,214</u>
<b>Operating result from ordinary activities before related income tax expense</b>		<b>(5,290)</b>	<b>8,541</b>
Income tax expense	16	37	51
<b>Operating result from ordinary activities after related income tax expense</b>	1(a)	<b>(5,327)</b>	<b>8,490</b>
Net increase (decrease) in asset revaluation reserve	29	94,149	(91,063)
<b>Total revenue, expense and valuation adjustments recognised directly in equity</b>		<b>94,149</b>	<b>(91,063)</b>
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<b>88,822</b>	<b>(82,573)</b>

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

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Statement of Financial Position as at 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>Current assets</b>			
Cash assets	17	26,490	73,215
Receivables	18	9,855	9,584
Inventories		791	762
Other financial assets	19	5,974	5,126
Other non-financial assets	24	3,365	1,538
<b>Total current assets</b>		<b>46,475</b>	<b>90,225</b>
<b>Non-current assets</b>			
Other financial assets	19	2,526	2,142
Property, plant and equipment	20	822,866	687,345
Intangible assets	21	20,458	19,009
Premium on leased property	22	7,192	7,260
<b>Total non-current assets</b>		<b>853,042</b>	<b>715,756</b>
<b>Total assets</b>		<b>899,517</b>	<b>805,981</b>
<b>Current liabilities</b>			
Payables	25	19,586	19,037
Interest bearing liabilities	26	4,543	3,238
Provisions	27	20,769	21,646
Other liabilities	28	14,208	8,718
<b>Total current liabilities</b>		<b>59,106</b>	<b>52,639</b>
<b>Non-current liabilities</b>			
Payables	25	1,714	-
Interest bearing liabilities	26	29,587	35,143
Provisions	27	27,278	25,188
<b>Total non-current liabilities</b>		<b>58,579</b>	<b>60,331</b>
<b>Total liabilities</b>		<b>117,685</b>	<b>112,970</b>
<b>Net assets</b>		<b>781,832</b>	<b>693,010</b>
<b>Equity</b>			
General reserves	29	19,491	19,746
Asset revaluation reserve	29	335,175	241,026
Restricted funds	29	-	-
Retained surplus	29	427,166	432,238
<b>Total equity</b>		<b>781,832</b>	<b>693,010</b>

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

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Statement of Cash Flows for the Year Ended 31 December 2004

	Notes	2004 \$000	2003 \$000
<b>Cash flows from operating activities</b>			
Commonwealth Government			
- Teaching and learning	42.1	102,877	105,673
- HECS and other loan programmes	42.2	65,639	73,096
- Scholarships	42.3	3,129	2,269
- DEST research	42.4	19,405	20,329
- ARC grant – Discovery	42.5 (a)	4,163	3,694
- ARC grant – Linkages	42.5 (b)	2,714	2,130
- Other Commonwealth		2,847	3,206
State and Local Government financial assistance		3,583	2,386
HECS – Student payments		9,449	8,839
Receipts from student fees and other customers		156,387	129,830
Dividends received		46	238
Interest received		4,336	2,648
GST received		14,560	11,346
GST paid		(5,201)	(5,184)
Payments to suppliers		(125,353)	(108,707)
Payments to employees		(220,015)	(198,048)
Borrowing costs		(2,080)	(1,603)
Income taxes paid		(34)	(59)
<b>Net cash inflow (outflow) from operating activities</b>	40	<b>36,452</b>	<b>52,083</b>
<b>Cash flows from investment activities</b>			
Payment for property, plant and equipment		(75,339)	(41,396)
Proceeds from disposal of property, plant and equipment		2,087	1,978
Payment for investments		(752)	(715)
<b>Net cash inflow (outflow) from investment activities</b>		<b>(74,004)</b>	<b>(40,133)</b>
<b>Cash flows from financing activities</b>			
Increase(decrease) in funds held on behalf of other bodies		(4,094)	4,524
Proceeds from borrowings		-	16,811
Repayment of borrowings		(4,251)	(3,341)
<b>Net cash inflow (outflow) from financing activities</b>		<b>(8,345)</b>	<b>17,993</b>
<b>Net increase (decrease) in cash held</b>			
Cash at the beginning of the year		78,319	48,708
Effects of exchange rate changes on cash		42	(333)
<b>Cash at the end of the year</b>	17	<b>32,464</b>	<b>78,319</b>

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

Financial Statements as at 31 December 2004

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

### NOTE 1

#### Summary of accounting policies.

##### Financial reporting framework

Griffith University is constituted under the Griffith University Act 1998 and is a statutory body within the meaning given in the Financial Administration and Audit Act 1977.

The financial statements are a general purpose financial report and have been prepared in accordance with the Griffith University Act 1998, the Financial Management Standard 1997 issued under Section 46L of the Financial Administration and Audit Act 1977, applicable Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

The format of the financial statements is consistent with the requirements of the Guidelines for the Preparation of Annual Financial Reports by Australian Higher Education Institutions issued by the Department of Education, Science and Training.

The financial statements are prepared on an accruals basis in accordance with the historical cost convention, except for certain assets, which, as noted, are at valuation. Unless otherwise stated, the accounting policies are consistent with those of the previous year. The following is a summary of significant accounting policies adopted by the University in the preparation of the financial statements.

##### Significant accounting policies

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

###### *Background*

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

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

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

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

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:

	\$'000
2004 Revenue from Operating Activities (per Statement of Financial Performance)	368,993
Add Grants Received in 2003 for 2004 Activities:	
Commonwealth Government financial assistance	9,886
HECS – Commonwealth payments	5,355
Commonwealth loan programmes	-
Research Infrastructure Block Grants (RIBG)	209
Total Restated 2004 Revenue from Operating Activities	384,443
Restated 2004 Operating Result	10,123
Reported 2004 Operating Result	(5,327)
Financial Effect on 2004 Operating Result	<u>15,450</u>

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

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

The University has assessed the requirements for the transition to Australian equivalents to IFRS (AEIFRS), including the training of staff, system modifications and internal control changes necessary to gather all the required financial information. The progress of the impact and implementation of AEIFRS has been reported regularly to the audit committee. No significant impact has been identified for the University. Some of the options available under the new Accounting Standards are still being analysed to determine the most appropriate accounting policy.

#### AASB 102 – Inventories

Inventories held by the University are insignificant, therefore, only a minor impact is expected from a change from average cost to replacement cost.

#### AASB 119 – Employee Benefits

##### *Defined Benefit Superannuation Plan*

The University sponsors a defined benefit superannuation plan. However, the fund is considered a multi-employer fund, and has advised the University that it is unable to provide sufficient information for allocating the benefit liabilities, assets and costs between the employers participating in the plan. AASB 119 Employee Benefits permits multi-employer defined benefit plans to be reported as defined contribution plans, where insufficient information is provided by the fund. As a result, the University will account for its superannuation plan as a defined contribution plan. Contributions to the plan are expensed when due and payable and no assets or liabilities are recognised in relation to these plans in the financial report of the University, as it has no legal or constructive obligation to fund any shortfall nor does it control any surplus assets. No financial impact will result from this reporting requirement.

##### *Annual Leave*

The Accounting Standard requires short-term employee benefits, which are not paid within 12 months, to be recognised as a non-current liability at their present value. It is expected that approximately 50% of the current annual leave liability is paid within 1 to 2 years, while the remaining balance is paid within 2 – 3 years. The financial impact of this requirement is not expected to be material.

#### AASB 136 – Impairment of Assets

The University holds the majority of its assets at fair value, and revaluation of these assets is conducted on a regular basis. Any material impairment of these assets is not therefore considered likely. Assets held at cost will be regularly reviewed for impairment, however, the University expects the impact of this standard to be immaterial, unless events or circumstances occur, which are of considerable significance to the University operations. For clarification of significant events, the University has relied on "AASB 136 – Impairment of Assets, Guidance for Practical Application", prepared by Queensland Treasury.

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

### AASB 139 – Financial Instruments: Recognition and Measurement

Treatment of financial assets and liabilities under the AEIFRS is not expected to result in material changes from existing reporting requirements.

#### 2005 disclosures

Information prepared under AEIFRS will not be disclosed until financial reports for the financial year ending 31 December 2005 are prepared, the accounting policies and the potential impact of implementing those policies may change before the University's first AEIFRS financial report is issued.

Changes may arise from –

- Changes to the approved accounting standards or issuance of new standards;
- Changes to interim policy determinations by Queensland Treasury or other regulatory bodies (e.g. Commonwealth Department of Education, Science and Training), where relevant; and
- Additional work required by the University in completing its review of the AEIFRS requirements and finalising its own accounting policies.

For these reasons it is not yet possible to quantify the financial impact of the transition to AEIFRS.

#### (c) Comparative figures

Where applicable the 2003 comparative figures have been restated to reflect the current year's accounting policies. Where necessary, comparative figures have been adjusted to conform to changes in presentation reflected in the current year.

#### (d) Revenue recognition

Revenue is recognised when it is probable that the economic benefits associated with the transaction will flow to the University and can be reliably measured. Interest revenue is recognised when the University becomes entitled to the income. Revenue from sale of goods is recognised upon delivery of goods to the customer. Revenue from rendering services is recognised when the University has a right to be compensated, and the amount of revenue and the stage of completion of the service can be reliably measured.

##### *Commonwealth Government Grants/Higher Education Trust Fund revenue*

Grants are recognised as revenue when the University obtains control over the assets comprising the grants, irrespective of whether conditions are attached to the grants. Control over granted assets would normally be obtained upon their receipt.

#### (e) Cash and cash equivalents

Cash on hand and in banks and short-term deposits are state at nominal value.

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and money market investments readily convertible into cash within two working days.

#### (f) Receivables

All trade debtors are recognised at the amounts receivable as they are due for settlement no more than 30 days from date of recognition. Collectability of trade debtors is reviewed on an ongoing basis.

Debts which are known to be uncollectible are written off, and provision is made for doubtful accounts, where collection is no longer probable.

#### (g) Other financial assets

Investments, other than unlisted securities, are included in the accounts at Market Value.

The University's interests in unlisted securities are brought to account at cost, and dividend income and other distributions are recognised in the Statement of Financial Performance when receivable.

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

### (h) Depreciation of property, plant and equipment

Items of property, plant and equipment, other than art collections and land, are depreciated over their estimated useful economic lives to the University using the straight-line method. A review of estimated useful life of General Property Plant and Equipment has resulted in an increase of depreciation rate for Motor Vehicles from 10% to 50%, with a residual value of 80% of original cost. For each class of depreciable asset the following depreciation rates are used:

Buildings	1.7% to 10%
Infrastructure	1.3% to 25%
Library collection	6.7%
General property, plant and equipment	10.0% to 50.0%

### (i) Recognition and measurement of property, plant and equipment

#### Acquisition

All assets acquired during the accounting period, except those subject to revaluation, have been recognised at cost. Cost is the value of assets given as consideration plus costs incidental to acquisition including architect fees, engineering design fees and other costs incurred in getting the assets ready for use. Where control of such assets has been acquired other than by an exchange transaction they have been recognised at their fair value.

Expenditure on existing infrastructure and buildings has been added to the value of the existing assets where the expenditure is deemed to increase the value of the asset as opposed to expenditure, which maintains the value of the asset.

Items or components, which form an integral part of an asset, are recognised as a single asset (functional asset). The recognition threshold is applied to the aggregate cost of each functional asset.

The asset recognition threshold is \$2,000 for all property, plant and equipment, except computer equipment, which is capitalised when the cost exceeds \$1,000.

#### Revaluation

General library collections, plant and equipment, software, motor vehicles, computing equipment, photocopiers, buildings under construction and infrastructure under construction are stated at cost. Other assets are valued at fair value in accordance with Treasurer's Guidelines "Non-current Asset Accounting Guidelines for the Queensland Public Sector".

Artworks, land and special library collections are comprehensively revalued at five year intervals. Independent revaluations are performed on buildings every three years and on infrastructure every five years, or whenever a material variation in these assets is expected to have occurred.

Revaluations do not result in the carrying value of non-current assets exceeding their recoverable amount.

Revaluation increments are credited directly to the Asset Revaluation Reserve, unless they are reversing a previous decrement charged to the Statement of Financial Performance, in which case the increment is credited to the Statement of Financial Performance.

#### *Buildings and infrastructure*

During the financial year, building and infrastructure assets were independently revalued by Alfio Ponticello, B.Business (RPVA), of Australia Pacific Valuers Pty Ltd, licensed property valuers.

#### *Library collection*

The general library collection is valued at cost during the financial year. The books contained in the Special Library Collection were valued by Barbara Palmer, of O.P. Books, a registered valuer under the Cultured Gifts Program of the Australian Government.

#### *Land*

Land was revalued during the financial year by Alfio Ponticello, B.Business (RPVA), of Australia Pacific Valuers Pty Ltd, licensed property valuers.

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

### *Art collection (Queensland College of Art)*

Artworks with a current value greater than \$2,000 were revalued during 2004 to their replacement value by independent consultants, Bettina MacCauley and Victor Mace, approved valuers with the Commonwealth Cultural Gifts Program. The balance of the collection was revalued using the University's Valuation and a corresponding adjustment is made to the Asset Revaluation Reserve.

### **Repairs and maintenance**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated.

### **(j) Intangible Assets**

The carrying value of internally generated software is measured at cost. Research and development costs in relation to software have not been capitalised. A license acquired in relation to the Medical School Curriculum has been capitalised at cost. The depreciation rates for intangible assets are 8.3% - 10%.

### **(k) Payables**

These amounts represent liabilities for goods and services provided to the University prior to the end of the Financial Year and which are unpaid. The amounts are unsecured and are normally paid within 30 days of recognition.

### **(l) Interest bearing liabilities**

Interest bearing liabilities are stated at their principal amounts. Borrowing costs comprise interest and administration costs associated with the borrowings, which are recognised as an expense in the period they are incurred.

### **(m) Employee benefits**

#### *Long service leave*

The liability for long service leave expected to be settled within 12 months of the reported date is recognised in the provision for employee benefits and is measured at the amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

#### *Recreation leave*

Recreation leave has been accrued for outstanding leave entitlements for all employees up to balance date, having regard to salary rates and on-costs as at 31 December 2004.

#### *HECE Award – Severance entitlement*

Pursuant to Australian Accounting Standard AAS1028 Employee Benefits and the HECE Award, a liability for severance payments to employees on a fixed term contract is recognised. Measurement is in accordance with an employee's period of continuous service and is based on employee salary rates as at 31 December 2004.

#### *Employee benefit on-costs*

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities, when the employee benefits to which they relate are recognised as liabilities.

### **(n) Foreign currency translations**

Transactions denominated in a foreign currency are converted into Australian currency at the exchange rate applicable at the date of the transaction. Foreign currency receivables and payables at balance date are translated to Australian currency at exchange rates applicable at balance date. Exchange gains and losses are brought to account in determining the operating surplus or loss for the year.

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

**(o) Inventories**

Inventories are valued at average cost.

**(p) Leased assets**

The University does not have any finance leases. Operating lease payments are expensed over the period of expected benefit.

The University is leasing Southbank House and associated land under a long-term lease arrangement with the South Bank Corporation (expiring in 2110). The initial lease premium has been apportioned over land and building, in proportion to their fair value at inception of the lease. The premium will be amortised over the period of the lease.

**(q) Consolidated accounts**

Consolidated Financial Statements have not been prepared for interests held by Griffith University in Griffith Medical Research Institute Ltd, as no transactions were recorded for the year. Interests held in other unlisted companies are considered insufficient to allow the University to exert control.

**(r) Controlled entities**

Entities 100% controlled by Griffith University during 2004, and forming part of the Griffith University Economic Reporting Entity are as follows:

- Griffith Medical Research Institute Ltd

No financial transactions have been recorded by Griffith Medical Research Institute Ltd, and therefore do not require consolidation. Refer Note (q).

**(s) Presentation**

Amounts shown in the Financial Statements have been rounded to the nearest one thousand dollars, unless otherwise stated. As a result some additions within the notes accompanying the financial statements may vary from the Statement of Financial Performance and Statement of Financial Position.

**(t) Taxation**

The activities of the University are exempt from Commonwealth taxation except for Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). As such, input tax and credits receivable and GST payable from/to the Australian Taxation Office are recognised and accrued. Amounts payable to Creditors or receivable from Debtors are recorded at the GST inclusive amount.

The University incurs Payroll Tax at the rate determined by the State Government for payments made to and benefits received by the employees.

In relation to any foreign operations, Griffith University is subject to income tax under the Income Tax Acts applicable in the relevant countries. Income tax in respect of these operations has been brought to account in the year it is incurred.

**(u) Web site costs**

Costs in relation to web sites controlled by the University are charged as expenses in the period in which they are incurred unless they relate to the acquisition of an asset, in which case they are capitalized and amortised over their period of expected benefit.

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>2. Commonwealth Government financial assistance Including HECS and other Commonwealth loan programmes</b>			
<b>(a) DEST – Teaching and Learning</b>			
Operating grant		102,877	103,059
Capital Development Pool		-	2,614
Total DEST – Teaching and Learning	42.1	102,877	105,673
<b>(b) HECS and other Commonwealth loan programmes</b>			
HECS – Commonwealth payments		59,517	67,458
PELS		6,116	5,638
BOTPLS		6	-
Total HECS and other Commonwealth loan programmes	42.2	65,639	73,096
<b>(c) Scholarships</b>			
Australian Postgraduate Awards		2,035	1,992
International Postgraduate Research Scholarships		356	277
Commonwealth Education Costs Scholarships		218	-
Commonwealth Accommodation Scholarships		520	-
Total Scholarships	42.3	3,129	2,269
<b>(d) DEST – Research</b>			
Institutional Grants Scheme		5,997	6,138
Research Training Scheme		11,000	11,981
Research Infrastructure Block Grants		2,408	2,210
Total DEST – Research	42.4	19,405	20,329
<b>Total DEST</b>		<b>191,050</b>	<b>201,367</b>
<b>(e) Australian Research Council grants</b>			
<b>(i) Discovery</b>			
Project		3,520	3,132
Fellowships		99	279
Federation Fellowships		459	273
Indigenous Researchers Development		85	10
Total discovery	42.5(a)	4,163	3,694
<b>(ii) Linkages</b>			
Special Research Initiatives		-	110
Infrastructure		-	(2)
International		(19)	27
Projects		2,066	1,739
Research Networks		150	-
Centres		407	366
Total linkages	42.5(b)	2,604	2,241

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>Other Commonwealth Government financial assistance</b>		
Child care subsidy	221	223
Aboriginal Tutorial Assistance Scheme	265	257
Department of Health and Aged Care	172	136
Rural Industries Research and Development Corporation	178	101
National Health and Medical Research Council	755	1,092
Land and Water Australia	357	290
Australia Centre for International Agriculture Research	399	360
Ausaid	-	250
Department of Health	181	137
CSIRO Sustainable Ecosystems	50	-
Cape York Institute funding	200	-
Other Commonwealth Government financial assistance	267	205
<b>Total other Commonwealth financial assistance</b>	<b>3,045</b>	<b>3,051</b>
<b>Total Commonwealth Government financial assistance</b>	<b>200,862</b>	<b>210,353</b>
<b>Reconciliation</b>		
Commonwealth Government grants	135,223	137,257
HECS – Commonwealth payments	59,517	67,458
Commonwealth loan programmes	6,122	5,638
<b>Total Commonwealth Government financial assistance</b>	<b>200,862</b>	<b>210,353</b>
<b>3. State and Local Government financial assistance</b>		
Operating financial assistance	278	190
Research funds	3,379	2,119
<b>Total State and Local Government financial assistance</b>	<b>3,657</b>	<b>2,309</b>
<b>4. Fees and charges</b>		
<b>Course fees and charges</b>		
Fee-paying overseas students	73,488	62,457
Continuing education	1,884	1,655
Fee-paying domestic postgraduate students	2,397	2,890
Fee-paying domestic undergraduate students	226	590
Fee-paying domestic non-award students	8,352	8,074
Other course fees and charges	4,571	3,867
<b>Total course fees and charges</b>	<b>90,918</b>	<b>79,532</b>
<b>Other fees and charges</b>		
Community services fees	1,656	1,489
Conferences and seminars	1,406	1,235
Library fees and fines	468	479
Parking fees and fines	2,675	2,531
Enrolment/reinstatement fees	3,703	3,416
Student accommodation	3,613	3,397
Other fees and charges	1,611	1,530
<b>Total other fees and charges</b>	<b>15,132</b>	<b>14,077</b>
<b>Total fees and charges</b>	<b>106,050</b>	<b>93,609</b>

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>5. Investment income</b>			
Dividends		40	249
Interest		4,252	2,720
<b>Total investment income</b>		<b>4,292</b>	<b>2,969</b>
<b>Unrestricted investment income</b>			
Dividends		40	249
Interest		4,252	2,720
<b>Total unrestricted investment income</b>		<b>4,292</b>	<b>2,969</b>
<b>6. Royalties, trademarks and licences</b>		<b>46</b>	<b>34</b>
<b>7. Consultancy and contract research</b>			
Consultancy		5,207	5,217
Contract research		16,015	16,391
<b>Total consultancy and contract research</b>		<b>21,222</b>	<b>21,608</b>
<b>8. Other revenue</b>			
Donations and bequests		2,020	2,327
Scholarships and prizes		969	788
Non-government grants		77	56
Proceeds from sale of assets	15	2,087	2,092
Sale of goods		8,764	8,484
Commercial rent		1,511	1,317
Recovery of expenditure		5,004	2,859
Contributions/sponsorships		511	457
Performances and exhibitions		732	582
Other revenue		1,740	1,072
<b>Total other revenue</b>		<b>23,415</b>	<b>20,034</b>
<b>9. Employee benefits and on-costs</b>			
<b>Academic</b>			
Salaries		87,721	77,698
Contributions to superannuation and pension schemes - Funded		11,798	10,498
Payroll tax		5,187	4,701
Workers' compensation		427	446
Long service leave expense		1,006	1,015
Annual leave		4,217	5,577
<b>Total academic</b>		<b>110,356</b>	<b>99,935</b>

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>Non-academic</b>			
Salaries		85,799	75,573
Contributions to superannuation and pension schemes - Funded		13,546	12,187
Payroll tax		4,653	4,149
Workers' compensation		416	434
Long service leave expense		984	988
Annual leave		4,132	5,424
Total non-academic		109,530	98,756
<b>Total employee benefits and on-costs</b>		<b>219,886</b>	<b>198,691</b>
<b>10. Depreciation and amortisation</b>			
<b>Depreciation</b>			
Library		4,500	4,460
Furniture		81	84
Motor vehicles		106	827
Computing		5,732	3,660
General plant and equipment		1,755	1,226
Office and communication equipment		1,557	1,000
Software		163	503
Laboratory/technical/scientific equipment		3,095	3,147
Infrastructure		2,222	2,368
Buildings		12,127	16,148
Network/server equipment		2,111	1,534
Total depreciation		33,449	34,958
<b>Amortisation</b>			
Premium on leasehold land		32	32
Premium on leasehold buildings		36	36
Intangible assets		2,051	1,814
Total amortisation		2,119	1,882
<b>Total depreciation and amortisation</b>		<b>35,568</b>	<b>36,840</b>
<b>11. Repairs and maintenance</b>			
Maintenance plant and equipment		4,045	3,376
Maintenance buildings and grounds		1,726	1,900
Minor works (non capital)		4,663	4,200
<b>Total repairs and maintenance</b>		<b>10,434</b>	<b>9,476</b>
<b>12. Borrowing costs</b>			
		2,046	1,603
<b>13. Bad and doubtful debts</b>			
		840	1,260

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>14. Other expenses</b>			
Scholarships, grants and prizes		13,652	12,371
Non-capitalised equipment		5,849	5,283
Advertising, marketing and promotional expenses		6,030	6,447
Audit fees, bank charges, legal costs, insurance and taxes		2,681	2,601
Laboratory consumables		5,036	4,513
Printing and stationery		4,733	4,728
Operating lease fees		1,985	1,615
Telecommunications		2,272	2,402
Travel, staff development and entertainment		8,722	8,235
Carrying amount of assets sold	15	2,762	1,960
Inventory used		2,900	2,705
Net transfers to provisions		1,408	6,357
Hospitality		2,159	1,925
Consultancy	41	8,324	8,258
Utilities		6,773	6,546
Computer expenses		2,603	2,106
Safety security and cleaning		4,308	4,293
Subscriptions and reference materials		4,570	4,281
Commission expenses		4,891	4,870
Staff recruitment and benefits		3,913	2,868
Motor vehicle expenses		1,482	1,471
Net foreign exchange loss(gain)		(39)	333
Other expenses		8,495	7,176
<b>Total other expenses</b>		<b>105,509</b>	<b>103,344</b>
<b>15. Sale of assets</b>			
<b>Proceeds from sale of assets</b>			
Investments in other corporations		-	-
Property, plant and equipment		2,087	2,092
<b>Total proceeds from sale of assets</b>		<b>2,087</b>	<b>2,092</b>
<b>Carrying amount of assets sold</b>			
Investments in other corporations		412	-
Property, plant and equipment		2,350	1,960
<b>Total carrying amount of assets sold</b>		<b>2,762</b>	<b>1,960</b>
<b>Net gain or (loss) on sale of assets</b>		<b>(676)</b>	<b>132</b>
<b>16. Income tax expense</b>			
		<b>37</b>	<b>51</b>

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>17. Cash assets</b>		
Cash on hand	253	3,128
Cash at bank	2,482	7,349
Bank securities	-	30,000
Managed funds at call	23,755	32,738
<b>Total cash assets</b>	<b>26,490</b>	<b>73,215</b>
The above figures are reconciled to cash at the end of the year as shown in the statement of cash flows as follows:		
Balances as above	26,490	73,215
Other current financial assets	5,974	5,126
Other non-current financial assets	-	(22)
<b>Balance as per statement of cash flows</b>	<b>32,464</b>	<b>78,319</b>
<b>18. Receivables</b>		
<b>Current</b>		
Student debtors	3,498	3,230
Trade debtors	5,017	4,924
Other debtors	3,472	2,900
Less provision for doubtful debts	(2,437)	(1,842)
	9,550	9,212
Staff advances	305	288
Accrued revenue	-	84
<b>Total receivables</b>	<b>9,855</b>	<b>9,584</b>
<b>19. Other financial assets</b>		
<b>Current</b>		
Managed funds	5,974	5,104
Unit trust	-	22
<b>Total current financial assets</b>	<b>5,974</b>	<b>5,126</b>
<b>Non-current</b>		
Unit trust	138	-
Shares in other corporations	2,388	2,142
<b>Total non-current other financial assets</b>	<b>2,526</b>	<b>2,142</b>
<b>Total other financial assets</b>	<b>8,500</b>	<b>7,268</b>
<b>Unrestricted other financial assets</b>		
Managed funds	5,974	5,104
Unit trust	138	22
Shares in other corporations	2,388	2,142
<b>Total other financial assets</b>	<b>8,500</b>	<b>7,268</b>

Griffith University holds units in the following unit trusts:

General Property Trust  
SciVentures Investments Pty Ltd

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

Griffith University holds shares in the following unlisted companies:

AARNET Pty Ltd  
Antenova Limited  
Australasian CRC for Interaction Design Pty Ltd  
Australian Canopy Crane Pty Ltd  
Australian Technology Fund Pty Ltd  
Calytrix Technologies Pty Ltd  
CRC for Sustainable Tourism Pty Ltd  
DSTC Pty Ltd  
Glykoz Pty Ltd  
Guardsoft Ltd  
Healing Power Limited  
IDP Education Australia Ltd  
IELTS Australia Pty Ltd  
Impart Corporation Pty Ltd  
Open Learning Agency of Australia Pty Ltd  
Smart Internet Technology CRC Pty Ltd

## 20. Property, plant and equipment

### Land and buildings

#### Freehold land

Independent valuation 1999	-	76,550
University valuation 2002	-	14,657
Independent valuation 2004	119,345	-
<b>Total land</b>	<b>119,345</b>	<b>91,207</b>

#### Buildings

University valuation 2002	103	118
Independent valuation 2003	-	422,623
Independent valuation 2004	506,564	-
	506,667	422,741
Less accumulated depreciation	(6,547)	(5,537)
<b>Total buildings</b>	<b>500,120</b>	<b>417,204</b>

#### Infrastructure

University valuation 2002	-	827
University valuation 2004	2,866	-
Independent valuation 2003	-	54,881
Independent valuation 2004	55,731	-
	58,597	55,708
Less accumulated depreciation	(3,206)	(2,721)
<b>Total infrastructure</b>	<b>55,391</b>	<b>52,987</b>

#### Buildings and infrastructure under construction

Construction costs	47,522	24,980
<b>Total land and buildings</b>	<b>722,378</b>	<b>586,378</b>

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

## Notes to the Financial Statements for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>Library collections</b>		
Library collections – at cost	55,918	52,945
Independent valuation 1999	-	553
Independent valuation 2004	789	-
	<u>56,707</u>	<u>53,498</u>
Less accumulated depreciation	(12,677)	(8,873)
<b>Total library collections</b>	<b>44,030</b>	<b>44,625</b>
<b>Artworks</b>		
University valuation 2002	-	436
University valuation 2003	-	98
University valuation 2004	898	-
Independent valuation 1999	-	1,759
Independent valuation 2004	2,281	-
<b>Total artworks</b>	<b>3,179</b>	<b>2,293</b>
<b>Plant and equipment</b>		
Plant and equipment – at cost	136,842	128,960
Less accumulated depreciation	(83,563)	(74,911)
<b>Total plant and equipment</b>	<b>53,279</b>	<b>54,049</b>
<b>Total property, plant and equipment</b>	<b>822,866</b>	<b>687,345</b>
<b>21. Intangible assets</b>		
Intangible assets - at cost	28,111	24,611
Less accumulated amortisation	(7,653)	(5,602)
<b>Total intangible assets</b>	<b>20,458</b>	<b>19,009</b>
<b>22. Premium on leased property</b>		
<b>Premium on leasehold land</b>		
Leasehold land - at fair value	3,500	3,500
Less accumulated amortisation	(144)	(112)
<b>Total premium on leasehold land</b>	<b>3,356</b>	<b>3,388</b>
<b>Premium on leasehold buildings</b>		
Leasehold buildings – at fair value	4,000	4,000
Less accumulated amortisation	(164)	(128)
<b>Total premium on leasehold buildings</b>	<b>3,836</b>	<b>3,872</b>
<b>Total premium on leased land and buildings</b>	<b>7,192</b>	<b>7,260</b>

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

**23. Property, plant and equipment and intangibles**

Movement of carrying amounts for each class of property, plant and equipment and intangibles between the beginning and end of the reporting period

	Freehold land \$'000	Buildings \$'000	Infrastructure \$'000	Library \$'000	Artworks \$'000	Plant and equipment \$'000	Infrastructure and buildings under construction \$'000	Intangible assets \$'000	Premium on leased land \$'000	Premium on leased buildings \$'000	Total \$'000
Carrying amount at 1 January 2004	91,207	417,204	52,987	44,625	2,293	54,049	24,980	19,009	3,388	3,872	713,614
Additions	-	35,390	337	2,845	60	15,995	22,542	3,500	-	-	80,669
Disposals	-	(184)	-	-	-	(2,165)	-	-	-	-	(2,349)
Revaluation increments(decrements)	28,138	59,837	4,289	1,059	826	-	-	-	-	-	94,149
Depreciation/ amortisation expense	-	(12,127)	(2,222)	(4,499)	-	(14,600)	-	(2,051)	(32)	(36)	(35,567)
<b>Carrying amount at 31 December 2004</b>	<b>119,345</b>	<b>500,120</b>	<b>55,391</b>	<b>44,030</b>	<b>3,179</b>	<b>53,279</b>	<b>47,522</b>	<b>20,458</b>	<b>3,356</b>	<b>3,836</b>	<b>850,516</b>

# Financial statements

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>24. Other non-financial assets</b>		
<b>Current</b>		
Prepayments	3,365	1,538
<b>Total current other non-financial assets</b>	<b>3,365</b>	<b>1,538</b>
<b>25. Payables</b>		
<b>Current</b>		
Trade creditors	9,617	6,523
Accrued expenditure	4,095	1,233
Funds held on behalf of other bodies	1,811	6,830
Payroll accruals	4,063	4,451
Total current payables	19,586	19,037
<b>Non-current</b>		
Accrued expenditure	1,714	-
Total non-current payables	1,714	-
<b>Total payables</b>	<b>21,300</b>	<b>19,037</b>
<b>26. Interest bearing liabilities</b>		
<b>Current</b>		
Secured		
QTC loan	71	71
Total current secured interest bearing liabilities	71	71
Unsecured		
QTC loans	4,472	3,167
Total current unsecured interest bearing liabilities	4,472	3,167
Total current interest bearing liabilities	4,543	3,238
<b>Non-current</b>		
Secured		
QTC loan	141	212
Total non-current secured interest bearing liabilities	141	212
Unsecured		
QTC loans	29,446	34,931
Total non-current unsecured interest bearing liabilities	29,446	34,931
Total non-current interest bearing liabilities	29,587	35,143
<b>Total interest bearing liabilities</b>	<b>34,130</b>	<b>38,381</b>

The Queensland Treasury Corporation loan facility includes an interest free loan of \$848,000, established in 1993, which is secured by a charge over a Nuclear Resonance Spectrometer held by the University. The balance owing at the end of 2004 is \$212,000. A further loan of \$25,000,000 was taken out in 2001 to cover increased capital expenditure, with a further \$16,800,000 taken out in 2003 to cover specific capital expansion. No loans were taken in 2004. The University has \$10 million overdraft/short term funding facility approved by the Office of Higher Education. At this time no funds have been drawn down from this facility.

## Financial Statements as at 31 December 2004

Griffith University

### Notes to the Financial Statements for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>27. Provisions</b>		
<b>Current</b>		
Long service leave	2,159	2,428
Annual leave	17,379	17,656
Severance pay – HECE Award	1,198	1,530
Other	33	32
<b>Total current provisions</b>	<b>20,769</b>	<b>21,646</b>
<b>Non-current</b>		
Long service leave	27,278	25,188
<b>Total non-current provisions</b>	<b>27,278</b>	<b>25,188</b>
<b>Total provisions</b>	<b>48,047</b>	<b>46,834</b>
<b>28. Other liabilities</b>		
<b>Current</b>		
Unearned revenue	13,908	8,413
Unclaimed receipts	9	8
Accrued liabilities	291	297
<b>Total current liabilities</b>	<b>14,208</b>	<b>8,718</b>
<b>Total other liabilities</b>	<b>14,208</b>	<b>8,718</b>
<b>29. Reserves and retained surplus</b>		
<b>(a) Reserves</b>		
Asset revaluation reserves	335,175	241,026
General reserves	19,491	19,746
<b>Total reserves</b>	<b>354,666</b>	<b>260,772</b>
<b>Reserve movements:</b>		
<b>General reserves</b>		
General reserve balance 1 January 2004	19,746	19,719
Transfers from accumulated funds	2,522	741
Transfers to accumulated funds	(2,777)	(714)
<b>Balance 31 December 2004</b>	<b>19,491</b>	<b>19,746</b>
<b>Asset revaluation reserve</b>		
Asset revaluation reserve balance 1 January 2004	241,026	332,089
Revaluation of land	28,138	-
Revaluation of buildings	59,837	(94,684)
Revaluation of libraries	1,059	(119)
Revaluation of artworks	826	-
Revaluation of infrastructure	4,289	3,740
<b>Balance 31 December 2004</b>	<b>335,175</b>	<b>241,026</b>
<b>(b) Retained surplus</b>		
Retained surplus at the beginning of the year	432,238	414,822
Operating result from ordinary activities after income tax	(5,327)	8,490
<b>Total retained surplus from operating activities</b>	<b>426,911</b>	<b>423,312</b>

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

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

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

General reserves represent amounts retained from University funds for future equipment and capital expenditure.

**30. Financial instruments**

**(a) Terms, conditions and accounting policies**

The University's accounting policies, including the terms and conditions of each class of financial asset and financial liability, both recognised and unrecognised at the balance date, are as follows:

Recognised financial instruments	Financial position notes	Accounting policies	Terms and conditions
<i>(i) Financial assets</i>			
Receivables	18	Receivables are 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.
Bank securities	17	Bank securities are stated at book value. Interest is recognised in the Statement of Financial Performance when earned and accrued as at balance date.	Funds are available at call. Effective average interest rate is 5.70%
Managed funds	17, 19	Managed funds are stated at market value. Interest is recognised in the Statement of Financial Performance when earned and accrued as at balance date.	Funds are available at call. Effective average interest rate is 7.88%.
<i>(ii) Financial liabilities</i>			
Payables and accruals	25, 28	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the University.	Trade liabilities are normally settled 30 days from statement.
Interest bearing liabilities	26	Interest bearing liabilities are carried at principal amounts. Interest is expensed in the Statement of Financial Performance as incurred and accrued as at balance date	Interest bearing liabilities relate to loans from QTC and State Development. Interest is charged quarterly at the commercial borrowing rate. The QTC loan amounting to \$212,000 in respect of a spectrometer does not incur interest.

**(b) Credit risk exposures**

The credit risk on financial assets of the University, 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 exposures

The University's exposure to interest rate risk and the effective weighted average interest rate by maturity periods is set out in the following table.

Exposures arise predominantly from assets and liabilities bearing variable interest rates as the university intends to hold fixed rate assets and liabilities to maturity.

2004	Notes	Floating interest rate \$'000	Fixed interest maturing in:			Non- interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
<b>Financial assets</b>							
Cash	17	2,735	-	-	-	-	2,735
Managed funds	17	-	23,755	-	-	-	23,755
Short term deposits	17	-	-	-	-	-	-
Receivables	18	-	-	-	-	9,855	9,855
Other financial assets	19	-	5,974	-	-	2,526	8,500
		<b>2,735</b>	<b>29,729</b>	-	-	<b>12,381</b>	<b>44,845</b>
Weighted average interest rate		4.78%	7.88%				
<b>Financial liabilities</b>							
Trade and other creditors	25	-	-	-	-	21,300	21,300
Interest bearing liabilities	26	-	4,472	19,241	10,204	212	34,130
Accrued liability	28	-	-	-	-	291	291
		-	<b>4,472</b>	<b>19,241</b>	<b>10,204</b>	<b>21,803</b>	<b>55,721</b>
Weighted average interest rate			5.31%	5.31%	5.31%		
Net financial assets (liabilities)		2,735	25,257	(19,241)	(10,204)	(9,422)	(10,876)

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

The following table details the economic entity's exposure to interest rate risk as at the 31 December 2003:

2003	Note	Floating interest rate \$'000	Fixed interest maturing in:			Non-interest bearing \$'000	Total \$'000
			1 year or less \$'000	Over 1 to 5 years \$'000	More than 5 years \$'000		
<b>Financial assets</b>							
Cash	17	10,477	-	-	-	-	10,477
Managed funds	17	-	32,738	-	-	-	32,738
Bank securities	17	-	30,000	-	-	-	30,000
Receivables	18	-	-	-	-	9,584	9,584
Other financial assets	19	-	5,104	-	-	2,164	7,268
		<b>10,477</b>	<b>67,842</b>	<b>-</b>	<b>-</b>	<b>11,748</b>	<b>90,067</b>
Weighted average interest rate		4.75%	5.56%				
<b>Financial liabilities</b>							
Trade and other creditors	25	-	-	-	-	19,037	19,037
Interest bearing liabilities	26	-	3,167	15,493	19,438	283	38,381
Accrued liability	28	-	-	-	-	297	297
		<b>-</b>	<b>3,167</b>	<b>15,493</b>	<b>19,438</b>	<b>19,617</b>	<b>57,715</b>
Weighted average interest rate			5.33%	5.33%	5.33%		
Net financial assets (liabilities)		10,477	64,675	(15,493)	(19,438)	(7,869)	32,352

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

(d) Net fair values of financial assets and liabilities

On-balance sheet

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities of the university 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.

Equity investments held by the University are not traded in an organised market, and are therefore valued at cost, unless information about the underlying value of net assets is available to permit the fair value to be determined.

	2004		2003	
	Carrying amount \$'000	Net fair value \$'000	Carrying amount \$'000	Net fair value \$'000
<b>On-balance sheet financial instruments</b>				
<i>Financial assets</i>				
Cash	2,735	2,735	10,477	10,477
Trade debtors	9,855	9,855	9,584	9,584
Managed funds	29,729	29,729	37,842	37,842
Bank securities	-	-	30,000	30,000
Unit trust	138	138	22	22
Shares in other corporations	2,388	2,388	2,142	2,142
<b>Non-traded financial assets</b>	<b>44,845</b>	<b>44,845</b>	<b>90,067</b>	<b>90,067</b>
<b>Financial liabilities</b>				
Trade creditors	21,300	21,300	19,037	19,037
Accrued liability	291	291	297	297
Interest bearing liabilities	34,130	34,130	38,381	38,381
<b>Non-traded financial liabilities</b>	<b>55,721</b>	<b>55,721</b>	<b>57,715</b>	<b>57,715</b>

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

## 31. Responsible persons and executive officers

### (a) Names of responsible persons and executive officers

The following persons were Council members during the financial year 2004:

1 January 2004 – 4 May 2004	David Lafferty
1 January 2004 – 8 July 2004	Anthony Coates *
2 February 2004 – 31 December 2004	Debbie Best
4 May 2004 – 31 December 2004	Karen Guest *
9 July 2004 – 31 December 2004	John Swinton *
1 January 2004 – 31 December 2004	Leneen Forde AC
	Professor Glyn Davis AC *
	Ian Alderdice
	Lesley Englert
	Mark Gray
	Rachel Hunter
	The Honourable Justice Margaret McMurdo
	Garry Redlich
	Henry Smerdon
	Karen Struthers
	Professor David Burch*
	Dr Stephen Stockwell *
	Associate Professor Robyn Zevenbergen *
	Dr Clare Minahan *
	Regina Gockel
	Abraham Gubler
	Kaye Dillon *
	Sandra Anderson
	Gary Mortimer
	Alison Steel
	Dr Bob Anderson

### (b) Remuneration of council members and executives

Council members are not remunerated for their services as Council members. Staff members who serve as Council members are remunerated only for their substantive role within the University. Council members, who also serve as staff members are marked by \*.

Income paid or payable to Council members and executives in connection with the management of the University's affairs was \$3,033,202 for 2004 (\$2,412,000 - 2003)

(c) The university did not enter into any transactions, which could be deemed "related party transactions", with responsible persons or executive officers of the university.

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	2004 Number	2003 Number
<b>(c) Remuneration of executive officers</b>		
\$110,000 to \$119,999	-	1
\$130,000 to \$139,999	-	1
\$150,000 to \$159,999	-	2
\$190,000 to \$199,999	-	1
\$200,000 to \$209,999	-	4
\$210,000 to \$219,999	1	-
\$220,000 to \$229,999	-	2
\$230,000 to \$239,999	1	-
\$240,000 to \$249,999	3	-
\$280,000 to \$289,999	3	-
\$300,000 to \$309,999	1	-
\$310,000 to \$319,999	1	-
\$390,000 to \$399,999	-	1
\$460,000 to \$469,999	1	-
	<b>2004</b>	<b>2003</b>
	\$'000	\$'000
<b>32. Remuneration of auditors</b>		
Fees paid to Queensland Audit Office:		
Audit and review of financial reports	150	145
<b>Total remuneration for audit services</b>	<b>150</b>	<b>145</b>
<b>33. Reportable losses</b>		
Individual losses in excess of \$500 each		
Cash losses	-	4
Bad debts	182	47
Property losses	39	271
<b>Total reportable losses</b>	<b>221</b>	<b>322</b>
<b>34. Prescribed special payments</b>		
Ex-gratia	186	303
Extra-contractual	149	81
Out of court settlement	42	7
<b>Total prescribed special payments</b>	<b>377</b>	<b>391</b>

### 35. Contingent assets/liabilities

#### (a) Litigation in progress

The University has a number of cases at varying stages within the legal process, while others are awaiting decision regarding appropriate legal action. The University believes that it would be misleading to estimate the final amounts payable, if any, in respect of the outstanding cases as at 31 December 2004.

#### (b) Outstanding insurance claims

The University has a number of outstanding insurance claims, which are currently being assessed by the University's Insurers. The University believes that it would be misleading to estimate the final amounts recoverable, if any, in respect of the outstanding claims as at 31 December 2004.

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	2004 \$'000	2003 \$'000
<b>36. Commitments for expenditure</b>		
<b>(a) Capital commitments</b>		
Commitments for the acquisition of plant and equipment contracted for at the reporting date but not recognised as liabilities, payable:		
Within one year	9,764	22,409
Later than one year but not later than 5 years	-	754
<b>Total capital commitments</b>	<b>9,764</b>	<b>23,163</b>
<b>(b) Lease commitments</b>		
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, payable:		
Within one year	667	485
Later than one year but not later than 5 years	1,053	712
Later than 5 years	520	-
<b>Total lease commitments</b>	<b>2,240</b>	<b>1,197</b>
<b>(c) Other expenditure commitments</b>		
Commitments for expenditure in existence at the reporting date but not recognised as liabilities, payable:		
Within one year	8,935	10,275
Later than one year but not later than 5 years	3,099	462
Later than 5 years	30	-
<b>Total expenditure commitments</b>	<b>12,064</b>	<b>10,737</b>
<b>(d) Electronic infrastructure commitments</b>		
Commitments for the acquisition of plant and equipment contracted for at the reporting date but not recognised as liabilities, payable:		
Within one year	1,202	4,470
	<b>1,202</b>	<b>4,470</b>

**37. Superannuation Plan**

**(a) UniSuper**

The University contributes to UniSuper (formerly SSAU) under which employees, where applicable, are entitled to defined benefits on retirement, disability, or death. The fund provides defined lump sum benefits based on years of service and final average salary.

Employees contribute to the plan at 7% of their wages and salaries. The University contributes to the plan at the rate of 17% of the employees' salaries and wages.

Actuarial assessments of the fund are made at no more than 3 year intervals. The most recent actuarial assessment of the Plan was completed on 16 May 2003 and was conducted as at 31 December 2002 by Mr Grant Harslett (FIA, FIAA) of Towers Perrin.

The accrued benefits and plan assets attributable to Griffith University based on the last actuarial assessment and the financial report of the Fund for the year ended 30 June 2004 are set out below:

Present value of the employees' accrued benefits	124,129	102,851
Net market value of assets held by the fund to meet future benefit payments	139,712	108,464
Excess of the present value of employees' accrued benefits over assets held to meet future benefit payments	15,583	5,613
Vested benefits	144,299	123,089

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

(b) QSuper

The University contributes to QSuper, under which employees, where applicable, are entitled to defined benefits on retirement, disability or death. The fund provides defined lump sum benefits based on years of service and final average salary.

Employer contributions are determined by the Treasurer of Queensland, based on advice received from the State Actuary. These contributions are accumulated in a reserve in the Consolidated Fund, which is specifically maintained to finance the State's future liability for the employer component of all benefits.

As defined benefits become payable, the full cost is met by the State Public Sector Superannuation Fund, with the Consolidated Fund contributing the employers' share of the benefits.

No liability is recognised for accruing superannuation benefits in the financial statements of QSuper, the liability being held on a whole-of –Government basis and reported in the whole of Government financial report prepared pursuant to AAS31 – Financial Reporting by Governments.

This split funding arrangement results in the difference between net assets available to pay benefits, drawn from the Financial Statements of QSuper, and the value of accrued benefits and vested benefits attributed to QSuper members, as at the respective measurement dates.

The last actuarial review of the fund was conducted as at 30 June 2001 by the State Actuary, Mr. W H Cannon BSC (Hons) FIAA.

Present value of the employees' accrued benefits	19,195,855	19,195,855
Net market value of assets held by the fund to meet future benefit payments	12,981,116	9,730,156
Excess of the present value of employees' accrued benefits over assets held to meet future benefit payments	(6,214,739)	(9,465,699)
Vested benefits	25,980,462	22,672,499

38. Investments in controlled entities

Name of entity	Principal activities	Country of incorporation	Ownership interest		Net equity		Total revenue		Operating results		Contribution to operating results	
			2004	2003	2004	2003	2004	2003	2004	2003	2004	2003
Griffith Medical Research Institute Ltd	Research	Australia	100%	100%	-	-	-	-	-	-	-	-

39. Events occurring after reporting date

A review of events after the reporting date has not identified any issues, which would materially affect the information disclosed in the Statement of Financial Performance or the Statement of Financial Position.

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

	Notes	2004 \$'000	2003 \$'000
<b>40. Reconciliation of operating result from ordinary activities after income tax to net cash inflow from operating activities</b>			
Operating result from ordinary activities after related income tax		(5,327)	8,490
Depreciation and amortisation		35,568	36,840
Net (gain) loss on sale of non-current assets	15	676	(132)
Net foreign exchange differences		(39)	333
QIC market value adjustment		405	(315)
Capital donations		(636)	(897)
Change in operating assets and liabilities			
Decrease (increase) in receivables		(2,928)	(1,551)
Decrease (increase) in inventories		(29)	(121)
Decrease (increase) in other financial assets		(970)	(219)
(Decrease) increase in payables		7,924	2,243
(Decrease) increase in provisions for employee entitlements		1,213	6,231
(Decrease) increase in provision for doubtful debts		595	1,183
<b>Net cash inflow (outflow) from operating activities</b>		<b>36,452</b>	<b>52,083</b>
<b>41. Expenditure on external consultants</b>			
Management		38	49
Human resource management		174	122
Information technology		927	589
Communications		13	14
Finance and accounting		148	68
Professional/technical		7,024	7,416
		<b>8,324</b>	<b>8,258</b>

42. Acquittal of Commonwealth Government financial assistance

42.1 DEST – Teaching and Learning

	Operating Grant		Capital Development Pool		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance received in CASH during the reporting (total cash received from the Commonwealth for the Programmes)	102,877	103,059	-	2,614	102,877	105,673
Net accrual adjustments	-	-	-	-	-	-
Revenue for the period	102,877	103,059	-	2,614	102,877	105,673
Surplus (deficit) from the previous year	-	-	-	-	-	-
Total revenue including accrued revenue	102,877	103,059	-	2,614	102,877	105,673
Less expenses including accrued expenses	102,877	103,059	-	2,614	102,877	105,673
Surplus (deficit) for reporting period	-	-	-	-	-	-

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

## 42.2 HECS and other Commonwealth Loan Programmes

	HECS (Commonwealth payments only)		PELS		BOTPLS		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)	59,517	67,458	6,116	5,638	6	-	65,639	73,096
Net accrual adjustments	-	-	-	-	-	-	-	-
Revenue for the period	59,517	67,458	6,116	5,638	6	-	65,639	73,096
Surplus (deficit) from the previous year	-	-	-	-	-	-	-	-
Total revenue including accrued revenue	59,517	67,458	6,116	5,638	6	-	65,639	73,096
Loss expenses including accrued expenses	59,517	67,458	6,116	5,638	6	-	65,639	73,096
Surplus (deficit) for reporting period	-	-	-	-	-	-	-	-

Financial assistance in CASH during the reporting period (total cash received from the Commonwealth for the Programmes)

Net accrual adjustments

Revenue for the period

Surplus (deficit) from the previous year

Total revenue including accrued revenue

Loss expenses including accrued expenses

Surplus (deficit) for reporting period

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

42.3 Scholarships

	Australian Postgraduate Awards Pre-2002		Australian Postgraduate Awards Post-2002		International Postgraduate Research Scholarship		Commonwealth Education Cost Scholarships		Commonwealth Accommodation Scholarships		Total	
	2004 \$'000	2003 \$'000	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)	305	818	1,730	1,174	356	277	218	-	520	-	3,129	2,269
Net accrual adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Revenue for the Period	305	818	1,730	1,174	356	277	218	-	520	-	3,129	2,269
Surplus (deficit) from the previous year	(214)	(56)	131	76	9	-	-	-	-	-	(74)	20
Total revenue including accrued revenue	91	762	1,861	1,250	365	277	218	-	520	-	3,055	2,289
Less expenses including accrued expenses	429	976	1,647	1,119	312	268	220	-	513	-	3,121	2,363
Surplus (deficit) for reporting period	(338)	(214)	214	131	53	9	(2)	-	7	-	(66)	(74)

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

## 42.4 DEST Research

Institutional Grants Scheme		Research Training Scheme		Small Research		Research Infrastructure Block Grants		Total	
2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
5,997	6,138	11,000	11,981	-	-	2,408	2,210	19,405	20,329
-	-	-	-	-	-	-	-	-	-
5,997	6,138	11,000	11,981	-	-	2,408	2,210	19,405	20,329
-	-	-	-	15	42	-	-	15	42
5,997	6,138	11,000	11,981	15	42	2,408	2,210	19,420	20,371
5,997	6,138	11,000	11,981	3	27	2,408	2,210	19,408	20,356
-	-	-	-	12	15	-	-	12	15

Financial assistance received in CASH during the reporting period (total cash received from the Commonwealth for the programmes)

Net accrual adjustments

Revenue for the Period

Surplus (deficit) from the previous year

Total revenue including accrued revenue

Less expenses including accrued expenses

Surplus (deficit) for reporting period

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

Financial Statements as at 31 December 2004

Griffith University

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

42.5 Australian Research Council grants  
(a) Discovery

	Projects		Fellowships		Federation Fellowships		Indigenous Researchers' Development		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000
Financial assistance in advance (paid during previous reporting period (total cash received from the Commonwealth for the Programmes))	3,520	3,132	99	279	459	273	85	10	4,163	3,694
Net accrual adjustments	-	345	-	21	-	24	-	-	-	390
Revenue for the period	3,520	3,477	99	300	459	297	85	10	4,163	4,084*
Surplus / (deficit) from the previous year	1,576	1,180	155	154	150	245	8	-	1,890	1,579
Total revenue including accrued revenue	5,096	4,657	254	454	609	542	93	10	6,053	5,663
Less expenses including accrued expenses	3,373	3,081	141	298	594	392	77	2	4,185	3,773
Surplus / (deficit) for reporting period	1,723	1,576	113	155	15	150	16	8	1,868	1,890

\* Changes in reporting requirements demand that revenue reported and cash inflow for the financial year reconcile to respective amounts shown in the acquittal of grants note. While these figures can be reconciled for financial years 2004 and beyond, comparative figures prior to 2004 vary by any amounts accrued.

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

Notes to the Financial Statements  
for the Financial Year Ended 31 December 2004

Griffith University

Note 4.2.5 Australian Research Council grants  
(b) Linkages

	Special Research Initiatives		Infrastructure		International		Projects		Research Networks		Linkage – Centres		Total	
	2004 \$'000	2003 \$'000	2004 \$'000	2003 \$'000	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)	110	-	-	(2)	(19)	27	2,066	1,739	150	-	407	366	2,714	2,130
Net accrual adjustments	(110)	110	-	-	-	13	-	95	-	-	-	32	(110)	250
Revenue for the Period	-	110	-	(2)	(19)	40	2,066	1,834	150	-	407	398	2,604	2,380 *
Surplus (deficit) from the previous year	110	-	(2)	-	58	41	366	117	-	-	1	-	533	158
Total revenue including accrued revenue	110	110	(2)	(2)	39	81	2,432	1,951	150	-	408	398	3,137	2,538
Less expenses including accrued expenses	94	-	-	-	24	23	1,875	1,585	-	-	408	397	2,401	2,005
Surplus (deficit) for reporting period	16	110	(2)	(2)	15	58	557	366	150	-	-	1	736	533

\* Changes in reporting requirements demand that revenue reported and cash inflow for the financial year reconcile to respective amounts shown in the acquittal of grants note. While these figures can be reconciled for financial years 2004 and beyond, comparative figures prior to 2004 vary by any amounts accrued.

Due to changes in DEST reporting requirements, comparative amounts do not agree with 2003 certified financial statements.

## INDEPENDENT AUDIT REPORT

To the Council of Griffith University

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

The audit report relates to the financial report of Griffith University for the financial year ended 31 December 2004 included on Griffith University's web site. The Council is responsible for the integrity of the Griffith University 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 Griffith University 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 Griffith University 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 Chancellor, Vice-Chancellor and Director Finance and Business Services 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 s46G 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 Griffith University 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

All overseas travel for 2004 is reported below, according to each academic group of the university, as well as administrative and academic support elements. Each entry provides the name and position of the traveller, plus the destination, purpose, number of days and cost of the trip.

## Arts and Education

### Faculty of Arts

#### Dean of Arts

Prof L. Ferrer (Dean): Spain, special duties/conference, 11 days, \$7,330

#### School of Arts

Dr M. Foster (Lect.): Europe, ASP, 93 days, \$6,080  
 Mr J. Keane (Lect.): USA, conference, 28 days, \$5,945  
 A/Prof N. Krauth (A/Prof.): Europe, ASP, 97 days, \$4,097  
 Dr P. Wise (Res. Fell.): England, conference/research, 8 days, \$2,325; England, conference/research, 16 days, \$6,361

#### School of Arts, Media and Culture

Dr M. Alexander (S. Lect.): Germany, conference, 5 days, \$3,626; Japan, conference, 4 days, \$1,980  
 Dr B. Buchan (Lect.): USA, conference/research, 7 days, \$936  
 A/Prof P. Buckridge (A/Prof.): New Zealand, conference, 13 days, \$535  
 Dr D. De Giustino (S. Lect.): USA, ASP, 286 days, \$2,118  
 Dr D. Ellison (Lect.): England, research, 16 days, \$1,635  
 Dr J. Ewart (Lect.): Fiji, conference, 7 days, \$2,967  
 Dr S. Forde (S. Lect.): Fiji, conference, 10 days, \$2,202  
 Dr R. Ganter (S. Lect.): China, conference/research, 10 days, \$1,579  
 Dr B. Goldsmith (Res. Fell.): Europe, conference/research, 40 days, \$7,871  
 A/Prof A. Haebich (A/Prof.): Europe, special duties/conference, 21 days, \$8,086  
 Dr H. Harris (Lect.): USA, conference, 6 days, \$2,463  
 Prof W. Hudson (Prof.): USA, research, 11 days, \$2,839  
 Dr J. Jacobs (S. Lect.): USA, ASP, 16 days, \$11,988; England, ASP, 17 days, \$9,613  
 Dr J. Mandalios (S. Lect.): France, conference/research, 63 days, \$2,071  
 Dr B. McKay (S. Lect.): USA, conference/research, 16 days, \$3,149; USA, conference/research, 21 days, \$1,856; USA, conference/

research, 18 days, \$3,123; USA, special duties, 24 days, \$2,780  
 Dr J. Minson (S. Lect.): USA, special duties, 186 days, \$2,280  
 Dr A. Moran (S. Lect.): England, research, 14 days, \$8,318  
 Dr G. Murray (S. Lect.): USA, conference/research, 29 days, \$7,249  
 Dr F. Paisley (S. Lect.): France, conference/research, 19 days, \$4,897  
 Dr S. Rickson (S. Lect.): Italy, conference/research, 16 days, \$4,476  
 Prof D. Saunders (Prof.): England, research, 30 days, \$2,086; Europe, research, 60 days, \$12,805  
 Dr A. Van Fossen (S. Lect.): USA, research, 17 days, \$2,000  
 Dr I. Woodward (Lect.): USA, conference, 14 days, \$2,648; USA, research, 50 days, \$2,785  
 Prof R. Yeo (Prof.): England, conference/research, 13 days, \$5,613; England, research, 195 days, \$4,433; Europe, conference/research, 30 days, \$3,533

#### School of Criminology and Criminal Justice

Ms M. Bates (S. Lect.): New Zealand, conference, 9 days, \$869  
 Prof K. Daly (Prof.): New Zealand, research, 18 days, \$3,283; England, ASP, 94 days, \$3,012  
 Dr S. Dennison (Lect.): New Zealand, conference/research, 6 days, \$2,551  
 Ms D. Green (Res. Ass.): New Zealand, research, 8 days, \$1,374  
 Dr H. Hayes (S. Lect.): USA, research, 26 days, \$2,408; New Zealand, conference, 3 days, \$521  
 Prof R. Homel (Prof.): New Zealand, conference, 13 days, \$1,107  
 A/Prof L. Mazerolle (A/Prof.): New Zealand, conference, 5 days, \$863  
 Ms J. Ransley (S. Lect.): Europe, conference, 6 days, \$5,990; New Zealand, conference, 5 days, \$411  
 Dr S. Smallbone (S. Lect.): New Zealand, ASP, 5 days, \$1,379; England, conference/research, 10 days, \$2,572  
 Dr A. Stewart (S. Lect.): New Zealand, conference, 4 days, \$583  
 A/Prof R. Wortley (A/Prof.): New Zealand, conference, 6 days, \$1,184

#### School of Languages and Linguistics

Ms S. Anderson (Lect.): Japan, ASP, 40 days, \$1,630  
 Dr D. Cao (S. Lect.): Europe, conference/research, 15 days, \$3,824  
 Ms T. Imura (A/Lect.): Japan, conference, 10 days, \$1,604  
 Dr J. Jorgensen (Dep.Head of School): Korea, research, 58 days, \$9,475

Ms C. Poyatos-Matas (Lect.): Malaysia, conference, 8 days, \$1,705; Europe, ASP, 107 days, \$1,397  
 Dr K. Seo (Lect.): USA, ASP, 25 days, \$2,924; Japan, ASP, 18 days, \$765  
 Ms S. Thompson (Co-ordinator): Thailand, special duties, 15 days, \$1,919  
 Dr C. Tsurutani (Lect.): Japan, research, 13 days, \$1,358; Japan, conference, 6 days, \$2,455  
 Dr H. Wilcock (S. Lect.): Korea, conference, 4 days, \$1,906

#### Griffith Film School

Dr D. Beattie (Lect.): USA, conference, 7 days, \$3,360  
 Prof I. Lang (Head of School): China, conference, 5 days, \$1,620; England, conference, 8 days, \$2,882  
 Mr N. Oughton (Convenor): Argentina, official business, 14 days, \$4,014

#### Centre for Applied Language, Literacy and Communication Studies

Ms S. Bridges (Res. Fell.): Hong Kong, conference/research, 13 days, \$1,326; Japan, conference, 8 days, \$1,185

#### Key Centre for Ethics, Law, Justice and Governance

Dr V. Berry (Res. Fell.): Europe, Europe, 21 days, \$4,017  
 Dr K. Freiberg (S. Res. Fell.): New Zealand, conference, 13 days, \$438  
 Dr R. Lui (Res. Ass.): Turkey, conference, 17 days, \$5,975; China, research, 9 days, \$2,355  
 Ms S. Rayment (Res. Ass.): New Zealand, conference, 4 days, \$755  
 Dr T. Round (Res. Fell.): USA, conference, 5 days, \$2,305  
 Prof C. Sampford (Dir.): Canada, conference/research, 12 days, \$8,525; Europe, conference/research, 13 days, \$9,110; Europe, conference/research, 28 days, \$6,505; USA, conference/research, 16 days, \$14,661  
 Dr A. Shacklock (S. Res. Fell.): USA, conference, 7 days, \$5,136; Turkey, conference, 12 days, \$2,655; New Zealand, conference, 4 days, \$1,101; Europe, conference/research, 21 days, \$3,726

### Faculty of Education

#### Dean of Education

Prof N. Dempster (Lect.): New Zealand, conference, 3 days, \$1,471

#### School of Cognition, Language and Special Education

A/Prof B. Bartlett (Head of School): India, special duties, 12 days, \$6,072

Dr G. Birch (S. Lect.): Hong Kong, special duties, 4 days, \$2,782  
 Mr G. Booker (S. Lect.): Sweden, conference, 7 days, \$1,931  
 Prof J. Cumming (Prof.): Fiji, conference, 5 days, \$912; Europe, conference/research, 22 days, \$3,951; New Zealand, conference, 4 days, \$1,095; USA, conference, 5 days, \$2,150  
 Dr M. Debrenoy-Major (Lect.): Italy, special duties/conference, 10 days, \$803; Germany, special duties/conference, 24 days, \$3,956  
 Mr G. Elias (Lect.): Thailand, conference/research, 8 days, \$2,738  
 Dr M. Fletcher (Lect.): Greece, conference, 3 days, \$3,520  
 A/Prof G. Johnson (A/Prof.): New Zealand, conference, 3 days, \$426; Italy, conference, 15 days, \$1,958  
 Dr J. Kearney (Lect.): Europe, conference, 14 days, \$7,212  
 A/Prof M. Levy (A/Prof.): Germany, conference, 8 days, \$3,193  
 Dr S. Nisbet (S. Lect.): England, conference, 10 days, \$8,443  
 Dr G. Palmer (Lect.): Fiji, conference, 2 days, \$667  
 Dr S. Thomas (S. Lect.): Europe, conference, 14 days, \$3,168  
 Dr A. Tourky (Lect.): Italy, conference, 9 days, \$2,890  
 A/Prof C. Wyatt-Smith (A/Prof.): USA, conference, 8 days, \$9,559; Europe, conference, 12 days, \$1,062

## School of Curriculum, Teaching and Learning

Mr W. Muller (Lect.): England, special duties, 18 days, \$11,603; Canada, special duties, 18 days, \$5,241  
 Dr C. Sim (S. Lect.): England, conference, 30 days, \$3,364  
 Dr R. Swindell (S. Lect.): China, conference, 5 days, \$1,698  
 A/Prof P. Thomas (A/Prof.): England, ASP, 36 days, \$9,513  
 Dr G. Watson (Head of School): Europe, conference, 13 days, \$4,746

## School of Education and Professional Studies

Dr M. Cooper (Dir.): Europe, conference, 7 days, \$4,001  
 Dr A. Edwards (S. Lect.): Europe, conference, 11 days, \$3,994  
 Dr G. Finger (Lect.): Canada, ASP, 16 days, \$3,930  
 Dr J. Freiberg (Lect.): England, research, 12 days, \$5,326  
 Dr D. Heck (Lect.): England, ASP, 46 days, \$15,514  
 Dr E. Hirst (Lect.): England, conference, 8 days, \$2,327

Prof M. Hyde (Prof.): Europe, conference, 8 days, \$6,918  
 A/Prof D. Jones (Adj. A/Prof.): Canada, special duties, 15 days, \$7,319; Canada, marketing, 18 days, \$10,615  
 Ms R. Obexer (Mgr.): Hong Kong, conference, 4 days, \$2,192  
 Prof D. Power (Emiritis Prof.): Europe, conference, 9 days, \$1,796  
 A/Prof N. Russell (A/Prof.): Europe, conference, 8 days, \$8,101; Europe, ASP, 102 days, \$2,731  
 Dr J. Skinner (Lect.): Europe, conference, 11 days, \$4,744  
 Mr J. Stir (Lect.): USA, conference, 5 days, \$3,315  
 Dr S. Thorpe (Lect.): USA, conference, 6 days, \$3,423; England, special duties, 16 days, \$6,335; Canada, special duties, 11 days, \$2,759  
 A/Prof R. Zevenbergen (Dep. Dir.): Europe, ASP, 17 days, \$4,247; Europe, conference, 8 days, \$5,060; USA, ASP, 13 days, \$10,175

## School of Vocational, Technology and Arts Education

Dr R. Bagnall (Head of String): USA, conference, 7 days, \$4,312  
 A/Prof S. Billett (A/Prof.): Germany, conference, 10 days, \$1,760; Europe, conference, 13 days, \$2,733; Canada, ASP, 41 days, \$7,656; Europe, conference/research, 5 days, \$1,065; New Zealand, special duties, 3 days, \$573  
 Dr P. Bundy (S. Lect.): Canada, conference, 13 days, \$3,078; Hong Kong, special duties, 6 days, \$3,080  
 A/Prof B. Burton (S. Lect.): England, ASP, 151 days, \$5,471  
 Dr K. Hartwig (Lect.): Canada, conference, 15 days, \$4,127  
 Dr C. Kanes (S. Lect.): England, research, 14 days, \$3,569  
 Dr C. McKavanagh (S. Lect.): USA, conference, 9 days, \$1,791; Malaysia, conference, 12 days, \$2,705  
 Dr H. Miccleton (S. Lect.): Europe, conference/research, 31 days, \$2,863; USA, conference/research, 12 days, \$3,224; Europe, research, 14 days, \$5,781  
 Prof J. O'Toole (Prof.): Hong Kong, special duties, 6 days, \$3,316; Malaysia, conference, 8 days, \$2,158; Canada, conference/research, 20 days, \$3,805  
 Dr M. Pavlova (S. Lect.): Russia, conference/research, 34 days, \$3,483  
 Dr J. Searle (S. Lect.): England, conference, 3 days, \$3,024  
 Prof J. Stevenson (Prof.): Germany, research, 9 days, \$2,066; Europe, conference, 18 days, \$6,775

## Queensland College of Art

Dr P. Ahrens (Res.): New Caledonia, research, 15 days, \$1,221  
 Ms C. Bennett (Lect.): Japan, special duties, 12 days, \$4,828  
 Mr R. Blundell (Dep. Dir.): China, special duties, 10 days, \$1,847  
 Mr K. Bradbury (Dep. Dir.): Europe, conference/research, 22 days, \$5,054  
 Prof M. Bramley-Moore (Dir.): China, special duties, 9 days, \$1,847; England, special duties, 23 days, \$11,187  
 Mr E. Bridger (Dep. Dir.): USA, special duties, 14 days, \$2,574  
 Mr S. Di Mauro (Lect.): Japan, conference, 8 days, \$2,795  
 A/Prof P. Hoffie (A/Prof.): Thailand, official business, 4 days, \$710  
 Mr P. Jolly (Dep. Dir.): Czechoslovakia, special duties, 22 days, \$9,405; Sweden, special duties, 20 days, \$5,214  
 Dr J. McDowall (S. Lect.): England, conference/research, 21 days, \$7,054

## Queensland Conservatorium

Mr J. Byzantine (S. Lect.): Asia, marketing, 6 days, \$2,583; Malaysia, official business, 10 days, \$5,874  
 Ms S. Clem (Mgr.): Singapore, official business, 5 days, \$2,208; Europe, conference/research, 18 days, \$3,246  
 Mr J. Coulter (Music Technology): France, official business, 8 days, \$2,055; New Zealand, research, 5 days, \$899  
 Mr M. Hitchcock (Lect.): USA, conference, 13 days, \$2,274  
 Mr R. Hultgren (Head of Pre-Tertiary Studies): USA, conference/special duties, 23 days, \$3,101; Singapore, official business, 5 days, \$1,924  
 Mr D. Lebler (Lect.): Spain, conference, 12 days, \$3,166  
 Mr S. Lipman (Lect.): Europe, special duties, 9 days, \$500  
 Mr P. Luff (Head of Brass): England, special duties, 10 days, \$5,030  
 Prof P. Roennfeldt (Dir.): China, official business, 6 days, \$3,129  
 A/Prof H. Schippers (A/Prof.): Spain, special duties, 5 days, \$6,489  
 Mr M. Stocker (S. Lect.): Vietnam, conference, 17 days, \$2,109  
 Mr F. Williams (S. Lect.): Europe, research, 26 days, \$2,459; China, special duties, 5 days, \$2,420

## Gumurrii Centre

Ms S. Gould (Finance Ass.): New Zealand, conference, 5 days, \$2,474  
 A/Prof B. Roberson (Dir.): New Zealand, conference, 5 days, \$554

## Business and Law

### Pro-Vice Chancellor (Business and Law)

Prof J. Dewar (Pro-Vice Chancellor): USA, official business, 6 days, \$8,709; USA, special duties, 6 days, \$11,258

### Griffith Business School

Prof G. Bamber (A/Dean): New Zealand, conference/research, 7 days, \$1,172; USA, ASP, 7 days, \$1,477; England, conference/research, 21 days, \$10,282; Europe, research, 28 days, \$8,506; Europe, conference, 16 days, \$9,272

Prof L. Fulop (A/Dean): New Zealand, conference, 6 days, \$1,534

Prof W. Shepherd (A/Dean): Hong Kong, conference, 4 days, \$2,791

Prof A. Shulman (Dir.): USA, conference/research, 10 days, \$3,090; USA, conference, 12 days, \$12,441; Hong Kong, conference, 4 days, \$607

### Department of Accounting, Finance and Economics

Dr R. Alagiah (Lect.): USA, conference, 8 days, \$3,563

Dr P. Auveung (S. Lect.): Japan, conference, 5 days, \$2,650; China, special duties, 10 days, \$1,827; Japan, conference, 5 days, \$1,398

Dr J. Bandaralage (S. Lect.): India, ASP, 30 days, \$1,975; Sri Lanka, conference/research, 11 days, \$2,000

Ms T. Brackin (A/Lect.): New Zealand, conference, 17 days, \$411

Dr M. Brimble (S. Lect.): India, special duties, 17 days, \$6,995; New Zealand, research, 8 days, \$2,047

Mr R. Dagwell (S. Lect.): Europe, conference, 12 days, \$6,733

Ms D. Delaney (A/Lect.): Singapore, conference, 5 days, \$2,017

A/Prof M. Dempsey (Dep. Head): England, conference, 5 days, \$2,724

Dr J. Forster (S. Lect.): China, consultancy, 11 days, \$2,674

Mr B. Freudenberg (Lect.): New Zealand, conference, 6 days, \$551

Prof A. Hodgson (Prof.): Canada, ASP, 52 days, \$14,677; Europe, conference, 21 days, \$4,549

Mr G. Hooj (A/Lect.): Singapore, conference, 6 days, \$2,080

Dr A. Huang (S. Lect.): Japan, special duties, 5 days, \$1,272; China, special duties, 5 days, \$2,247; Japan, research, 6 days, \$3,642

Prof E. Iselin (Prof.): Europe, conference, 9 days, \$3,404

Dr C. Lambert (S. Lect.): Asia, conference, 5 days, \$3,326

Ms L. McManus (Lect.): Singapore, conference, 6 days, \$1,919

Prof L. Mia (Prof.): Indonesia, ASP, 47 days, \$11,571

Mr P. Narayan (S. Lect.): South Pacific, research, 41 days, \$1,222

Prof T. Nguyer (Prof.): Vietnam, special duties, 9 days, \$1,529; Singapore, research, 4 days, \$1,380; China, research, 10 days, \$1,687

Dr E. Roca (S. Lect.): Europe, research, 64 days, \$2,568; England, conference, 10 days, \$5,006

A/Prof S. Selvanathan (A/Prof.): India, ASP, 41 days, \$2,214; India, conference/research, 51 days, \$1,968

Dr N. Subramaniam (S. Lect.): Malaysia, special duties, 5 days, \$1,176; Malaysia, special duties, 4 days, \$719; Malaysia, conference, 9 days, \$5,575; Malaysia, ASP, 26 days, \$7,526

Dr T. Suzuki (Res. Fell.): Sri Lanka, conference, 5 days, \$2,421

Dr M. Tahir (Dep. Head of Department): Thailand, conference, 3 days, \$4,683

Ms N. Vecchio (A/Lect.): Italy, ASP, 26 days, \$3,571

Ms V. Vyvyan (A/Lect.): England, conference, 11 days, \$2,553

Dr C. Windsor (S. Lect.): Europe, ASP, 110 days, \$2,800

### Department of Industrial Relations

Dr C. Allan (Lect.): New Zealand, ASP, 28 days, \$2,269

Dr M. Barry (S. Lect.): New Zealand, research, 3 days, \$468; New Zealand, conference/research, 6 days, \$1,822

Prof P. Brosnan (Prof.): New Zealand, research, 4 days, \$434; Europe, conference/research, 16 days, \$3,872

Dr R. Loudoun (Lect.): New Zealand, research, 2 days, \$576

Prof D. Peetz (Prof.): USA, conference/research, 29 days, \$2,700; New Zealand, conference, 5 days, \$519; Europe, ASP, 203 days, \$5,032

### Department of International Business and Asian Studies

Mr K. Bennett (Lect.): Europe, official business, 15 days, \$3,926; Singapore, special duties, 15 days, \$3,903

A/Prof W. Case (A/Prof.): USA, conference, 7 days, \$2,948; Indonesia, research, 9 days, \$1,062; Singapore, research, 15 days, \$1,384; USA, conference, 8 days, \$3,294; Malaysia, research, 22 days, \$4,327; Thailand, research, 22 days, \$2,117

A/Prof L. Crissman (A/Prof.): England, conference, 23 days, \$2,759; Asia, research, 27 days, \$1,865; Thailand, conference, 8 days, \$774; USA, conference, 7 days, \$701

Dr L. Crump (Lect.): Europe, ASP, 10 days, \$4,616; USA, ASP/conference, 31 days, \$2,459; USA, research, 6 days, \$1,300

A/Prof M. Farquhar (A/Prof.): China, research, 31 days, \$9,683

Dr G. Ge (Lect.): Hong Kong, research, 36 days, \$2,704

Dr M. Hossain (S. Lect.): China, special duties, 20 days, \$2,691; India, research, 14 days, \$3,057; Europe, conference/research, 15 days, \$3,561; China, official business, 18 days, \$7,287

Dr J. Howell (S. Lect.): Indonesia, conference/research, 19 days, \$1,044; Indonesia, research, 14 days, \$5,915

Prof N. Knight (Prof.): China, official business, 22 days, \$2,960

Prof Y. Kwon (Prof.): Europe, conference/research, 27 days, \$5,335; Korea, special duties/research, 25 days, \$1,512; Canada, special duties, 17 days, \$1,868; Japan, special duties, 12 days, \$1,331

A/Prof L. Liew (Head of Department): China, research, 6 days, \$1,370; China, special duties/research, 5 days, \$2,971

Mr X. Liu (Res. Fell.): China, research, 25 days, \$1,655

Prof C. Mackerras (Prof. Emeritis): China, special duties, 156 days, \$3,422; Hong Kong, conference, 4 days, \$517; India, conference, 10 days, \$3,233; China, conference, 8 days, \$2,341

A/Prof S. Maswood (A/Prof.): USA, research, 46 days, \$2,840

Dr B. Min (Lect.): USA, conference, 6 days, \$3,257; Korea, research, 5 days, \$1,680

Dr S. Rajapakse (Lect.): China, official business, 19 days, \$4,355

Dr A. Riege (Lect.): China, official business, 11 days, \$4,268; Thailand, official business, 6 days, \$2,666; New Zealand, conference/research, 6 days, \$2,120; China, official business, 18 days, \$4,569; Europe, conference/research, 8 days, \$1,832

Dr P. Ross (Lect.): Europe, ASP, 219 days, \$11,285

A/Prof D. Schak (Adj. A/Prof.): Taiwan, ASP, 143 days, \$7,424

Prof A. Selvanathan (Prof.): India, ASP, 41 days, \$2,214; India, conference/research, 51 days, \$3,191

Dr M. Sinclair (Lect.): USA, conference/research, 17 days, \$3,000

Mr D. Smith (Lect.): China, special duties, 65 days, \$11,704

Prof W. Tow (Prof.): Singapore, research, 4 days, \$3,432; Japan, conference, 4 days, \$4,496; China, conference, 4 days, \$4,047; England, conference/research, 16 days, \$11,810; New Zealand, conference/research, 6 days, \$5,128

A/Prof R. Trood (A/Prof.): USA, conference/research, 8 days, \$2,051; Europe, conference, 16 days, \$6,152; Japan, conference, 4 days, \$2,823

### Department of Management

Prof M. Barker (Prof.): Japan, research, 3 days, \$1,448

A/Prof B. Bowden (A/Prof.): Europe, ASP, 28 days, \$7,450; USA, conference, 9 days, \$3,553

Dr M. Boyle (S. Lect.): England, conference, 8 days, \$3,574; New Zealand, conference, 2 days, \$802

Dr Y. Brunetto (S. Lect.): New Zealand, conference, 4 days, \$649

Dr K. Bryant (S. Lect.): New Zealand, conference, 5 days, \$2,502  
 Mr R. Fisher (A/Lect.): Malaysia, conference, 5 days, \$1,838  
 Prof J. Gammack (Prof.): Hong Kong, research, \$1,482; Europe, ASP/conference, 49 days, \$5,855  
 Dr R. Gapp (Lect.): Malaysia, conference, 5 days, \$1,838  
 Ms D. Gartshore (A/Lect.): Italy, conference, 5 days, \$2,650  
 Dr G. Guzman (S. Lect.): Malaysia, conference, 7 days, \$1,984  
 Dr C. Hodgkinson (Lect.): New Zealand, conference, 5 days, \$980  
 Prof P. Jordan (A/Prof.): USA, conference, 6 days, \$3,900; England, ASP, 9 days, \$5,127; USA, conference, 8 days, \$4,498  
 Dr K. Kerr (Dep. Head of Department): Korea, conference, 8 days, \$1,495  
 Ms R. North (A/Lect.): USA, official business, 5 days, \$7,030; India, official business, 7 days, \$6,349  
 Dr K. Sandhu (Lect.): India, special duties, 27 days, \$13,829; India, special duties, 29 days, \$15,559  
 Dr M. Sheehan (S. Lect.): England, ASP, 93 days, \$10,694  
 Prof G. Strachan (Prof.): China, official business, 8 days, \$7,538  
 Mr P. Woods (A/Lect.): Sweden, conference, 4 days, \$3,832

## Department of Marketing

Prof F. Alpert (Prof.): New Zealand, conference, 4 days, \$834  
 Dr M. Allen (Lect.): Hong Kong, conference/research, 9 days, \$1,870  
 Dr T. Fenech (S. Lect.): Europe, ASP/conference, 89 days, \$4,685  
 Prof L. Frazer (Dep. Head of Department): USA, conference, 10 days, \$3,169; New Zealand, conference, 5 days, \$1,582  
 Dr T. Gatfield (S. Lect.): New Zealand, conference, 5 days, \$1,181; China, special duties, 17 days, \$2,589  
 Dr D. Grace (Lect.): New Zealand, conference, 4 days, \$1,815  
 Ms D. Griffin (A/Lect.): New Zealand, conference, 6 days, \$1,449  
 Dr C. Herington (Lect.): New Zealand, conference, 6 days, \$446  
 Ms A. Love (A/Lect.): New Zealand, conference, 6 days, \$1,102  
 Mr B. Lowe (A/Lect.): New Zealand, conference, 11 days, \$1,028  
 Prof W. Merrilees (Head of Department): Europe, conference/research, 9 days, \$4,413; New Zealand, conference, 6 days, \$1,652  
 Ms D. Miller (Lect.): Europe, conference/research, 9 days, \$3,385; New Zealand, conference, 6 days, \$479

Dr M. Mills (S. Lect.): New Zealand, conference, 5 days, \$1,528  
 Mr R. Pentecost (Lect.): New Zealand, conference, 3 days, \$1,183  
 A/Prof N. Pope (A/Prof.): Europe, conference, 5 days, \$3,429  
 Ms S. Prugsamatz (A/Lect.): New Zealand, conference, 6 days, \$1,504  
 Ms H. Roobottom (A/Lect.): New Zealand, conference, 5 days, \$1,557  
 Prof R. Rugimbana (A/Prof.): New Zealand, conference, 8 days, \$1,405  
 Ms S. Schembri (A/Lect.): New Zealand, conference, 9 days, \$1,637  
 Dr A. Sweeney (Lect.): New Zealand, conference, 9 days, \$708  
 Dr A. Thomas (S. Lect.): Middle East, research, 10 days, \$3,865  
 Mr S. Weaven (A/Lect.): New Zealand, conference, 4 days, \$1,743  
 Dr H. Winzar (S. Lect.): New Zealand, conference/research, 9 days, \$460

## Department of Politics and Public Policy

Dr P. Bishop (S. Lect.): USA, ASP, 24 days, \$14,365  
 Ms P. Cowan (Res. Ass.): England, research, 20 days, \$1,197  
 Dr G. Curran (S. Lect.): USA, conference/research, 15 days, \$5,878  
 Dr R. Eccleston (Lect.): Japan, research, 8 days, \$2,771  
 Ms S. Hammer (A/Lect.): Canada, conference, 12 days, \$3,581  
 Ms M. Palmer (Res. Fell.): Canada, conference, 11 days, \$3,166  
 Dr H. Patapan (S. Lect.): Korea, conference/research, 9 days, \$3,695; USA, ASP, 32 days, \$9,262  
 Dr E. Van Acker (Head of Department): England, conference, 4 days, \$3,651  
 Prof J. Wanna (Prof.): China, special duties/conference, 7 days, \$4,081  
 Prof P. Weller (Prof.): Sri Lanka, special duties, 15 days, \$9,992; Canada, 17 days, \$14,395; India, special duties, 5 days, \$6,317; Nepal, research, 20 days, \$1,694

## Department of Tourism, Leisure, Hotel and Sport Management

Mr B. Bell (Lect.): Europe, Europe, 4 days, \$4,106  
 Prof P. Brown (Dir.): Europe, special duties/official business, 12 days, \$3,904  
 Dr T. Brown (Lect.): Canada, ASP, 62 days, \$7,254  
 Dr K. Butcher (S. Lect.): New Zealand, conference, 7 days, \$1,898  
 Dr C. Cater (Lect.): England, conference/research, 8 days, \$2,505; England, research,

10 days, \$2,693; Europe, conference, 8 days, \$1,755  
 A/Prof G. Cuskelly (Actg. Head of School): USA, conference, 10 days, \$7,913  
 Dr J. Digance (S. Lect.): New Zealand, conference, 5 days, \$1,866  
 A/Prof D. Funk (A/Prof.): USA, research, 9 days, \$2,326.00; New Zealand, research, 6 days, \$945  
 Dr T. Harrison-Hill (Lect.): New Zealand, conference/research, 14 days, \$1,872  
 Dr R. Hibbins (S. Lect.): Europe, ASP, 90 days, \$3,200; China, special duties, 35 days, \$2,065; Hong Kong, conference, 12 days, \$2,000  
 Mr G. Hornby (A/Lect.): China, conference, 10 days, \$2,736  
 Dr Y. Lee (A/Lect.): New Zealand, conference, 4 days, \$840; France, ASP/conference, 106 days, \$4,900  
 A/Prof C. Lim (A/Prof.): Hong Kong, research, 10 days, \$1,207; Germany, conference, 6 days, \$3,159; Japan, conference, 7 days, \$3,182; Japan, research, 9 days, \$2,810; New Zealand, special duties/research, 6 days, \$399  
 Dr K. Lloyd (Lect.): New Zealand, ASP, 23 days, \$3,463  
 Prof T. Mules (Head of Department): Malaysia, marketing, 6 days, \$3,921  
 Ms G. Pan (Lect.): Korea, conference, 6 days, \$1,870; England, conference, 3 days, \$3,341  
 Mr A. Patiar (Lect.): India, ASP/conference, 19 days, \$1,855; USA, conference/research, 10 days, \$1,937  
 Mr M. Raybould (Lect.): England, conference, 4 days, \$3,013  
 Mr H. Wilkins (S. Lect.): USA, official business, 8 days, \$6,581  
 Dr D. Zakus (Dep. Head of School): Europe, special duties, 20 days, \$1,439

## Graduate School of Management

Dr N. Bissett (S. Lect.): USA, conference/research, 37 days, \$7,315  
 Dr I. Bonn (S. Lect.): New Zealand, conference, 9 days, \$1,615  
 Prof R. Guest (Dir.): England, conference, 5 days, \$1,472; Vietnam, official business, 10 days, \$4,149; Europe, conference/research, 9 days, \$3,156; Hong Kong, conference/research, 8 days, \$2,215  
 Dr A. Lye (S. Lect.): Singapore, special duties, 7 days, \$1,342; USA, ASP, 30 days, \$4,933; Prof K. Parry (Dep. Dir.): USA, conference, 7 days, \$7,318; England, conference, 15 days, \$3,445  
 Prof P. Robertson (Dir. Masters Programs): USA, research, 11 days, \$8,113  
 Ms S. Rundle-Theile (Lect.): New Zealand, official business, 7 days, \$1,663  
 School of Applied Psychology-Business  
 A/Prof P. Creed (Actg. Head of School): England, conference, 10 days, \$4,256

Ms M. Garnett (Lect.): New Zealand, conference, 6 days, \$686  
 Prof I. Glendon (A/Prof.): China, ASP, 43 days, \$10,519  
 Ms M. Hood (Lect.): England, conference, 11 days, \$4,145  
 Prof D. Nesdale (Prof.): USA, conference, 12 days, \$4,602; England, research, 8 days, \$5,220  
 Dr A. Waters (Lect.): Canada, marketing, 7 days, \$2,403; USA, conference, 13 days, \$2,934  
 Dr M. Zimmer-Gembeck (S. Lect.): USA, conference, 11 days, \$3,888

## Griffith Asia Institute

Dr K. Broadbent (ARC Res. Fell.): England, research, 27 days, \$3,061; Korea, conference/research, 11 days, \$3,328  
 Prof M. Wesley (Dir.): USA, conference/research, 7 days, \$2,758

## Griffith Sports College

Mr M. Jeh (Sports Initiatives Consultant): India, official business, 6 days, \$2,013; India, special duties, 4 days, \$14,991

## Griffith Law School

Prof R. Hunter (Dean): Europe, conference, 16 days, \$3,528; Japan, official business, 5 days, \$2,730; Japan, conference, 4 days, \$1,044  
 A/Prof J. Malbon (Dean): Japan, research, 20 days, \$9,817  
 Mr A. A-Khavari (S. Lect.): New Zealand, conference, 4 days, \$524; India, special duties, 26 days, \$2,414; India, marketing, 15 days, \$2,127; Singapore, conference, 6 days, \$1,615; New Zealand, conference, 4 days, \$976  
 Ms L. Corbin (Lect.): England, conference, 9 days, \$3,550  
 Dr B. De Silva (Lect.): England, conference/research, 16 days, \$2,750  
 Ms S. Dorset (Lect.): England, conference/research, 9 days, \$803  
 Ms H. Douglas (S. Lect.): Europe, ASP, 181 days, \$1,443; Europe, conference, 7 days, \$3,671  
 Prof J. Giddings (A/Dean): USA, ASP, 6 days, \$3,454; Europe, ASP, 15 days, \$5,589  
 Prof R. Johnstone (Prof.): USA, conference, 14 days, \$3,408; South Africa, conference, 7 days, \$3,037  
 Dr M. Keyes (A/Dean): New Zealand, ASP, 11 days, \$2,264; USA, ASP, 12 days, \$5,940  
 Ms L. Kochanski (Lect.): South Africa, conference, 6 days, \$2,413  
 Dr C. Lawson (Res. Fell.): Iceland, conference, 15 days, \$1,300  
 Dr W. MacNeil (S. Lect.): USA, conference, 8 days, \$2,936  
 Mr S. Mcveigh (S. Lect.): Africa, special duties/conference, 9 days, \$2,325  
 Ms A. Mortimore (Lect.): Europe, ASP, 24 days, \$2,870

Mr G. Orr (S. Lect.): New Zealand, ASP, 12 days, \$676  
 Prof B. Sherman (Dir.): Solomon Islands, official business, 7 days, \$734; Hong Kong, conference, 4 days, \$4,862; England, conference, 5 days, \$4,429  
 Ms L. Weathered (Dir.): England, conference/research, 24 days, \$6,157; USA, special duties, 3 days, \$3,727

## Health and Science

### Pro-Vice Chancellor (Health and Science)

Prof M. Standage (Pro-Vice Chancellor): China, official business, 6 days, \$7,856; New Caledonia, conference, 5 days, \$3,887; China, official business, 8 days, \$5,798; New Zealand, conference, 4 days, \$1,381

### Dean of Engineering and Information Technology

Prof H. Harrison (Dean): USA, research, 8 days, \$2,370; USA, conference/research, 11 days, \$2,789; USA, conference/research, 11 days, \$6,810; USA, conference, 13 days, \$6,036

### Faculty of Engineering and Information Technology

Ms C. Blair (Faculty Support Co-ordinator): USA, special duties, 11 days, \$1,025

### School of Computing and Information Technology

A/Prof P. Bernus (A/Prof.): Canada, special duties/conference, 18 days, \$2,779  
 A/Prof D. Billington (A/Prof.): Canada, conference, 7 days, \$3,525; Canada, ASP, 51 days, \$3,034; USA, research, 32 days, \$2,641  
 Dr M. Blumenstein (Lect.): Singapore, conference, 3 days, \$501; England, conference, 5 days, \$2,944; USA, conference/research, 5 days, \$2,742; Europe, conference, 5 days, \$3,803  
 Prof G. Dromey (Prof.): England, ASP, 184 days, \$5,759  
 A/Prof V. Estivill-Castro (Head of School): New Zealand, conference, 7 days, \$617; Portugal, conference, 15 days, \$6,426; Mexico, conference, 11 days, \$3,869  
 Dr M. Ford (Lect.): Belgium, conference, 8 days, \$3,823  
 Mr K. Newman (Lect.): Portugal, conference, 17 days, \$2,896  
 A/Prof T. Rout (S. Lect.): USA, conference, 10 days, \$4,442; Finland, special duties/conference, 10 days, \$3,389; USA, conference, 5 days,

\$3,531; Thailand, conference/research, 8 days, \$2,939; USA, conference/research, 6 days, \$6,624; USA, conference/research, 5 days, \$3,357; Sweden, conference/research, 10 days, \$6,877  
 Dr P. Sheridan (S. Lect.): USA, research, 30 days, \$3,400  
 Ms C. Sherwood (S. Lect.): USA, conference, 11 days, \$1,700  
 Prof C. Sun (Prof.): Hong Kong, conference, 8 days, \$6,313  
 Ms A. Tuffley (S. Lect.): Europe, special duties, 9 days, \$2,680; USA, conference, 8 days, \$4,451  
 Mr D. Tuffley (Lect.): Europe, special duties, 9 days, \$1,507  
 A/Prof L. Von Hellens (A/Prof.): Finland, conference/research, 22 days, \$3,519; Europe, conference/research, 8 days, \$2,744  
 Dr K. Wang (Lect.): Japan, conference/research, 7 days, \$3,271

### School of Engineering

Mr A. Balasubramania (Lect.): Hong Kong, official business, 5 days, \$1,105  
 Dr G. Chai (Res. Fell.): New Zealand, conference, 7 days, \$1,617; Malaysia, research, 9 days, \$1,374  
 Dr S. Chowdhury (Res. Fell.): Japan, conference, 4 days, \$4,351; South Africa, conference, 5 days, \$3,424; Thailand, conference, 6 days, \$2,289  
 Dr J. Doh (A/Lect.): Korea, conference, 7 days, \$2,366; Hong Kong, official business, 5 days, \$3,453; Hong Kong, official business, 7 days, \$1,639  
 Mr D. Edwards (S. Lect.): Hong Kong, special duties, 6 days, \$1,484; Hong Kong, special duties, 4 days, \$1,658  
 Dr S. Fragomeni (Lect.): Hong Kong, conference, 5 days, \$1,249; Hong Kong, conference, 5 days, \$2,435; Hong Kong, official business, 5 days, \$2,270  
 Dr H. Guan (S. Lect.): China, conference, 6 days, \$3,786; China, research, 50 days, \$1,922  
 Dr W. Guo (Lect.): New Zealand, conference, 12 days, \$1,699; South Africa, conference, 7 days, \$3,937  
 Mr C. Hacker (Lect.): USA, conference, 13 days, \$2,550; Thailand, conference, 5 days, \$1,422  
 Dr D. Jeng (Lect.): China, conference/research, 11 days, \$1,705  
 Dr S. Kamalarasa (Lect.): Hong Kong, presentation, 5 days, \$517; Indonesia, conference, 4 days, \$658; Hong Kong, conference, 6 days, \$1,680; Sri Lanka, conference, 10 days, \$2,242; Hong Kong, official business, 4 days, \$1,928; Hong Kong, official business, 5 days, \$1,452  
 Dr K. Le (Lect.): Vietnam, special duties, 5 days, \$1,169; Germany, conference, 4 days, \$3,343

Dr C. Lemckert (S. Lect.): Brazil, conference, 8 days, \$4,034; Hong Kong, special duties, 3 days, \$1,719

Prof Y. Loo (Prof.): France, internship program, 36 days, \$8,622; Hong Kong, special duties, 5 days, \$1,751; Hong Kong, official business, 4 days, \$1,968; Hong Kong, special duties, 6 days, \$3,808; China, special duties, 13 days, \$3,346; Europe, special duties/conference, 23 days, \$5,974

A/Prof S. Mohamed (Lect.): Hong Kong, special duties, 7 days, \$2,413; Indonesia, research, 5 days, \$1,305; Thailand, conference, 6 days, \$1,530

Dr R. Stewart (Lect.): Indonesia, conference, 5 days, \$837; Singapore, conference, 3 days, \$1,405; Thailand, conference, 5 days, \$1,878; Hong Kong, official business, 10 days, \$1,844; Hong Kong, other, 7 days, \$2,992; Hong Kong, official business, 5 days, \$1,822

Dr L. Tao (Lect.): USA, conference, 5 days, \$2,550; China, conference, 10 days, \$4,109; China, research, 11 days, \$1,033

Dr H. Zhang (Lect.): China, conference, 5 days, \$1,311

## School of Information Technology

Dr D. Chen (Lect.): USA, conference/research, 6 days, \$6,988

Mr G. Cranitch (Dep. Head of School): Malaysia, official business, 6 days, \$3,189; New Zealand, conference, 4 days, \$1,577; Europe, conference, 5 days, \$1,245; USA, conference, 9 days, \$5,215; Malaysia, official business, 8 days, \$3,572; USA, conference, 7 days, \$4,164; Taiwan, official business, 8 days, \$3,124

A/Prof P. Deer (A/Prof.): India, official business, 15 days, \$9,514; Middle East, official business, 10 days, \$5,396; India, official business, 10 days, \$4,824

Dr J. Jo (S. Lect.): Korea, conference, 22 days, \$4,835; Korea, conference, 7 days, \$3,716; China, special duties, 3 days, \$2,805

Ms C. Maine (Project Leader); New Zealand, conference, 5 days, \$933

Dr V. Muthukumarasamy (Lect.): Europe, ASP, 64 days, \$8,633; Portugal, conference, 9 days, \$3,009

Dr M. Peter (S. Res. Fell.): Italy, conference, 12 days, \$3,898

Dr T. Pham (S. Lect.): USA, conference, 16 days, \$4,635

Mr D. Pwell (S. Res. Fell.): New Zealand, conference, 5 days, \$424

Dr W. Pullan (S. Lect.): Canada, conference, 25 days, \$4,341; Canada, ASP, 207 days, \$5,814

Prof A. Sattar (Prof.): New Zealand, conference, 7 days, \$1,372

Mr N. Sharma (A/Dir.): Singapore, official business, 5 days, \$539

Dr R. Sitte (S. Lect.): Spain, conference, 7 days, \$3,838

Mr B. Stantic (Lect.): New Zealand, conference, 4 days, \$934

Dr J. Thornton (S. Lect.): England, conference, 15 days, \$4,480

A/Prof P. Treffner (A/Prof.): Italy, conference, 15 days, \$6,753

## School of Microelectronic Engineering

Prof S. Dimitrijević (Prof.): Europe, conference/research, 10 days, \$5,201; USA, research, 8 days, \$3,378; Europe, special duties/conference, 18 days, \$3,964

Dr D. James (Res.): Italy, conference, 4 days, \$3,181

A/Prof J. Lu (A/Prof.): China, conference/research, 23 days, \$5,770; Hong Kong, ASP, 91 days, \$2,237; New Zealand, conference/research, 7 days, \$1,053

Prof K Paliwal (Prof.): Canada, conference, 8 days, \$2,844; Korea, conference, 5 days, \$2,152; India, conference, 5 days, \$1,834

Ms C. Patrick (Project Mgr.): New Zealand, conference/research, 6 days, \$905

Dr D. Sweatman (Lect.): Singapore, consultancy, 5 days, \$1,856

Prof D. Thiel (Head of School): USA, conference, 8 days, \$5,482

Prof L. Vlacic (Prof.): Japan, ASP, 58 days, \$1,830; Europe, ASP, 29 days, \$6,605

## Queensland Microelectronic Facility

Mr A. Iacopi (Mgr.): USA, special duties, 13 days, \$4,443

## Faculty of Environmental Sciences

### Dean of Environmental Sciences

Prof L. Brown (Dean): Hong Kong, official business, 4 days, \$5,657; Germany, research, 16 days, \$5,656; South Africa, research, 25 days, \$5,940; Canada, conference, 16 days, \$7,066; France, conference/research, 8 days, \$5,266; USA, conference, 10 days, \$4,521; China, conference, 11 days, \$5,910

### Australian School of Environmental Studies

Dr T. Blumfield (Res. Fell.): England, conference, 12 days, \$3,288

A/Prof C. Catterall (A/ Prof.): USA, conference, 12 days, \$4,009

A/Prof J. Chaseling (A/Prof.): Canada, special duties, 9 days, \$9,570

Dr C. Chen (Res. Fell.): Europe, conference, 15 days, \$6,236

A/Prof P. Dale (Head of School): Europe, conference, 20 days, \$2,661

Prof R. Drew (Prof.): Thailand, research, 12 days, \$4,403; Malaysia, research, 11 days, \$1,164; Malaysia, research, 8 days, \$737

Dr C. Fellows (Lect.): Canada, conference, 29 days, \$3,993

Prof J. Fien (Prof.): India, conference, 11 days, \$4,284; Germany, conference, 10 days, \$3,854; Japan, conference, 18 days, \$3,931

A/Prof A. Gabric (A/ Prof.): Italy, conference/research, 24 days, \$5,004; New Zealand, conference/research, 4 days, \$1,557

Dr H. Ghadiri (Lect.): USA, ASP, 168 days, \$3,847

Dr W. Hadwen (Res. Fell.): Canada, conference, 6 days, \$3,508

Dr R. Hindmarsh (Lect.): New Zealand, conference/research, 8 days, \$1,060; Europe, special duties/research, 10 days, \$3,155 Prof J. Hughes (Prof.): Sweden, conference, 11 days, \$5,083; Europe, conference/research, 7 days, \$2,958

Dr K. Hulsman (Lect.): Argentina, ASP, 170 days, \$3,775

Dr D. Jones (S. Lect.): New Zealand, ASP, 6 days, \$715

Ms V. Heliher (A/Lect.): New Zealand, conference, 3 days, \$944

Prof R. Kitching (Prof.): Thailand, conference/research, 62 days, \$1,637; Singapore, conference/research, 5 days, \$1,219; Malaysia, presentation, 15 days, \$6,611

Prof G. McTainsh (Prof.): Germany, conference, 10 days, \$2,923

Dr B. Metcalf (A/Lect.): Canada, conference/research, 58 days, \$1,271

Dr B. Pusey (S. Res. Fell.): Spain, conference, 15 days, \$3,326

Prof R. Rickson (Prof.): Europe, conference/research, 19 days, \$9,001; France, conference/research, 14 days, \$2,228

Ms M. Romig (Res. Ass.): Thailand, research, 12 days, \$3,461; Malaysia, research, 8 days, \$502

Dr V. Shanmugam (S. Res. Fell.): Vietnam, research, 13 days, \$2,533; Malaysia, research, 8 days, \$1,128

Dr J. Tisdell (S. Lect.): Europe, conference/research, 10 days, \$3,506; Canada, conference, 20 days, \$3,611; New Zealand, research, 4 days, \$1,369

Mr J. Whelan (A/Lect.): England, research, 15 days, \$5,806

Dr P. White (Mgr.): Malaysia, research, 10 days, \$2,231; Indonesia, research, 5 days, \$1,733

Prof Z. Xu (Prof.): Europe, conference/research, 23 days, \$9,592; China, conference/research, 10 days, \$1,590

## School of Environmental and Applied Sciences

Prof R. Buckley (Dir.): China, research, 25 days, \$10,253; Papua New Guinea, research, 7 days, \$2,630; South Africa, research, 14 days, \$7,698; Canada, research, 13 days, \$7,801; New Zealand, special duties, 9 days, \$8,310  
 Dr R. Connolly (S. Lect.): New Zealand, conference, 7 days, \$1,524  
 Mr. J. Hay (A/Lect.): Hong Kong, special duties/conference, 7 days, \$485  
 Dr M. Hero (S. Lect.): USA, ASP/conference, 55 days, \$6,274; New Zealand, research, 7 days, \$3,155  
 A/Prof R. John (A/Prof.): New Zealand, research, 6 days, \$681  
 Prof R. Tomlinson (Dir.): England, conference/research, 10 days, \$8,199  
 Dr J. Warnken (S. Lect.): Europe, conference, 10 days, \$3,817; Europe, research, 32 days, \$2,474  
 Dr D. Walsh (Lect.): Europe, research, 16 days, \$1,897  
 Dr H. Zhao (S. Lect.): China, research, 12 days, \$1,437; China, conference/research, 18 days, \$4,135; China, research, 17 days, \$1,545; China, conference/research, 12 days, \$9,696

## School of Environmental Engineering

Dr I. Agranovski (S. Lect.): Russia, conference/research, 23 days, \$5,773; Japan, ASP, 18 days, \$7,448; Europe, Europe, 7 days, \$1,834; Russia, ASP, 28 days, \$15,448  
 A/Prof M. Greenway (A/Prof.): USA, conference/research, 15 days, \$1,545; England, special duties, 31 days, \$3,009; USA, ASP/conference, 44 days, \$11,303; France, conference, 6 days, \$4,611  
 Dr S. Heart (S. Lect.): India, special duties, 9 days, \$5,090  
 Dr G. Jenkins (S. Lect.): USA, ASP, 142 days, \$20,348  
 Dr P. Pollard (S. Res. Fell.): USA, conference/research, 42 days, \$10,982  
 A/Prof B. Yu (Head of School): China, official business, 7 days, \$3,238; China, research, 12 days, \$1,624

## School of Environmental Planning

Dr J. Cameron (Lect.): USA, ASP, 169 days, \$3,877  
 Dr E. Coiacetto (Lect.): USA, ASP, 103 days, \$705  
 Prof B. Gleeson (Prof.): England, special duties, 9 days, \$2,327  
 Dr D. Low Choy (S. Lect.): Europe, conference/research, 10 days, \$3,790  
 Dr N. Sipe (Head of School): Canada, conference/research, 11 days, \$2,846; USA, conference/research, 26 days, \$5,424; Thailand, conference, 4 days, \$947

## Centre for Catchment and Instream Research

Prof A. Arthington (Dep. Dir.): France, conference, 8 days, \$2,532; China, conference, 11 days, \$2,059; Malaysia, conference/research, 7 days, \$1,791; Spain, conference, 15 days, \$6,129; Europe, conference, 7 days, \$597

## Centre for Riverine Landscapes

Prof S. Bunn (Dir.): Sweden, conference, 18 days, \$8,031; Canada, conference, 11 days, \$4,366  
 Dr M. Burford (S. Res. Fell.): South Africa, conference, 12 days, \$2,692  
 Mr M. Kennard (S. Res. Ass.): Spain, conference, 10 days, \$3,192  
 Mr M. Ponniah (Res. Fell.): Europe, conference/research, 30 days, \$2,972

## CRC for Sustainable Production Forestry

Dr N. Prasolova (Res. Fell.): England, conference/research, 15 days, \$4,491  
 Dr G. Wardell-Johnson (Honorary Researcher): Singapore, official business, 4 days, \$2,140

## Faculty of Health Science

### Dean of Health Sciences

Prof R. Willis (Dean): China, conference, 9 days, \$5,192; South Africa, conference, 5 days, \$5,175

### School of Anatomy

Dr J. Massa (Head of School): Japan, conference, 4 days, \$1,748

### School of Applied Psychology (Health)

A/Prof P. Barrett (A/Prof.): England, conference/research, 7 days, \$3,635; Japan, conference, 7 days, \$2,474  
 Dr M. Chappell (Lect.): USA, conference, 8 days, \$2,077  
 Dr P. Davis (S. Lect.): Europe, ASP, 26 days, \$2,485  
 A/Prof S. Dawe (A/Prof.): England, ASP, 99 days, \$12,544  
 Dr L. Farrell (Res. Fell.): USA, conference/research, 30 days, \$1,228  
 Prof K. Halford (Prof.): USA, conference, 13 days, \$3,308  
 Dr T. Hine (S. Lect.): New Zealand, conference, 9 days, \$764  
 Dr L. Hohaus (Lect.): USA, ASP, 48 days, \$5,862  
 A/Prof B. Myors (A. Prof.): England, ASP, 133 days, \$2,435  
 Dr A. O'Donovan (Lect.): England, ASP, 48 days, \$5,737

## School of Health Science

Dr K. Ashton (Postdoctoral Fell.): USA, conference/research, 16 days, \$6,136  
 Dr D. Grice (Res. Leader): England, ASP, 10 days, \$6,673  
 Prof L. Griffiths (Dir.): India, conference, 11 days, \$3,089; Singapore, conference, 12 days, \$2,347  
 Prof J. Headrick (Prof.): USA, conference, 14 days, \$6,880; South Africa, research, 16 days, \$2,861  
 Mr R. Hughes (S. Lect.): England, conference, 10 days, \$7,985; USA, conference, 12 days, \$6,140  
 Dr V. Korolik (S. Lect.): USA, conference, 5 days, \$4,233  
 Dr J. Neuzil (S. Lect.): Europe, research, 18 days, \$3,658; Europe, research, 16 days, \$4,060; China, conference, 5 days, \$2,435; Sweden; research, 12 days, \$3,663; New Zealand, conference/research, 12 days, \$2,040  
 Dr I Peak (Lect.): Singapore, conference, 5 days, \$1,441  
 Dr T. Perkins (S. Lect.): South Africa, conference, 6 days, \$3,053; Japan, conference, 8 days, \$1,533  
 Dr S. Ralph (S. Lect.): USA, official business, 8 days, \$3,014; Europe, conference, 9 days, \$6,177  
 Dr S. Somerset (S. Lect.): France, research, 30 days, \$3,932

## School of Human Services

Ms L. Barnett (Res. Ass.): USA, conference, 11 days, \$1,234  
 A/Prof N. Buys (Head of School): Europe, special duties/conference, 15 days, \$2,438  
 Ms F. Campbell (Lect.): Canada, conference, 15 days, \$3,676  
 Ms J. Cartmel (Lect.): Europe, conference, 13 days, \$1,389  
 Ms T. Catalano (Res. Ass.): England, conference/research, 21 days, \$3,608  
 Dr J. Clapton (Lect.): France, ASP, 14 days, \$3,946; New Zealand, conference, 11 days, \$829  
 Dr J. Fowler (Lect.): USA, conference/research, 29 days, \$2,841; England, conference, 15 days, \$4,956; Malaysia, conference, 6 days, \$1,995  
 Ms L. Guy (Res. Fell.): New Zealand, conference, 3 days, \$724  
 A/Prof E. Kendall (A/Prof.): USA, conference, 11 days, \$1,020  
 Ms H. Muenchberger (Res. Fell.): China, conference, 10 days, \$1,725  
 Ms C. Randall (Lect.): Europe, special duties/conference, 11 days, \$4,601

## School of Physiotherapy and Exercise Science

Dr L. Adams (Head of School): USA, conference, 10 days, \$2,722  
 Dr C. Barclay (S. Lect.): England, conference, 17 days, \$2,271  
 Dr N. Morris (S. Lect.): USA, conference, 5 days, \$3,001  
 A/Prof G. Renshaw (S. Lect.): Brazil, conference, 9 days, \$4,989

## School of Public Health

Mr G. Chandran (A/Lect.): Indonesia, special duties, 7 days, \$1,940  
 Prof C. Chu (Prof.): China, special duties, 9 days, \$2,658; China, special duties/conference, 20 days, \$7,991; Hong Kong, conference/research; 12 days, \$6,787; China; special duties, 33 days, \$7,151  
 Mr P. Davey (S. Lect.): Indonesia, special duties, 7 days, \$3,340; South Africa; conference; 11 days, \$4,343; Indonesia, conference, 5 days, \$1,305; Taiwan, conference/research, 5 days, \$2,157; Taiwan, conference/research, 13 days, \$2,164; Indonesia, official business, 6 days, \$2,490; Taiwan, research, 8 days, \$1,363; Korea, conference/research, 4 days, \$2,418  
 Mr E. Ndoen (A/Lect.): Indonesia, special duties, 10 days, \$1,989  
 Prof S. Short (Head of School): Europe, conference/research, 20 days, \$5,731; India, official business, 6 days, \$3,428  
 Ms H. Spork (A/Lect.): Indonesia, special duties, 12 days, \$1,940  
 A/Prof P. Waterman (Adj. Prof.): Indonesia, special duties, 8 days, \$2,040

## Australian Institute for Suicide Research and Prevention

Prof D. De Leo (Dir.): Italy, conference, 60 days, \$15,155; Europe, conference, 18 days, \$7,943; Europe, official business, 48 days, \$2,111; Italy, special duties, 51 days, \$3,662

## Faculty of Nursing and Health

### Dean of Nursing

Prof D. Creedy (Dean and Head of School): England, conference, 12 days, \$7,461; Japan, official business, 5 days, \$3,565; Taiwan, special duties, 6 days, \$1,607

### School of Nursing

Dr C. Cameron (Lect.): Singapore, official business, 4 days, \$2,210  
 Prof W. Chaboyer (Dir.): Singapore, conference, 9 days, \$518; USA, official business, 30 days, \$11,722  
 Ms A. Claydon (Admin. Officer): Singapore, official business, 5 days, \$1,746

Dr K. Evans (Lect.): Europe, conference, 15 days, \$2,101  
 Dr K. Forrester (Sen. Lect.): Singapore, official business, 5 days, \$940  
 Ms H. James (A/Lect.): Singapore, official business, 4 days, \$1,722  
 Dr P. Johnson (Lect.): Singapore, official business, 4 days, \$2,527; Singapore, official business, 4 days, \$1,967  
 A/Prof M. McAllister (S.Lect.): England, conference, 2 days, \$1,524  
 A/Prof A. McMurray (Prof.): Canada, conference, 17 days, \$3,794  
 A/Prof C. McVeigh (A/Prof.): Canada, ASP, 56 days, \$1,000  
 Mr G. Mellor (A/Lect.): Singapore, official business, 4 days, \$1,970  
 A/Prof W. Moyle (Postgraduate Programs Convenor): Taiwan, special duties, 10 days, \$3,535  
 Dr C. Purcell (Dep. Head of School): Singapore, official business, 6 days, \$1,725  
 Dr L. Stockhausen (Sen. Lect.): Japan, special duties, 7 days, \$4,652

## Faculty of Science

### School of Aviation

A/Prof P. Bates (Head of School): Canada, official business, 34 days, \$8,850; China, official business, 23 days, \$16,916  
 Dr E. Donaldson (Adj. Prof.): USA, conference, 8 days, \$730

### School of Biomolecular and Biomedical Sciences

Dr S. Ashmore (S. Lect.): Germany, conference, 27 days, \$3,886  
 Dr M. Azimi-Tabrizi (Res. Fell.): Vietnam, research, 8 days, \$1,657  
 Dr T. Burne (Res. Fell.): Europe, conference, 17 days, \$1,021  
 Prof F. Clarke (Head of School): Europe, conference/research, 29 days, \$11,172  
 A/Prof D. Crane (A/Prof.): Hong Kong, special duties/conference, 7 days, \$2,537  
 A/Prof R. Drew (A/Prof.): Brazil, conference, 14 days, \$12,134; Korea, research, 10 days, \$2,953; Vietnam, research, 13 days, \$1,946; USA, research, 14 days, \$3,657; Thailand, research, 8 days, \$1,053  
 Dr H. Kennedy (S. Lect.): Europe, conference, 14 days, \$1,520  
 Prof A. Mackay-Sim (Prof.): Japan, conference/research, 12 days, \$1,764; USA, special duties, 16 days, \$8,129  
 Dr D. Maguire (S. Lect.): USA, USA, 140 days, \$6,921  
 Dr W. Murrell (Res. Fell.): USA, conference, 9 days, \$2,967

A/Prof B. Patel (A/ Prof.): Europe, conference/research, 21 days, \$7,605; Singapore, research, 10 days, \$920  
 Dr K. Tonissen (S. Lect.): Europe, conference, 14 days, \$4,437

### School of Science

Dr. D. Bernhardt (S. Lect.): Europe, conference, 8 days, \$2,438; Italy, research, 10 days, \$3,038  
 Dr T. Blach (Postdoctoral Fell.): England, research, 9 days, \$1,113; England, research, 16 days, \$3,411  
 Dr C. Brown (S. Lect.): USA, conference, 9 days, \$2,606  
 Prof D. Burch (Prof.): Europe, conference/research, 23 days, \$7,536; Europe, conference/research, 31 days, \$2,946  
 Prof J. Dobson (Prof.): Europe, ASP, 93 days, \$1,866  
 A/Prof E. Gray (A/Prof.): USA, research, 8 days, \$1,575; England, research, 14 days, \$5,143; England, research, 9 days, \$3,040  
 Prof G. Hope (Prof.): England, ASP, 17 days, \$7,551; USA, conference, 18 days, \$7,058  
 Dr K. Jacobs (Postdoctoral Fell.): USA, conference/research, 38 days, \$3,204; Taiwan, conference/research, 8 days, \$1,801  
 Dr P. Johnston (S. Lect.): Italy, conference/research, 7 days, \$2,370; Europe, conference, 10 days, \$1,155  
 Prof B. Lohmann (Head of School): France, research, 39 days, \$3,058  
 Dr K. Lyons (Lect.): Africa, conference/research, 13 days, \$4,961  
 Dr S. Maleknia (Lect.): Europe, conference, 10 days, \$3,396  
 Ms C. Munce (Res. Ass.): England, research, 17 days, \$1,999; USA, conference, 17 days, \$1,906  
 Dr S. Myhra (S. Lect.): England, research, 38 days, \$2,924  
 Dr B. Pavlovic (Lect.): Belgrade, research, 21 days, \$1,272  
 Prof D. Pegg (Prof.): England, research, 10 days, \$3,965  
 Dr D. Pope (Postdoctoral Fell.): Europe, conference/research, 23 days, \$4,474  
 Dr R. Sang (S. Lect.): Brazil, conference, 13 days, \$5,758  
 Ms K. Watling (Res.): USA, conference, 17 days, \$1,281  
 Dr M. Williams (S. Lect.): Canada, conference, 9 days, \$2,532  
 Prof H. Wiseman (Prof.): Spain, conference, 7 days, \$3,424; USA, conference/research, 5 days, \$4,739; Taiwan, conference/research, 8 days, \$2,237; USA, conference/research, 17 days, \$3,307  
 A/Prof D. Young (Dep. Head of School): Singapore, research, 7 days, \$5,082

## Natural Product Discovery

Dr P. Leone (S.Res. Fell.): Europe, conference, 13 days, \$5,766  
 Dr V. Avery (Program Leader): Sweden, official business, 41 days, \$7,667; Sweden, special duties, 14 days, \$13,793  
 Dr M. Buchanan (S. Res. Fell.): Russia, conference, 9 days, \$3,484  
 Dr M. Campitelli (Molecular Modeller): Europe, special duties, 28 days, \$8,061  
 Dr G. Fechner (Res. Fell.): USA, special duties/conference, 15 days, \$8,281  
 Dr Y. Feng (Res. Fell.): China, conference, 5 days, \$1,717  
 Prof I. Jenkins (Prof.): Europe, conference, 12 days, \$4,905; Europe, special duties, 7 days, \$7,762  
 Mr D. Pass (Res. Ass.): China, conference, 20 days, \$1,228  
 Dr N. Pham (Res. Fell.): Japan, conference, 9 days, \$4,108  
 Ms D. Pitcher (S. Res. Ass.): USA, conference, 16 days, \$1,487  
 Prof R. Quinn (Dir.): Sweden, special duties, 11 days, \$14,961; Europe, conference, 6 days, \$9,145; USA, special duties/conference, 14 days, \$13,495  
 Dr J. Ripper (Res. Fell.): Russia, conference, 14 days, \$5,452  
 Dr P. Van Le (Res. Fell.): Canada, conference, 12 days, \$4,500  
 Dr D. Venables (Res. Fell.): USA, conference, 9 days, \$3,617

## Institute for Glycomics

Dr H. Blanchard (Res. Fell.): England, research, 23 days, \$3,877  
 Ms F. Crone (S. Admin. Officer): England, conference, 10 days, \$2,701  
 Mr J. Dyason (Res. Fell.): England, conference, 10 days, \$3,346  
 Dr R. Hartnell (Res. Fell.): England, conference, 5 days, \$2,937  
 Dr T. Haselhorst (Res. Fell.): Germany, research, 61 days, \$1,845; England, conference, 10 days, \$3,257  
 Dr M. Kiefel (Res. Fell.): England, conference, 7 days, \$2,835  
 Dr R. Thomson (Res. Fell.): England, conference, 10 days, \$2,868  
 Prof M. Von Itzstein (Dir.): India, official business, 7 days, \$1,716; England, conference, 26 days, \$4,835

## Institute for Integrated and Intelligent Systems

Ms J. Beekhuyzen (Res. Ass.): Europe, conference, 5 days, \$2,792

## Health Planning

### Pro-Vice Chancellor (Health Planning)

Prof A. Cripps (Pro-Vice Chancellor): Europe, research, 5 days, \$8,993; Finland, research, 8 days, \$6,313; Japan, conference, 5 days, \$6,293

### Griffith Medical School

Prof J. Searle (Dean and Head of School): New Zealand, conference, 3 days, \$890; New Zealand, official business, 4 days, \$406  
 Mr P. Westwood (Project Mgr.): New Zealand, conference, 4 days, \$1,776

### School of Dentistry and Oral Health

Ms J. Evans (Lect.): Fiji, conference, 8 days, \$1,525

## Administrative and academic support elements

### Office of the Vice Chancellor

Prof G. Davis (Vice Chancellor): USA, official business, 13 days, \$2,475; Germany, official business, 10 days, \$3,776; Europe, official business, 23 days, \$6,789; USA, official business, 6 days, \$6,918  
 Ms L. Forde (Chancellor): USA, official business, 23 days, \$14,139

### Deputy Vice Chancellor (Research)

Prof L. Johnson (Dep. Vice Chancellor): USA, conference, 8 days, \$16,673

### Office for Commercialisation

Mr N. Finlayson (Dir.): USA, conference, 9 days, \$4,664

### Office of Graduate Studies

Prof M. Finnane (Dean): USA, research, 9 days, \$2,250; China, special duties/conference, 13 days, \$2,655

### Office for Research

Ms D. Garklavs (Mgr.): New Zealand, conference, 6 days, \$954

### Deputy Vice Chancellor (Teaching and Learning)

Prof I. O'Connor (Dep. Vice Chancellor): Canada, official business, 12 days, \$7,185; USA, official business, 5 days, \$1,691; USA, conference, 19 days, \$12,081

## Griffith Institute for Higher Education

Dr C. Zimitat (S. Lect.): New Zealand, conference, 19 days, \$2,234

### Pro-Vice Chancellor (International)

Mr C. Madden (Pro-Vice Chancellor): Malaysia, official business, 6 days, \$5,199; USA, official business, 15 days, \$22,574; Europe, special duties, 18 days, \$6,941; Sweden, conference, 11 days, \$16,667; China, official business, 7 days, \$15,310

### Centre for Applied Linguistics and Languages

Mr P. Carter (Mgr.): Japan, official business, 15 days, \$6,273; Japan, special duties, 12 days, \$3,631  
 Ms M. Casey (Actg. Dir.): Japan, special duties/conference, 14 days, \$9,763; Vietnam, official business, 11 days, \$7,216; China, special duties, 7 days, \$4,296; Japan, special duties, 12 days, \$6,299  
 Ms J. Collyer (Acting Dep. Dir.): Thailand, special duties/official, 15 days, \$3,985; China, official business, 10 days, \$3,601  
 Ms C. Fowler-Paul (Co-ordinator): Asia, official business, 17 days, \$2,995  
 Mr R. Frewin (Actg. Ass. Dir.): China, conference, 27 days, \$607  
 Ms R. Keogh (Language Instructor): Japan, conference/research, 6 days, \$1,672  
 Ms H. Maclean (Electronic Media Officer): Japan, official business, 9 days, \$2,933  
 Mr I. Moore (Language Instructor): China, special duties, 100 days, \$12,799  
 Ms J. O'Byrne (Co-ordinator): China, official business, 6 days, \$824  
 Ms M. Williamson (Actg. Admissions Officer): New Caledonia, conference, 6 days, \$1,409

### International Office

Ms G. Burns (Lect.): Europe, Europe, 20 days, \$1,500  
 Ms G. Crosbie (Co-ordinator): Vietnam, special duties, 10 days, \$556  
 Ms S. Dengate (Co-ordinator): China, special duties, 7 days, \$3,016  
 Ms S. Geraghty (Mgr.): USA, official business, 25 days, \$13,414  
 Ms R. Goto (Admissions Officer): Japan, conference, 8 days, \$3,482; Malaysia, marketing, 12 days, \$3,801  
 Ms A. Hammond (Dep. Dir.): England, conference, 22 days, \$3,296; Malaysia, special duties, 13 days, \$9,700; Malaysia, official business, 15 days, \$5,233; Malaysia, special duties, 13 days, \$4,256; Europe, special duties, 6 days, \$11,314; Singapore, marketing, 6 days, \$3,113; Fiji, marketing, 7 days, \$4,352

Ms E. Haralampou (International Marketing Mgr.): New Zealand, official business, 6 days, \$2,117  
 Mr M. Holder (Admissions Supervisor): USA, official business, 26 days, \$2,580  
 Mr S. Hoover (Admissions Officer): Middle East, special duties, 14 days, \$3,799  
 Ms M. Issar (Admissions Officer): India, special duties, 28 days, \$1,816  
 Ms K. Lambert (Admissions Officer): China, research, 23 days, \$6,850  
 Ms R. Law (Exchange Co-ordinator): Europe, marketing, 22 days, \$7,957  
 Ms B. Long (Admissions Officer): Singapore, marketing, 5 days, \$2,256; Malaysia, marketing, 4 days, \$2,040  
 Ms I. Loon (Dep. Dir.): Thailand, special duties, 4 days, \$2,925; Middle East, marketing, 31 days, \$16,286; Mexico, special duties, 19 days, \$23,077  
 Mr R. Mankad (International Marketing Mgr.): Middle East, special duties, 15 days, \$11,341; Middle East, special duties, 39 days, \$21,758; Middle East, special duties, 4 days, \$4,426; India, marketing, 10 days, \$4,478; India, special duties, 11 days, \$2,013; India, official business, 4 days, \$5,862; India, official business, 29 days, \$16,742; Middle East, special duties, 48 days, \$11,187; India, marketing, 8 days, \$9,410; Middle East, marketing, 25 days, \$10,203; Middle East, marketing, 8 days, \$3,607; India, special duties, 16 days, \$26,142  
 Mrs A. McGrath (Mgr.): Malaysia, special duties, 6 days, \$1,758  
 Ms M. Morrison (Admissions Officer): China, conference, 13 days, \$5,681  
 Mr P. Mosley (Project Administrator): New Zealand, special duties, 3 days, \$1,295  
 Ms R. Thompson (Study Abroad/Exchange Officer): USA, official business, 14 days, \$4,126  
 Ms S. Tickle (International Marketing Mgr.): Vietnam, official business, 9 days, \$7,190; Korea, special duties, 5 days, \$6,977  
 Ms J. Tiley (Project Officer): Indonesia, special duties, 5 days, \$3,407  
 Mr T. Toh (International Marketing Mgr.): China, special duties, 6 days, \$8,255; China, official business, 18 days, \$11,174; China, official business, 20 days, \$13,272; China, special duties, 16 days, \$10,621; India, conference, 8 days, \$4,270; China, official business, 10 days, \$5,804; China, special duties, 15 days, \$8,108  
 Ms M. Walker (Project Ass.): Singapore, special duties, 12 days, \$1,672  
 Ms A. Wilkinson (Project Ass.): Fiji, marketing, 9 days, \$3,215; Fiji, special duties, 7 days, \$3,583  
 Mr G. Xhiha (Pathways Officer): Hong Kong, conference, 7 days, \$2,600

## Pro-Vice Chancellor (Information Services)

Ms J. Rickards (Pro-Vice Chancellor): Europe, conference, 15 days, \$957

### Information Services

Mr N. Andrews (Team Leader): USA, conference, 10 days, \$3,028  
 Ms W. Balachandran (Product/Service Mgr.): New Zealand, conference, 1 day, \$1,498  
 Mr J. Bourke (Educational Designer): Taiwan, teaching, 6 days, \$1,668  
 Mr B. Callow (A/Dir.): USA, Conference, 9 days, \$719; USA, conference, 8 days, \$899; USA, conference, 13 days, \$11,126  
 Ms C. Delahunty (Project Officer): USA, conference, 9 days, \$2,978  
 Mr G. Dengate (Dir.): New Zealand, conference, 17 days, \$1,780; USA, conference, 12 days, \$3,409; Spain, conference, 9 days, \$753  
 Mr K. Grant (S. Database Administrator): Canada, special duties, 15 days, \$5,417  
 Mr C. Graves (Dir.): New Zealand, conference, 5 days, \$598; USA, conference, 11 days, \$4,999  
 Ms M. Kerrison (Team Leader): USA, conference, 9 days, \$3,063  
 Dr A. Lewis (Mgr.): England, conference/research, 14 days, \$2,999; USA, conference/research, 17 days, \$2,389  
 Mr M. Noonan (Software Administrator): New Zealand, official business, 7 days, \$399  
 Mrs C. O'Faircheallaigh (Service Level Mgr.): USA, conference/official business, 9 days, \$765  
 Mr R. Oliphant (Team Leader): USA, conference, 6 days, \$7,386  
 Mr R. Salt (Team Leader): Europe, conference, 10 days, \$3,094  
 Mr A. Serafin (S. Team Leader): New Zealand, conference, 6 days, \$904  
 Mr M. Wolski (A/Dir.): New Zealand, conference, 7 days, \$567

### Flexible Learning and Access Services

Mr M. Borchert (Mgr.): Thailand, official business, 8 days, \$2,065  
 Mr C. Chown (S. Analyst Programmer): USA, conference, 8 days, \$3,472  
 Dr M. Crock (Dir.): USA, official business, 8 days, \$3,992; USA, conference, 10 days, \$2,925; England, special duties, 19 days, \$13,445; China, conference, 7 days, \$5,819  
 Ms D. Rossiter (Mgr.): USA, conference/special duties, 20 days, \$13,116; USA, conference, 12 days, \$2,949

## Pro-Vice Chancellor (Equity and Community Partnerships)

Prof S. Bell (Pro-Vice Chancellor): Sri Lanka, conference/research, 20 days, \$2,212; India, conference, 12 days, \$9,537; Vietnam, official business, 12 days, \$7,002

### Department of Equity and Community Partnerships - Multi Faith Centre

Prof S. Toh (Dir.): Japan, conference/research, 8 days, \$5,272; Indonesia, special duties, 9 days, \$3,608; India, conference, 15 days, \$4,586; Spain, conference, 10 days, \$9,524; China, special duties, 15 days, \$2,497

## Pro-Vice Chancellor (Administration)

### Academic Administration

Ms Y. Ang (Mgr.): USA, conference, 23 days, \$3,150  
 Ms S. Broughton (Co-ordinator): Cuba, conference, 8 days, \$812; Europe, ASP, 63 days, \$4,947  
 Ms T. Davern (Learning Adviser): New Zealand, special duties, 7 days, \$750

### Campus Life

Mr D. O'Brien (Dir.): India, conference, 5 days, \$1,825; Sri Lanka, special duties, 13 days, \$6,957

### External Relations

Ms K. Birks (Development Mgr.): India, official business, 11 days, \$4,583; USA, official business, 8 days, \$3,682; India, official business, 10 days, \$4,512; Canada, marketing, 18 days, \$8,784  
 Mr M. Boath (Events Mgr.): USA, special duties, 8 days, \$16,481  
 Ms K. Brinkley (Dir.): Hong Kong, official business, 7 days, \$5,806; France, conference, 7 days, \$5,808

### Human Resource Management

Ms J. Walker (Dir.): Singapore, official business, 10 days, \$4,217

### Technical Services

Mr A. Chandica (S. Technical Officer): New Zealand, conference, 6 days, \$795  
 Mr J. Urquhart (Dir.): Europe, special duties/conference, 23 days, \$5,603

## Campus locations

### Gold Coast

Parklands Drive  
Southport  
Qld 4215  
Telephone: (07) 5552 8800  
+61 7 5552 8800

### Logan

University Drive  
Meadowbrook  
Qld 4131  
Telephone: (07) 3735 7111  
+61 7 3735 7111

### Mt Gravatt

Messines Ridge Road  
Mt Gravatt  
Qld 4122  
Telephone: (07) 3735 7111  
+61 7 3735 7111

### Nathan (Administrative Centre)

Kessels Road  
Nathan  
Qld 4111  
Telephone: (07) 3735 7111  
+61 7 3735 7111

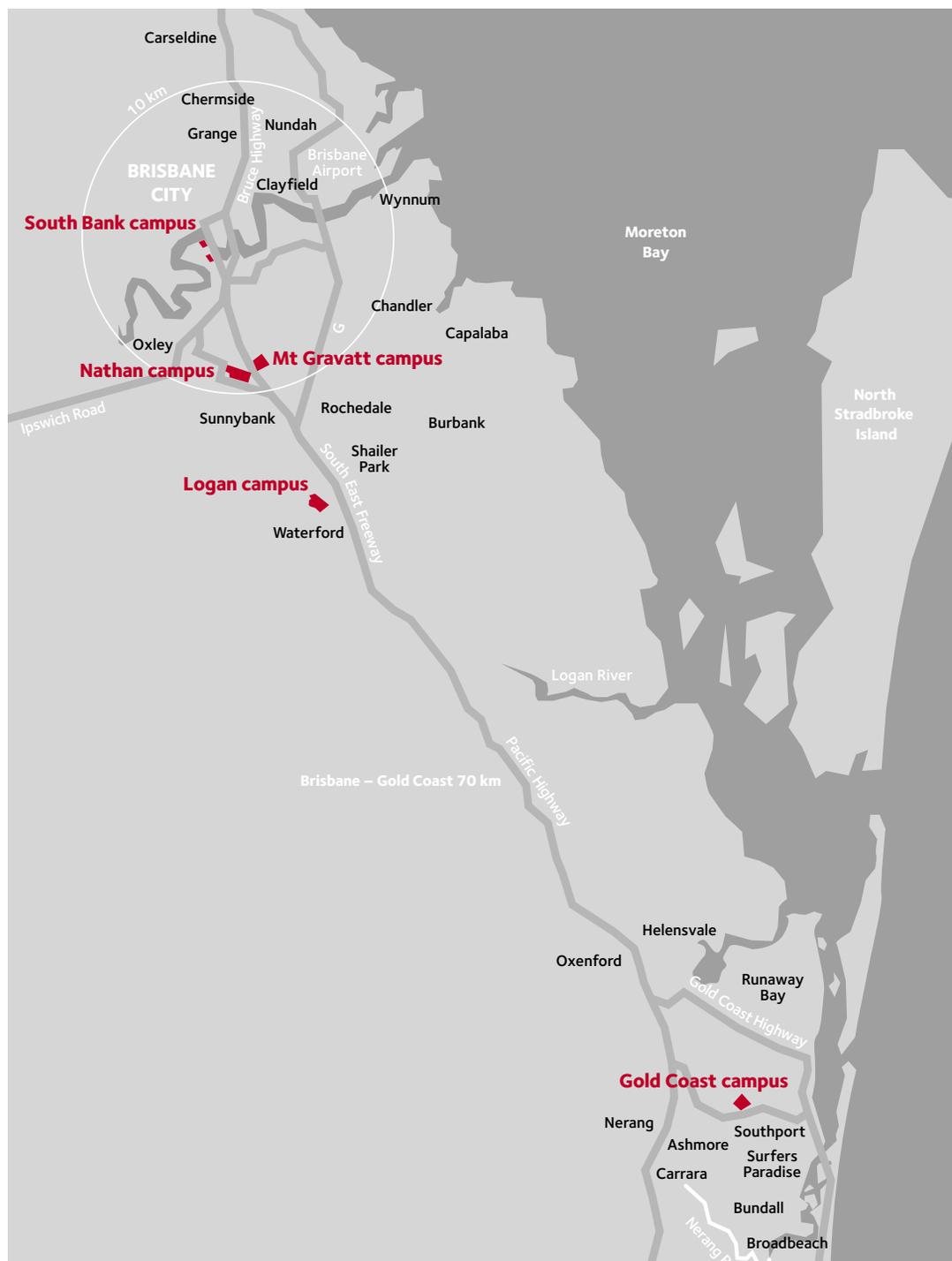
### South Bank

#### Queensland College of Art

226 Grey Street  
South Bank  
Qld 4101  
Telephone: (07) 3735 3112  
+61 7 3735 3112

#### Queensland Conservatorium

16 Russell Street  
South Bank  
Qld 4101  
Telephone: (07) 3735 6111  
+61 7 3735 6111



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**Availability of Report**

The Annual Report 2004 is available from Griffith University's

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