



Swinburne

University of Technology

Supplement to Annual Report 1996



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The following information is provided in accordance with Section 9.1.3 (iv) of the Financial Management Act:

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Declarations of pecuniary interests

All members, officers, and employees of the University who are required to complete a declaration of pecuniary interests have been requested to do so.

Furthermore, Section 16 of the Swinburne University of Technology Act 1992 provides that a Council member must declare a pecuniary interest in matters before Council, and is not entitled to vote on such matters.

Details of shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary

This is not applicable.

Publications produced by the University

Title	Available from
<i>Administrative Guide</i> (Vols. 1, 2 and 3): manuals	Swinburne Library
<i>Design and Arts courses for International Students</i>	International Student Unit
<i>Higher Education and TAFE Courses</i> : information sheet	Information Office
<i>IELTS Preparation</i> : international student guide	International Student Unit
<i>International Student Guide to Enrolment 1996</i>	International Student Unit
<i>Life at Swinburne</i> : postgraduate prospectus	Information Office
<i>Open for Learning</i> : brochure	Information Office
<i>Postgraduate Programs</i> : international student guide	International Student Unit
<i>Postgraduate Prospectus</i>	Information Office
<i>Postgraduate Student Guide to Enrolment 1997</i> : student guide	Information Office
<i>Procedures Relating to Student Assessment and Appeals 1996</i> (Higher Education)	Student Administration
Short course brochure	Adult & General Education Department
Short-course brochures	Centre for Business Development and Training
Short-course brochures	Centre for Engineering Technology
Short course brochure	Child Studies & Health Department
Short course brochure	Showbiz/Short Arts (Art Department)
<i>Swinburne Annual Report 1995</i>	Secretariat
Swinburne course brochures 1996/97	Information Office
<i>Swinburne Handbook 1997</i> (Higher Education and TAFE)	Swinburne Bookshop
<i>Swinburne Library: Student Guide 1996</i>	Swinburne Library
<i>Swinburne Library: Staff Guide 1996</i>	Swinburne Library

Title	Available from
<i>Swinburne Statistics 1996</i>	Planning & Information Services
<i>Swinburne: Ahead of its Time</i> : TAFE brochure	Information Office & TAFE Directorate
<i>Swinburne Alumni Association</i> : leaflet	Information Office
<i>Swinburne News</i> : external newsletter	Information Office
<i>Swinburne Pathways Credit Transfer Guide</i>	Information Office
<i>Swinburne Staff News</i> : internal newsletter	Information Office
<i>Swinburne Strategic Plan 1996 - 2000</i>	Registrar
<i>TAFE Capability Statement 1995-1997</i>	TAFE Directorate
<i>TAFE Strategic Plan 1995 - 1997</i>	TAFE Directorate
<i>TAFE Professional Development Plan 1997</i>	TAFE Directorate
<i>TAFE Division</i> : student guide	Information Office
<i>Undergraduate Student Guide to Enrolment 1997</i> : student guide	Information Office
<i>Welcome to the Future</i> : brochure	Information Office
<i>Working at Swinburne</i> : staff exchange booklet	TAFE Directorate

Categories of Documents Maintained

Correspondence

Records Management Project

Records Management Services are managing a University-wide project to integrate the University's filing systems based on a single system supported by *RecFind*. This project addresses such areas as introducing a consistent and systematic approach to maintaining all official University records, implementing a standard structure for classifying documents, developing a Retention and Disposal Schedule for the approved destruction or archiving of records, reviewing the student records processes and introducing electronic imaging of University records for greater access.

Records Management Services processes and maintains correspondence for the Chancellery, Corporate Services, and allied administrative units, and keeps University Board and Committee papers and other University-wide documentation on file (paper based copy). A computerised filing system (*RecFind*) is used for processing incoming and outgoing correspondence.

Student records

Records Management Services maintains student records. All information contained in student records is restricted to authorised staff, within the guidelines of the University's Policy on the Confidentiality of Student Records, except information that has been placed in the public domain.

Archives

Archival material is kept in the Swinburne Library (Hawthorn campus). Material dates back to 1907 and includes Swinburne Council minutes from that year until 1963. Other material is indexed according to category.

Library access

Libraries on each of the three campuses provide learning and information resources and services in support of Swinburne's teaching and research programs. The general public may obtain borrowing rights to most material by subscribing to the Swinburne Library Information Service, or the Swinburne Alumni Association library option. Reading areas are available as follows:

Hawthorn campus

During teaching semesters: Weekdays 8.15 am to 10.00 pm (8.30 pm on Fridays); Saturday 12 noon to 5.00 pm. Facilities available for the disabled include:

- Wheelchair access;
- Photocopy enlargement;
- TTY telephone (Telephone Typewriter for the hearing impaired);
- Retrieval of items from shelves;
- Extended loans;
- Book lockers;
- Inductive headphones and loop;
- Catalogue access at wheelchair height;
- Lift keys;
- Private and group study rooms;
- Electronic document scanner with voice synthesiser and enlarged screen display.

Prahran Campus

During teaching semesters: Weekdays 8.15 am to 8.30 pm (Fridays 5.30 pm); some Saturdays: 12.30 - 4.30 pm. Facilities available for the disabled include:

- Specialist staff (Access Librarian);
- Retrieval of items from shelves;
- Extended loans;
- Photocopy enlargement;
- TTY telephone.

Lilydale Campus

During teaching semesters: Weekdays 8.30 am to 6.00 pm (5.00 pm on Fridays); some Saturdays: 1.00 - 5.00 pm. Facilities available for the disabled include:

- Wheelchair access;
- Photocopy enlargement;
- Retrieval of items from shelves;
- Extended loans.

Full details can be accessed on Home Page [<http://www.swin.edu.au/lib/info.html>].

Details of changes in prices, fees, charges, rates and levies charged by the University

Details of the General Service Fee charged in 1995 and 1996, by student category, for higher education, is provided below:

Student Status	Total GSF, 1995 \$	Total GSF, 1996 \$
Full time, full year	186.00	200.00
Full time, semester	93.00	100.00
Part time, full year	91.00	100.00
Part time, semester	45.50	50.00
Coop/Work Exp: full year	31.00	39.00
Coop/Work Exp: semester	15.50	19.50
Full time student:		
1 semester full time	93.00	100.00
1 semester coop	<u>15.50</u>	<u>19.50</u>
Total	108.50	119.50
Part time student:		
1 semester part time	45.50	50.00
1 semester coop	<u>15.50</u>	<u>19.50</u>
Total	61.00	69.50

In addition, all higher education students enrolling at Swinburne for the first time were required to pay an additional \$20.00 towards the Student Amenities Capital Reserve Fund.

In respect of the Student Services and Amenities Fees charged by the TAFE Division in 1995 and 1996, the amounts charged by the number of contact hours is given below:

Hours 1995	Fee	Hours 1996	Fee
0-79	\$ 40.00	0-119	\$ 40.00
80-539	\$ 75.00	120-539	\$ 75.00
540+	\$124.00	540+	\$125.00

In accordance with the Tertiary Education Act 1993, all students were advised at the time of enrolment and through their course Handbook, that their General Service Fee:

- is applied to the provision of amenities and services by the University; and
- does not confer membership of the Student Union or any other student organisation.

Details of any major external reviews carried out on the entity

During 1996 the Office of Training and Further Education (OTFE) conducted an audit of the TAFE Division which focussed on 1995 student statistics. As a result of this review the Division decided to implement some administrative improvements. These included measures to improve its monitoring and reporting mechanisms, restructuring of two of its Schools, integration of two of its commercial centres into one of the Schools and the establishment of the Student Administration Unit.

An audit of the TAFE Division's Quality Management System was conducted by Standards Australia Quality Assurance Services in November 1996. This audit reviewed two schools in the TAFE Division as well as the TAFE Directorate. The TAFE Division successfully completed this audit and consequently achieved ISO 9001 Certification in December 1996.

Details of major research and development activities undertaken by the University

Swinburne has established a research profile built upon its strengths in strategic and applied research, and research centres act as nodes to focus objectives and provide resources. The University has focused growth on distinctive research capabilities to Australian industry and the community, and the majority of research activities have grown out of cooperation with industry in education, training and industry-based services. Swinburne believes that it can make a distinctive contribution to knowledge through such mechanisms, while providing a stimulating environment for postgraduate research training.

The University has a number of major research centres which have consistently attracted external competitive funding, including Research Infrastructure grants. These Centres' research and development programs are aligned with postgraduate research training and with the University's teaching programs. The Centres have also established collaboration and institutional links with an extensive range of both national and international organisations and corporations in both the public and private sectors.

In 1995 the University's Board of Research and Graduate Studies adopted a three-tier structure for research development and support. Tier 1 includes major research centres or institutes and tier 2 is comprised of other recognised research centres. While both Tier 1 and Tier 2 research centres provide some level of external funding, Tier 3 includes research activities conducted by individuals and small groups. During 1995/6 two major research centres were given the status of institutes. The establishment of two tier 2 research centres was approved in 1996 by the Board of Research and Graduate Studies.

For details regarding major achievements, research centres, research funding and collaboration and research publications, conference presentations and research seminars please refer to the 1996 Annual Report, pages 23-28.

Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit

Name	Country Visited	Objectives/Outcomes
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Chancellery

Prof J G Wallace	Vietnam	Graduation Ceremony
Prof J G Wallace	Malaysia	Graduation Ceremony
Prof J G Wallace	Indonesia	Speaker at the 21st Anniversary celebration of the Bandung Institute of Technology
Prof J G Wallace	Malta	Association of Commonwealth Universities

Division of Science, Engineering and Design

Allen R	Dunedin, New Zealand	Software Engineering : Education and Practice
Allen R	Santa Barbara, USA	Tools workshop
Alonso Dr J	Suzdal, Russia	Attend conference by invitation on Mathematics and Art. Presented paper based on SBS Television presentation "Computer Applications to the Arts"
Bakshi Dr E	Genoble, France	Conduct collaborative research at the Institut Laue-Langevin. Collaborative research. four months time release granted. Income support received
Berry J	Malaysia	Assist at Graduation Ceremony and visit Malaysian institute
Bitterfield G	Sydney/Poland	AEMC
Bluff K	Montreal, Canada	XXV1 Int Cong Pscyh
Bluff K	San Diego, USA	Neural Nets
Bowater Dr I	Indonesia	Bridging Course in Colloid Chemistry
Browne A/Prof J	Illinois, USA	Visiting Scholar Grant

Ciszewski P	Philippines	Attend conference on Modern Innovative Tech. for Asian Physics Edu, MITAPE. Assist chair workshops
Clarke K	Canada	IFORS 96
Clarke S	Canada	IFORS 96
Costello B Dempster B	USA	Sought to update expertise and improve level of collaboration with supplier of our existing Rapid Prototyping Equipment. Both objectives achieved with subsequent benefit to on-going research projects and current initiatives in developing new ones
Costello B	Indonesia	IRIS support for the Swinburne TAFE Department of Mechanical and Manufacturing Technology coordinated collaboration with Polman Institute - aimed at providing education, training and industrial consultancy, with emphasis on the automotive industry. Also sought to develop collaborations with educational and industry groups to create joint postgraduate programmes and research projects
Creek M	Boston, USA	EDMEDIA'96
Creek M	San Jose, USA	OOPSLA'96
Cricenti T	Corfu, Greece	Attend 8th IEEE Signal Processing Workshop on Statistical Signal and Array Processing. Present paper at Poster Session - "Position Estimation of Electrocardiac Generators" collaboration with D Klimovski. Support PhD research
Davis J	Pakistan	Environmental Consultancy Pakistan
Doyle A/Prof D	Malaysia/England	Microstructure and Prop
Easton A	Quebec, China, Edmonton, New Zealand	Coastal Zone Canada 96 and visits Geoffrey J Butler Memorial Conference ANZIAM 96
Evans R P	New Zealand	Attend and present a paper at the <i>Roads 96 - 18th ARRB Transport Research Conference</i>
Fecondo J	United Kingdom	24th Symposium European Peptide Society

Frecker Dr G B	New Zealand	Attend Roads 96 - 18th ARRB Transport Research Conference for staff development purposes. Present seminars on asset management to District and Regional Councils and hold discussions with NZ National Asset Management Steering Group as part of staff development program
Ghotb F	Vancouver Tehran, Isfahan & Fabriz	ISAHP and IMRE
Grant D	Dunedin, New Zealand	Software Engineering : Education and Practice
Harding Dr I	Indonesia	TIL Environment Project
Hausler E P	India, Malaysia	Maintenance and development of Agencies and contacts. Promotion of courses and student recruitment
Hausler E P	Malaysia	Maintenance and development of Agencies and contacts and attend Swinburne Graduation Ceremony
Hausler E P	India, Malaysia, Germany, Thailand	Student interview and recruitment of students. Maintenance and development of overseas contacts and agreements
Henderson-Sellers B	Santa Barbara, USA	TOOLS/STOT
Henderson-Sellers B	San Jose, USA	OOPSLA'96
Henderson-Sellers B	London, United Kingdom	OOIS'96
Hendtlass A/Prof T	Fukuoka, Japan	Attend IEA/AIE'96 Conference. Present 2 papers: Paper won "Best Paper Award"
Higgins P	Hawaii	HAAMAHA'96
Howard S	Hamilton, New Zealand	OZCHI
Iovenitti P Masood S Nagarajah R Shayan I Zhao Jie	Indonesia	Presentation of conference papers and manning of exhibition stand at Automotive Engineering conference - in support of the Swinburne/Polman collaboration

Jones Dr I	Indonesia	TIL Environment Project
Jones P	Spain, New Zealand and Reno, USA	ICME 8 NZ Statistics Society Annual Conference 9th International Conference on Technology in Collegiate Mathematics
Klimovski D	Corfu, Greece	Attend conference; 8th IEEE Signal Processing Workshop on Statistical Signal and Array Processing. Present paper at Poster Session - "Position Estimation of Electrocardiac Generators" collaboration with T Cricenti Support PhD research
Kmita Dr J	Singapore	Present research paper at <i>Asia-Pacific Conference on Shock and Impact Loads on Structures</i>
Lambert A/Prof J Adcock B	Thailand	University of Thai Chamber of Commerce. Continue to promote links. Participated in teaching exchange program
Laslett R	Canada	Cooperative Education Consultancy
Lavery Dr W	Istanbul, Turkey	Attended conference to secure awarding of Swinburne as ICT'97 conference venue
Leary B	Hong Kong	Austrade Australian Education Exhibition
Leung Y	Singapore	Asia Pacific HCI Conference
Leung Y	Hamilton, New Zealand	OZCHI
Li N	Norway, Russia and Romania	Bergman Spaces and Related topics and session of Scientific Communications
Liley Dr D	Sintra, Portugal	Attend conference on Spatio-Temporal Models in Biological & Artificial Systems. Present paper "A Continuum Model of the Mammalian Alpha Rhythm"
Lipson K	Spain and New Zealand	ICME 8 NZ Statistics Society Annual Conference
Loneragan G	Indonesia	TIL Environment Project
Loneragan G	Italy	Bioremediation Consulting
Lu G	Hong Kong	3rd Asia Pacific Mat. Proc.

Mackay G	USA	International Coal Conference
Masood S Morsi Y	China	TIL Collaboration Project and visits to other Chinese Universities for development of new research collaborations
Masood S	Germany UK	Presentation of paper - international conference - and visit to rapid prototyping (RP) facilities. Provided boost to IRIS and SUT profile and established links with similar leading RP centres
Masood S Thompson W	India	Sought to develop collaborations with educational and industry groups to create joint postgraduate programmes and research projects. Genuine interest created and discussions on-going
Masood Dr S	Germany	Rapid Product Development
Mazzolini Dr A	Philippines	Attend conference on Modern Innovative Tech. for Asian Physics Edu, MITAPE. Co-organiser, Chair workshops and present paper "Computer-aided Technology for Physics Education in Australia"
McLean J G	Sweden Italy	Exchange program with Umea University Joint FAO/WHO Expert Committee on Food Additives
McManus K J	New Zealand	Attend and present a paper at the <i>Roads 96 - 18th ARRB Transport Research Conference</i>
Morsi A/Prof Y	Belgium	Society of Bio-mech.
Morsi A/Prof Y	Japan	Modelling and Simulation
Morsi A/Prof Y	Sydney/Tokyo/ Shanghai	Conference
Mouzakis K	Hamilton, New Zealand	OZCHI
Murphy A/Prof D	Malaysia Singapore Thailand	INTI College, Malaysia Tamasek Polytechnic, Singapore King Mongkut Institute of Technology, Thailand Prince of Songkla University, Thailand. Establish links, Memorandum of Understanding signed with INTI College Further visits arranged

Murray D	Singapore Taiwan Taipei Malaysia Korea Japan	Coordination of travelling exhibition of School of Design Graduate work (Temasek Polytechnic) Recruitment of international students Tainan College - discussion of Memorandum of Understanding Agreement with School of Design Kaohsiung - Recruitment of international students Seminar for prospective international students Negotiation of franchise arrangement between School of Design and Metropolitan College (Mt Kiara School of Design) Art Direction College - discussion of Memorandum of Understanding Agreement with School of Design. Recruitment of international students Participation in International Design Fair, Seoul. University visits - Kang Nung, Kang Won to develop Memorandum of Understanding Agreements Hong Ik. collaborative exhibition of School of Design student work Coordination of student participation in International Student Workshop, Sozosha School of Design, Osaka Discussions for development of "sister school" relationship with School of Design. Participation in Education Australia Seminar, Osaka
Nagarajah Dr R	Korea	Pacific Conference on Manufacture
Noble D	New Zealand	32nd Annual Conference ORSNZ
O'Connor J	Denmark	IAIESTE Conference
Phillips B	Spain New Zealand	ICME 8 NZ Statistics Society Annual Conference
Phillips Dr D I	Germany United Kingdom and USA	Attend 7th ICUSD Conference on Urban Drainage as part of staff development. Examined market potential for Swinburne patented On-line Litter Separator (ILLS) and gave presentations to several US corporations interested in marketing ILLS
Pilgrim C	Barcelona, Spain	ACM Int Tech CS Edu
Redwood Dr M	Slovenia	EDI-IOS Conference

Redwood Dr M	USA	Webnet96 Conference
Sadus R	Austria	7 th Int Symp Sol Phen
Sakhaemanesh A	Sydney/Poland	Fluid Mech. Conference
Sakhaemanesh A	Iran	Mech. Eng. Conference
Sergejew A	San Jose, USA	Attend fully sponsored training on SGI Software Developers Program. Externally Funded, Attend training for Bankers Trust purchased software
Shayan E	Korea	Presentation of conference paper and visits to research and industrial organisations with a view to create joint research projects. Significant follow-up will be required if success is to be achieved
Shayan E	Iran	Follow-up on research student, development of collaborations with several universities
Shayan E	Korea	Pacific Conf. on Manufacture
Simpson C	United Kingdom/USA	Long Term Staff Development Leave
Simpson C	Boston, USA	EDMEDIA'96
Simpson C	Madrid, Spain	ETHICOMP'96
Singh M	Edmonton	Geoffrey J Butler Memorial Conference
Siores Prof E	India/Japan	Non-destructive testing
Smith R	Berlin, Germany,/ Cambridge, United Kingdom	ICSE / S/W Qual Man'96
Steiner J	Vienna	SEFI 96
Thompson W Friedl C	China	TIL (Targeted Institutional Links) Collaboration Project
Thompson W	China	TIL Collaboration project
Thompson W	USA	Personal invitation to participate in international round table on the future of Manufacturing Engineering. Seen as significantly raising the profile of IRIS and SUT amongst some of the world's leading manufacturing authorities

Weal S	Vancouver	IFORS 96
Whitfield Prof A	United Kingdom Korea	Chairing British Standards Committee. Maintains national profile and facilitates representation of United Kingdom on ISO technical committee, leading to membership of equivalent Australian Standards Committee. Visiting Professor, Newcastle University Development of links with Korea, joint research projects with Kookmin University
Williams A	Auckland	ICAO Global Flight Safety
Wood A	San Antonio, Texas	Attend conference to Review Research on Biological Effects of Electric and Magnetic Fields from the Generation, Delivery & Use of Electricity. Present paper " Human Plasma Melatonin Profiles Delayed in Some Individuals by 50Hz Magnetic Field Exposure"
Wood Dr A Seagar Dr A	Thailand	King Mongkut Institute of Technology, Prince of Songkla University. Promote links with institutions. Development of International Masters program. Memorandum of Understandings signed with institutes
Yang W	Japan	Modelling and Simulation
Younessi H	Seoul	APSEC'96
Zhang J	China	TIL Collaboration project

Division of Business, Humanities and Social Science

Adams D	Romania	Conduct series of seminars entitled "Management of a Business Faculty" for senior university staff in three locations (approximately 10 universities represented)
Barr A/Prof T	South Korea	Attend APEC Telecommunications International Symposium and present paper entitled "The Communications Revolution: Paradoxes of Growth"
Batros J	USA	Attend Fifth International Conference on Narrative in Lexington, Kentucky and present paper entitled "Buber's I-Thou: Only a Language Game"
Bell A	Vietnam	Conducting courses - Graduate Certificate of Business (Off-Shore) in Hanoi and Ho Chi Minh City
Burke T	Sweden	Academic Collaboration (teaching and research), University of Lund, Sweden
Burke T	England	Academic Collaboration, British Institute of Housing, Coventry, England
Cargill B	Czech Republic	Attend 2nd APTEA Congress and present paper "Approaches to Management Training and Development - More Action, Less Talk"
Carless Dr S	USA	Attend Society for Industrial and Organisation Psychology Annual Meeting
Christodoulou A/Prof C	Croatia, Slovenia, Czech Republic	Present Caravan Management Game
Christodoulou A/Prof C	Malaysia	Attend Convention on Asian Business and Management Education and present paper entitled "Industry Simulations in Thailand"
Christodoulou A/Prof C	USA	Attend International Decision Science Institute Conference
Drummond G	USA	To attend the 5th International Conference on Narrative in Lexington, Kentucky and to collaborate with colleagues on narrative and social theory

Dunkley M	Vietnam	Conducting courses - Graduate Certificate of Business (Off-Shore) in Hanoi and Ho Chi Minh City
Dunkley M	Malaysia	Marketing Swinburne
Dunkley M	Malaysia	Participation in Swinburne University of Technology graduation ceremony
Eden P	New Zealand	Attend Software Engineering: Educational Practice 96 Conference and present paper entitled "A Step by Step Method for Conceptual Data Analysis"
Evans B	Czech Republic, Germany	Attend APTEA Congress. Visited Export Akademie to discuss student exchange program
Ferrazza A	Vietnam	Investigate financial processes used by the Off Shore Business Education Program while in Vietnam and design appropriate accountable systems which provide control over income and expenditure
Frazer Prof M	Malaysia and Thailand	Participation in Swinburne University of Technology's Graduation Ceremony in Kuala Lumpur. Further cooperation with University of Thai Chamber of Commerce (UTCC), Bangkok
Frazer Prof M	Vietnam	Negotiate planned Memorandum of Understanding with Ministry of Education and Training Discuss continuing collaboration with major partners Participate in seminar with Ho Chi Minh National Political Academy (Hanoi) and present paper entitled "Education, Training and Reform - The Australian Experience"
Frazer Prof M	Vietnam, Hong Kong	Discussions with actual and potential partners in Vietnam Attend meetings of Boards of International Institute for Business Development and of David C Lam Institute for East-West Studies in Hong Kong Attend conference on "Institutional Strategies for the Internationalisation of Higher Education" in Hong Kong and present paper entitled "Institutional Strategies: The Swinburne Perspective"

Fukushima N	Japan	Attend 5th International Conference on Communication in Sapporo, Japan and present paper entitled "Efficacy of Lying in Communication"
Gerrand J	Vietnam	Conducting courses - Graduate Certificate of Business (Off-Shore) in Hanoi and Ho Chi Minh City
Gerrand J	Canada	Attend Joint Cooperative Education Conference and presented paper entitled "Vietnam: Renovation and Co-op Placements?" Organise industry based learning placements and Joint Exchange with Ottawa University
Gillin Prof L M	San Antonia, USA	Receive award for case study
Gillin Prof L M	Germany and USA	World Association for Co-operative Education and Visit PhD student
Gillin Prof L M	Indonesia	ARIACO Conference Presentation
Gillin Prof L M	Singapore	Teaching
Gillin Prof L M	USA	Student Tour
Gillin Prof L M	Singapore	Teaching
Kashima E	Canada	Attend XIIIth Congress of International Association of Cross-Cultural Psychology in Montreal; attend XXVI International Congress of Psychology in Montreal and present paper entitled "The Mutual Perceptions of Five Groups in Australia"
Kilsby T	Malaysia	Participation in Swinburne University of Technology's graduation ceremony in Kuala Lumpur
Kloot Dr L	USA	Attend 25th Western Decision Sciences Institute Annual Conference and present paper

Knowles Dr A	Italy	Attend 6th International Conference on Psychology and Law, Siena and present paper entitled "Attribution of Crime and Non-Consensual Sexual Intercourse: Acquaintance Rape"
Lakha Dr S	USA, Canada	Research at University of Washington, Seattle Attend South Asia Colloquium of the Pacific Northwest and present paper entitled "The State, Globalisation and the Indian Middle Class" Attend Ninth Annual Images of India Symposium and present paper entitled "The Development of Computer Software in India" Deliver seminar entitled "Resisting Globalisation: The Alternative Discourses in India" at Department of Sociology and Anthropology, Simon Frazer University
Machida T	Japan	Meetings with companies and city councils about work experience program for Swinburne students
Marles K	USA	Attend 25th Western Decision Sciences Institute Annual Conference
Marles K	Vietnam	Conducting courses - Graduate Certificate of Business (Off-Shore) in Hanoi and Ho Chi Minh City
Mayer D	Ireland, UK	Australian Identities Conference, Dublin Visits to University College and Trinity College, Dublin Visit to London School of Economics and Political Science Contacting European Offices
Mizuno T	Japan	Undertake data collection for Master's thesis
Morieson J	Peru, Bolivia	To visit archaeological sites and make contacts relating to indigenous astronomy
Nicholls Prof M	USA	Attend 25th Western Decision Sciences Institute Annual Conference in Seattle, Washington and present paper entitled "Incorporating Machine Capacity Reduction Effects of Production Sequencing in a Production Sequencing Model - and Example in the Tobacco Industry" Collaborative research with Professor Dhir, Penn State University

Nicholls Prof M	UK	Attend OR38 Operational Research Conference at University of Warwick and present two papers entitled "The Development and Implementation of a Master Production Scheduling Package in the Tobacco Industry" and "The Development of a Heuristic Cascade Solution Algorithm for a Multi-period Nonlinear Bilevel Model of an Aluminium Smelter" Invited guest lecturer at University of Birmingham to present seminar entitled "Holistic Modelling of an Industrial Plant Using Mathematical Programming, Heuristics, Knowledge Acquisition and Process Simulation" Visits to Operations Research Department at Rolls Royce Aerospace Group, UK Head Office of Shell, Southern UK Office of Cap Gemini, the Operations Research Group within the Department of Trade and Industry, the University of Lancaster and the University of Southampton
Nicholls Prof M	New Zealand, USA, UK, Hong Kong	Attend 27th National DSI Conference, Orlando, USA and present two papers entitled "The Application of a Nonlinear Bilevel Programming Algorithm for the Optimisation of an Aluminium Smelters" and "Modelling and Aluminium Reduction Cell in Real World Conditions with a View to Optimisation of its Operations" Collaborative research with Professor Dhir of Penn State University Visiting Professor at The Management School, University of Lancaster and presented paper entitled "Modelling an Industrial Plant - A Tenacious Multi-disciplinary Approach" Visiting Professor at the Department of Management Science, Strathclyde University
Nolan K	Spain, Italy, Germany, Sweden	Marketing Swinburne's teaching programs
Nolan K	Italy, Germany, France	Accompany and supervise group of Swinburne students on Study Tour of European Union
Nolan K	Hungary	Attend International Conference of Private Business Associations - Circulo De Empresarios and present paper entitled "Swinburne University Australia Work Experience Program"

Owens D	Czech Republic	Attend APTEA Congress
Poon S	Slovenia, UK, Portugal	Attend 9th International Conference on EDI- IOS and present paper entitled "Electronic Networking Among Small Business in Australia: An Exploratory Study" Attend 4th European Conference on Information Systems and present paper entitled "Small Business Internet Usage: A Preliminary Survey of Australian SMEs" Deliver seminar paper at the Knowledge Systems Research Centre, University of Durham Business School Deliver seminar paper at the Department of Accounting and Finance, University of Birmingham Deliver seminar paper at Telematics Research and Applications Centre, Manchester Metropolitan University
Poon S	Germany	Attend IFE96 Conference and present paper
Russell H	Vietnam	Conducting courses - Graduate Certificate of Business (Off-Shore) in Hanoi and Ho Chi Minh City
Savage T	Hong Kong	Attend Knowledge and Discourse: Changing Relationships Across Academic Disciplines and Professional Practice Conference and present paper "Verbs of Asking in Japanese: Mirrors of Socio-Cultural Expectations"
Savage T	USA	Attend Modern Languages Association Annual Convention, Washington DC
Seitz A	Germany, England, Mexico	Attend Sietar International in Munich and present paper entitled "Political Issues in Community Based Research in Polytechnic Australia" Liaison with Export Akademie Badon- Wurtemberg and the Technische Fachhochschule Reutlingen to discuss student and staff exchanges Research collaboration with Department of Multi-Cultural Affairs, Frankfurt Attend ISARC33 Conference at University of Essex and present paper entitled "Translating Theory into Practice - Methodological Issues in Cross-Cultural Research"

		Attend ISTR Conference in Mexico City and present paper entitled "The Politics of Economic Rationalism and Compulsory Competitive Tendering (CCT) and The Impact on Third Sector Organizations in Australia"
Skoutarides A	New Zealand	Conference attendance
Skoutarides A	Finland	Conference attendance
Skoutarides A	Japan	Meetings with companies and city councils about work experience program for Swinburne students
Smith R	Czech Republic	Attend APTEA Congress
Spark M	Hong Kong	Study tour to Open Learning Institute of Hong Kong
Taneja Dr P	Hong Kong	To attend preparatory committee meeting of the International Institute for Business Development's Summer School at the Hong Kong Baptist University
Thomas Dr D	USA	Participate in Senior Executive Management Program at Harvard University
Tomaras E	Bulgaria	Attend "Community and Identity Course" at Institute for Southeastern European Cooperation and Development at the American University in Bulgaria
Turpie K	Kingdom of Tonga	Visiting Lecturer at Tonga Community Development and Training Centre as part of an AusAID project
Weekley K	Philippines	Attend Third International Conference for Quality of Life Research
Weilgosz J	Czech Republic, Poland	Attend APTEA Congress and presented paper entitled "Networking for Success". Meeting with former APTEA Fellows
Wilde D	Slovenia, England	Collaboration with Portsmouth University. Seminar given on "Commercial Artificial Intelligence Systems in Australia"
Xavier P	Spain	Attend 16th Biennial Conference of the International Telecommunications Society and present paper entitled "Monitoring Telecommunications Deregulation through International Benchmarking"

Xavier P	France	To present invited paper entitled "The Licensing of Telecommunication Operators: Towards a Harmonised Approach" at OECD meeting
Xavier P	England	Research at various telecommunications companies in London
Young Prof K	Hong Kong	Staff development leave at Hong Kong Baptist University
Young Prof K	Spain	Staff development leave at Universidad Autonoma de Madrid

Swinburne at Lilydale

Murby S	Hong Kong	To examine international best practice in policies and systems for: Advanced Standing; Assessment, including examination; and Course Materials Development, in the context of a multi-disciplinary higher education provider using flexible learning
Murby S	Singapore	To present the paper <i>Town and Gown for the 21st Century</i> to the IDP Education Australia, British Council Conference, Singapore
Spark M	Hong Kong	To examine international best practice in policies and systems for: Advanced Standing; Assessment, including examination; and Course Materials Development, in the context of a multi-disciplinary higher education provider using flexible learning
Weal S	Hong Kong	To examine international best practice in policies and systems for: Advanced Standing; Assessment, including examination; and Course Materials Development, in the context of a multi-disciplinary higher education provider using flexible learning

TAFE Division

Bennett D	Thailand	Corporate Educational tour. Contacts made with projects and personnel relevant to TAFE Division profile. Meeting with personnel of Udomkasem. Contacts with Australian Embassy officials and Dusit Thani staff
Cadilhac M	Mauritius	Visit to AusTrade and Australian High Commission, John Kennedy College and University of Mauritius. Visit to Industrial and Vocational Board. Discussions on links with Australian vocational education opportunities in engineering field.
Creed P	New Zealand	Attendance at National Australasian Theatre Training Conference.
Crooks T	Thailand	Final stage of English Language Project with Udomkasem School of Business. Follow up on staff training and materials development for Udomkasem. Provision of assistance at the AEC Exhibition.
De Martinis C	Thailand	Finalisation of framework agreement with Technology Supply Company for the delivery of Engineering programs.
Fallu R	Indonesia	Collaboration with Polman Institute, Bandung in the provision of cleaner production training and consultancy services to Indonesian industry. AusAID PSLP grant.
Fitzsimons G	Austria, United Kingdom, Spain, Portugal	Attendance at Conference and presentation of papers on mathematics education.
Hampton T	Thailand	Finalisation of framework agreement with Technology Supply Company for the delivery of Engineering programs.
Hellyer K	Vietnam	DEETYA funded Feasibility Study for the provision of accredited TAFE programs in agriculture, horticulture and food technology. Joint project in conjunction with Swinburne University of Technology, Goulburn Valley Institute of TAFE, Kangan Institute of TAFE, and Collingwood Secondary College.

Johnston J	Malaysia	Attendance at Graduation Ceremony in Kuala Lumpur. Discussions with staff at Australian High Commission re vocational education opportunities.
Joyce M	Indonesia	SUT / Pramita Education Foundation commercial joint venture project, to deliver accredited courses in banking and finance and accounting to Indonesian students. Recruitment of students and ongoing consultancy activity.
Kent C	Hong Kong	Recruitment of students and meeting with agents for the TAFE Division.
McLaughlan L	Korea	Study Tour in Korea. Attendance at Pacific Conference on Manufacturing 96. Presentation of paper on Modular Tooling.
Meaker S	Indonesia	Review and development of curriculum for the joint venture with Polman Institute. Demonstration of CAMPAC Software.
Pohl A	Thailand Germany	Attendance at Australian Education Exhibition as arranged by ISU, to meet with agents and potential clients. Promotion of English language study, meeting with agents and liaison with tertiary institutions. Promotion of Swinburne as a destination for European Study tours. Investigation of links between German tertiary institutions and Swinburne with regard to English language study and work placements.
Redpath A	Taiwan Hong Kong Indonesia France, Spain	Establishment of English Course at Swinburne. Visit to IDP and Swinburne agents for recruitment of students. Review of Pramita project and planning for further developments in curriculum. Consultation with agents, promotion of ELICOS programs and interviewing of students. Appointment of agents.
Tonkin D	Thailand	Finalisation of framework agreement with Technology Supply Company for the delivery of Engineering programs.
Veenker P	United States of America	Participation in VICAD Study Tour as President of VICAD. Presentation of papers on vocational education.

Ward B	Taiwan	Development of Arts Department relationship with Fu-shin Trade and Arts School.
Wiegard J	Indonesia	Delivery of paper on "Cleaner Production and Environmental Management in the Automotive Industry" at the AUTOLOG 96 Conference at Politeknik Manufaktur Bandung (Polman).
Williamson D	United States of America	Attendance at Education Media Ed Telecom Conference and Exhibition.

Information Services Group

Gunn H	New Zealand	Launch of PAGE in New Zealand
Jeffery P	Singapore	Educational Research Association ARE (Singapore) and AARE (Australian Association for Research in Education) Joint Conference. Presented 2 papers, one on Dissemination of academic work via WWW, and one on Swinburne's MML implementation
Young A	USA & Canada	Visits to 2 major equipment suppliers: CISCO Systems in San Jose, California and VTEL Systems in Austin, Texas. Attendance at INET'96, an internet conference run by the Internet Society, Montreal, Canada

Academic Registrar's Department

Grigg A R	Malaysia	Participation in graduation ceremony at Kuala Lumpur
Kennedy M	Malaysia	Organisation of and participation in graduation ceremony in Kuala Lumpur

International Office/International Student Unit

Bryers A	Thailand	Interview sessions, agent visits
Bryers A	Thailand	Interview and seminar program
Chemay A	Indonesia	Edlink Exhibition
Chemay A	Indonesia	Edlink Exhibition
Chemay A	Indonesia	Indonesia Roadshow

Chou A	Malaysia	Pre departure seminar
Chou A	Malaysia	SSC Roadshow
Chou A	Malaysia	Kuala Lumpur graduation
Chou A	Malaysia	SSC Roadshow
Chu C	Singapore	Interview program, establish graduate network
Chu C	Hong Kong	Education Expo
Chu C	Singapore	Study in Australia Exhibition
Chu C	Thailand	Interview sessions, agent visits
Chu C	Singapore	Universities interview program
Chu C	Malaysia, Hong Kong	Kuala Lumpur graduation, agent visits
Chu C	Hong Kong	HK Overseas Studies Centre Exhibition
Chu C	Hong Kong	Austrade Exhibition
Chu C	Singapore	IDP Interview Program
Chu C	Hong Kong, Macau, Singapore	IDP Interview Program, agent visit
Han J	Korea	Design Fair
Kanawattanakul W	Thailand	Interview and seminar with Thai agents
Kanawattanakul W	Thailand	Interview sessions, agent visits
Lui M	Taiwan	AIEF Study in Australia Expo
Magaldi M	Thailand	Interview and seminar with Thai agents
McCormick I	Malaysia, Thailand, Hong Kong	Interview program, seminar for potential agents
McCormick I	Korea	Agent visits
McCormick I	Taiwan, Hong Kong	TOSA Fair, agent visit
McCormick I	Thailand	IDP Exhibition
McCormick I	India, Indonesia	Agent visits, Edlink Exhibition

McCormick I	Malaysia, Vietnam	Kuala Lumpur graduation, Offshore Program
McCormick I	Singapore, Hong Kong, Thailand, Malaysia	Agent visits, institutional visits, Roadshow
McCormick I	Vietnam	Agent visits, institutional visits
McCormick I	Indonesia	Agent visits, interview sessions
McCormick I	Malaysia	Agent visits, institutional visits, IDP Counselling Mission, Austrade Exhibition, IDP interview sessions
McCormick I	Malaysia	Ark Roadshow
Shih W	Taiwan	AIEF Study in Australia Expo
Wong M	Indonesia	Edlink Exhibition
Wong M	Indonesia	Edlink Exhibition
Wong M	Indonesia	Indonesia Roadshow

External Affairs

McDonald B	Kuala Lumpur	Graduation Ceremony
McDonald B	Sarawak	Commenced discussion with Inti College
McDonald B	Kuala Lumpur	Malaysia-Australia alumni Convention

Details of major promotional, public relations and marketing activities undertaken by the University to develop community awareness of the University and the services it provides

Public Relations

Open Day

Two of Swinburne's most successful public relations events during the year were Open Day and the Postgraduate Information Evening, the latter being held at the Hawthorn Town Hall. This event attracted an audience of 850. Open Day attendances at Hawthorn, Lilydale and Prahran campuses totalled 23,000.

Alumni

The Alumni Association now has 24,000 members, up from 22,000 at the end of 1995. These alumni donated \$110,000 during 1996 to support the activities of the University.

The number of chapter groups increased from 9 to 11 with new chapter groups being established for Engineering and Information Systems.

Following a successful pilot in 1995, the Alumni Office joined with the Higher Education teaching divisions to conduct very well received Parent Orientation Programs for over 200 parents of new undergraduate students.

The Alumni Office launched the Sir Rupert Hamer Lecture Series with the inaugural lecture presented by the Hon. Barry Jones MLA.

The Alumni Office also played a contributing role in the planning and delivery of the University's first full scale overseas graduation ceremony in Kuala Lumpur at which one of our alumni, Philip Ting from Sarawak, was awarded an honorary doctorate.

Public Events

David Williamson Theatre

The first theatre named in honour of noted Australian playwright David Williamson was opened at the Prahran Campus of the University during September. The theatre is part of the new performing arts theatre complex, complete with foyer and gallery, theatre, two rehearsal spaces, dressing rooms, workshop and storage space. Mr Williamson received an Honorary Doctorate from the University during the official launch of the theatre.

Industrial Research Institute Swinburne (IRIS)

The new Industrial Research Institute Swinburne (IRIS) at Hawthorn, was officially opened by the Minister for Industry, Science and Technology, The Hon. Mark Birrell in September. IRIS has established cooperative alliances with advanced manufacturing centres and research institutions in Australia and around the world.

Scholarships

Scholarships worth \$40,000 were awarded to five Swinburne at Lilydale students in September. The University's Chancellor, Mr Richard Pratt, presented the Pratt Industries Scholarships to the first year Bachelor of Applied Science (Computing) students in recognition of their academic achievement, community involvement and work experience. The scholarships, of \$8,000 each, will financially help the students to complete their studies at Swinburne.

To mark the completion of the new Lilydale campus, Swinburne awarded a scholarship, to receive the first year of university education at Swinburne at Lilydale free, to the first baby born on 10 October in each of the eight municipalities served by the regional campus. The municipalities were Yarra Ranges, Maroondah, Knox, Monash, Whitehorse, Manningham, Delatite and Murrindindi.

The Sir Edward "Weary" Dunlop Scholarship was established in conjunction with the City of Stonnington to commemorate the life and work of the late Sir Edward "Weary" Dunlop, who was a resident of the city. The inaugural scholarship was presented on 12 July 1996 to Mark Donaldson, who was at the time of winning the scholarship, a third year student undertaking a Civil Engineering degree at the Hawthorn campus.

Employment Links

In conjunction with Alumni, the Careers and Employment Unit launched a Professional Links program aimed at linking current students with alumni in various professions for mentoring, professional advice contact for vacation and graduate employment. This supplements the already existing strong links that Swinburne has with employers through the Campus Interview Program where 46 employers participated in 1996, and 262 employers used the Employment Registrar service offered by the Careers and Employment Unit.

In 1996, three 'Driving Your Degree Further' programs were conducted by the Careers and Employment Unit for Business, Arts and Sociology students. The programs are designed to assist those seeking employment by improving interviewing skills, curriculum vitae presentation, etc.

The Unit continued, in association with ACER, to publish the 'Australian Journal of Career Development' a highly acclaimed international journal which provides professional development for careers practitioners across Australia. After four successful years in association with Swinburne the editorship of the journal has now moved to the Queensland University of Technology as from November 1996.

In 1996 the Careers and Employment Unit careers advisory staff ran three career planning programs for staff assessing their careers.

Launch of Undergraduate and Postgraduate Prospectuses and CD ROM

Secondary schools throughout Victoria were sent free copies of Swinburne's first undergraduate prospectus and CD ROM 'Going Places', promoting both Swinburne and its undergraduate courses. The University first postgraduate prospectus was also launched during the year, providing details of postgraduate courses and research opportunities.

Details of assessments and measures undertaken to improve the occupational health and safety of employees

The Occupational Health and Safety program in 1996 actively involved the Swinburne community in our endeavour to protect the health, safety and welfare of all members of the campus community. A Strategic Plan directed the initiatives undertaken during the year.

- WorkCover compensation rehabilitation function combined with Unit responsible for accident prevention to strengthen risk management program.
- The coordinated strategy for university wide compliance with plant safety regulations was implemented.
- A series of new policies were drafted and finalised through consultative mechanisms. The OH&S manual was reviewed, to incorporate changes in legislation, and quality standards of documentation.
- Comprehensive chemical usage audits were conducted in preparation for the forthcoming Victorian Workplace Hazardous Substances Regulations.
- Elections of Health and Safety (DWG) representatives per amendments to the OHS Act were conducted.
- Further development and upgrade of the OH&S Intranet site to enhance targeted and user-friendly information.

The above initiatives were successfully incorporated with ongoing OH&S programs including radiation safety, accident and hazard investigation, and ergonomic assessments. The program of emergency preparedness response training and practice continued; and first aid, OH&S inductions, infection control, manual handling, and housekeeping inspection training extended.

General statement on industrial relations within the University and details of time lost through industrial accidents and disputes

Industrial Relations

The year was marked for the implementation and monitoring of the enterprise bargaining agreement, the first for the University.

During 1996 a number of working parties were formed, in accordance with the enterprise bargaining agreement, to progress various issues. These included:

- mode of employment
- academic workload
- salary packaging

Agreement was reached on the implementation of salary packaging. However, academic workloads and mode of employment will continue to form part of the 1997 enterprise bargaining agreement negotiations.

Time Lost

The University lost 458 days due to WorkCover claims.

There were 3 days lost due to industrial action.

A list of committees sponsored by the University, the purposes of each committee and the extent to which the purposes have been achieved

This is not applicable.

Swinburne University of Technology

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