



2012

ANNUAL REPORT

CANBERRA INSTITUTE OF TECHNOLOGY

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Canberra Institute of Technology
Annual Report 2012

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Transmittal Certificate

Ms Joy Burch MLA
Minister for Education and Training
ACT Legislative Assembly
Civic Square, London Circuit
CANBERRA ACT 2601

Dear Minister

I present to you the *Canberra Institute of Technology Annual Report 2012*.

This Report has been prepared under section 6(1) of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements under the Annual Report Directions.

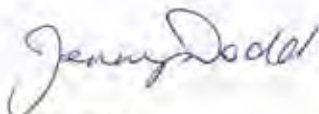
It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by the Canberra Institute of Technology.

I certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of Canberra Institute of Technology during the period 1 January 2012 to 31 December 2012 has been included.

I hereby certify that fraud prevention has been managed in accordance with Public Sector Management Standards, Part 2.

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you cause a copy of the Report to be laid before the Legislative Assembly within 3 months of the end of the reporting period.

Yours sincerely



Jenny Dodd
Chief Executive (Acting)
22 March 2013

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From the Chief Executive

Adrian Marron
Chief Executive



I am pleased to present the 2012 Canberra Institute of Technology (CIT) Annual Report.

This was a year of some turbulence for CIT, and indeed the broader sector of technical and further education (TAFE). Nationally this was evidenced in the radical changes occurring to the public TAFE sectors in Queensland, South Australia, New South Wales, and particularly in Victoria, following the National Partnership Agreement on Skills Reform between the Commonwealth and the States and Territories. While the operating conditions in the ACT were more stable, the repercussions of developments in neighbouring jurisdictions do have an impact on the operations of CIT. Other important elements in the TAFE operating environment were the continuing difficulties public providers experience in international markets because of current visa policies, and the consequences of higher education uncapping of university places.

CIT has fared better than most of its contemporaries in responding to these challenges in the international markets and maintaining enrolments. The international student numbers whilst slightly down are holding at sustainable levels and CIT has delivered on its contract with the ACT Government in terms of student contact hours. CIT has also achieved a surplus cash position for the operating year in a period which has seen its operating results affected by non-cash items relating to property revaluations and transfers.

These results are particularly pleasing given the specific institutional challenges faced by CIT in 2012. The first of these was the extended period of uncertainty around the University of Canberra/ CIT merger proposal, a matter now resolved. The second was the requirement for CIT to overhaul processes, practices and procedures in relation to complaints handling. This followed a report by WorkSafe ACT on matters relating to bullying and harassment matters at CIT.

CIT accepted the recommendations of the Worksafe Report, and improved policy and practice in dealing with workplace issues. CIT has conducted appropriate training for our staff, carried out an extensive review and update of relevant policies and procedures and continues to build a positive workplace culture. These endeavours are ongoing and will be supported by the implementation of the ACTPS common values, code of conduct and signature behaviours; they continue to be very much a collective effort supported by our clients and students.

Of course there were many highlights for CIT in the year, an outstanding achievement was the Australian Vocational Student of the Year and the Australian Apprentice of the Year Awards both being presented to CIT students, who are great ambassadors for their professions and the ACT. It is very rare for the two most prestigious prizes in the national awards to be given to students at the same

institution. CIT was also awarded the ACT Large Registered Training Organisation of the Year at the ACT Training Awards, for the sixth year in a row.

We are also proud of CIT Tourism and Hospitality Management, which won the Education and Training Provider Category at the 2012 Canberra Regional Tourism Awards for their commitment and dedication to quality tourism education and training. CIT Vocational College's Home Tutor Scheme team won ACT Volunteer Team of the Year at the National Volunteer Week awards for their work in matching new migrants and refugees who cannot attend English classes with a CIT-trained volunteer for one-on-one English skills tuition in their own home.

This year we also saw the continuing growth of eLearning options being taken up by our students and the continuation of our innovation in this area.

CIT is enormously grateful to our business and industry representatives on our centre advisory committees who contribute so much to our operation. Similarly the CIT Advisory Council has been extremely important in providing effective guidance to CIT, and support to management.

It promises to be another intriguing year in 2013, with more change and more opportunity. To meet these and continue to provide the best quality technical and further education to the ACT community; partnership with industry, business and the community will be more important than ever.

SECTION A

Performance and Financial Management Reporting



CIT graduates Gloria Davison (top) and Sara Burke, who won the 2012 Australian Vocational Student of the Year and Australian Apprentice of the Year, respectively.

Role

Canberra Institute of Technology (CIT) is a publically owned technical and further education (TAFE) institute, providing vocational education and training (VET) to the ACT and region. CIT is the largest registered training organisation (RTO) in the Australian Capital Territory, and the fifteenth largest nationally. The organisation is committed to excellence in delivering its statutory functions. These functions are set out in the *Canberra Institute of Technology Act (1987)* and include:

- *“to conduct, mainly in the ACT, an educational institution to foster excellence in study in the fields of technical and further education that the director, with the Minister’s written approval, decides or the Minister requires; and*
- *to provide courses and programs, and to use the facilities and resources of the institute, to advance and develop knowledge and skill in the fields of technical and further education; and*
- *to support industry and commerce, and to assist the development of industry and commerce and the community, in the ACT; and*
- *to promote the development of community awareness and appreciation of technical and further education; and*
- *to confer awards to people who have completed courses of studies at the institute; and*
- *to confer honorary awards; and*
- *to consult and cooperate with other entities in relation to the provision of technical and further education; and*
- *to make suitable financial arrangements with industry and commerce for the purposes of its functions”*

Providing training to the ACT and region

CIT manages an extensive technical and further education program, integrated across short courses, trade and other certificates, diplomas and advanced diplomas. CIT also provides a small number of higher education degrees and has a number of strategic partnerships with universities to jointly deliver programs and provide pathways to further training.

By cultivating and maintaining strong links with government and local and regional industries, CIT is responsive to local and national workforce development needs. CIT undertakes a significant proportion of the training provided through nationally-endorsed training packages for the ACT, and industry is closely consulted on implementation, delivery strategy and assessment. CIT also offers other accredited courses and fee-for-service programs, often strongly customised to meet the individual requirements of an enterprise or student cohort. Strong industry links have allowed for partnerships leading to customised training delivery in regional and remote areas.

CIT has the scope to offer 684 vocational education courses, (136 of which are in the ‘Teach Out and Transition’ phase, ie. taking no further enrolments), including 471 from Training Packages and 213 other accredited courses. Qualifications range from certificates to diplomas and advanced diplomas, with a significant proportion of the courses offered at the higher Australian Qualifications Framework (AQF) levels of diploma and advanced diploma. CIT is also accredited to deliver four bachelor degrees in the ACT, and partners with two universities to deliver a further two bachelor degrees and two associate degrees (see section A2 for details).

In 2012, training provided by CIT included:

- nationally and self-accredited vocational education and training
- higher education degrees in selected niche areas
- education and training for externally accredited courses through partnership agreements
- apprenticeship training including Australian Schools Based Apprenticeships (ASBA)
- other vocational training delivered in the ACT under a funding agreement between the ACT and Australian Governments such as the Productivity Places Program
- VET in schools programs, including central courses for Year 9 and 10 students, college pathways programs for Year 11 and 12 students, and support for schools offering certificate I, II and III qualifications
- fee-for-service courses including customised training programs for business and industry and consultancy services.

In 2012, CIT delivered 6.5 million nominal hours of training with 35,700 enrolments, and conferred more than 6,900 awards to graduates across more than 30 industry groups.

Contributing to the ACT community

As the only TAFE provider in the ACT, CIT plays a vital role in community development by providing pathways and access into education for members of the community, as well as providing a wide range of support services for students.

Areas in which CIT contributes to the social capital of the ACT include:

- general education through CIT Vocational College, including ‘second chance’ Year 12

programs, English language programs, and Access 10 which is an alternative Year 10 pathway

- CIT Yurauna Centre, CIT’s dedicated Aboriginal and Torres Strait Islander peoples teaching and support centre, which enhances employment opportunities for Aboriginal and Torres Strait Islanders through pastoral assistance and providing courses to improve literacy, numeracy, communication and other vocational skills
- access and opportunity for disadvantaged members of the community, including provision of training for young parents through a partnership with the Canberra College Cares initiative
- providing training opportunities to mental health consumers, in partnership with ACT Mental Health for the ACT Mental Health Consumer Scholarship Scheme
- activities for school students and their parents as a partner in the Smarter Schools Partnership
- training for young people at Bimberi Youth Justice Centre by working with Murrumbidgee Education and Training Centre (Bimberi) to assist young people enrolled in Learning Options or Access10 as CIT students, with supported transition into CIT
- Adult and Community Education (ACE) courses.

Supporting students

CIT is committed to providing a quality learning experience to students, through a wide choice of industry-relevant programs, highly qualified staff, excellent support services and strong opportunities for further advancement in studies. The size and scope of CIT allows for comprehensive student

support services that reflect the diversity of student needs.

Professional support services for students are provided in the following areas:

- counselling
- disability support
- financial assistance
- international student support
- migrant support
- peer tutoring
- student equity
- youth support.

Quality training relies on motivated, qualified instructors. CIT has a strong commitment to the professional development of its teaching staff. Teaching staff must hold (or obtain) relevant teaching qualifications, with the Certificate IV in Training and Assessment being the minimum requirement. CIT delivers this qualification for new teaching staff members. Higher level qualifications are required for progression to some teaching and management positions, or to obtain the higher increments of the teacher pay scale. The Advanced Diploma of Adult Learning and Development, provided by CIT allows for such progression, and the qualification is provided free-of-charge for selected staff.

In recent years particular focus has been placed on developing innovative and creative learning options for students to promote access and to cater to individual learning styles. This includes customisation of training to particular workplace environments; delivery in the workplace; provision of flexible or blended modes of delivery including quality online training, and the use of simulated work environments to provide authentic learning.

CIT plays a vital role in improving and promoting student pathways from school to CIT, and then on to further VET training or higher education. CIT has strong relationships with ACT schools, and offers learning opportunities by providing training or access to facilities, as well as providing workshops, ‘taster’ days and other opportunities to help students make informed choices about areas of training they may be considering. For students that have completed CIT programs, formal articulation arrangements have been established with a number of universities, and CIT has an especially strong relationship with University of Canberra, which was consolidated and updated in 2012, with the signing of a new Memorandum of Understanding (see also sections A2 and A3).

CIT’s role in the changing vocational education and training environment

CIT is committed to excellence as a leading quality-endorsed provider, and is a leader in the development of professional practice for the local VET sector.

Significant change is being experienced in the tertiary education environment in Australia and CIT is responding to these changes by designing strategies that reflect the priorities outlined by the Council of Australian Governments (COAG) in the areas of VET reform, foundation skills, apprenticeship reform, tertiary education sector reform, workforce planning and international education.

In 2011, the Australian Skills Quality Authority (ASQA) and the National Skills Standards Council (NSSC) were introduced. The ACT was one of the first jurisdictions to be nationally regulated, and in 2012, CIT responded and adapted to the ASQA general directions on Quality Indicators and

Student Assessment. CIT maintains delegation from ASQA to accredit VET courses and to manage CIT's scope of registration. Nationally, only a small numbers of RTOs have been awarded this delegated authority.

A revised National Partnership Agreement on Skills Reform was agreed at COAG in April 2012, and signed by the ACT Government. The Agreement seeks to deliver a VET system with improved quality and greater transparency for students, employers and governments; greater access to training opportunities and improved outcomes for disadvantaged students; and greater efficiency. In 2012, CIT worked with the ACT Education and Training Directorate to plan and commence the implementation of these reforms.

As a higher education provider CIT is also registered by the Tertiary Education Quality and Standards Agency (TEQSA), which became operational in 2012.

CIT's role in implementing the COAG reforms extends to industry consultation to explain how the reforms affect training options, to minimise disruption during transition phases, and to maximise opportunities for industry presented by the reforms.

With implementation of the new Training and Education Training Package (TAE10) in 2010, came the requirement from the National Skills Standards Council that teachers holding the old qualification BSZ40198 Certificate IV in Assessment and Workplace Training would have to upgrade to the current TAE40110 Certificate IV in Training and Assessment by June 2012. CIT led a concerted effort to finalise the upgrade of qualifications for its own trainers, as well as trainers located in ACT schools and government.

CIT also has a leading role in the National Vocational Education and Training E-learning Strategy 2012–2015 which aims to enable the Australian training sector to take advantage of the rollout of the National Broadband Network (NBN) to implement e-learning technologies.

Mission and values

CIT refreshed its mission and vision statements in 2011 as part of ongoing efforts to position the organisation to respond to the changing VET landscape.

CIT's vision is:

- *to be the premier vocational education and training provider in Australia;*

and the vision is to be realised through the mission:

- *to change lives through first class education and training.*

The key values that underpinned CIT in 2012 were quality, integrity and respect; and these are reflected in interactions with staff, students, employers, and the wider community. CIT values the diversity, dignity, rights and safety of all individuals, and is committed to the ACT Public Service 'Respect, Equity and Diversity' (RED) Framework.

In positioning the organisation for ongoing change, the CIT executive undertook the *Gearing Up for Business* strategic planning process (detailed in section A4). In December 2012, the executive released the *CIT Structural Adjustments Draft Final Recommendations paper*, proposing that CIT, adopt the following values statement, while recognising that all staff are expected to demonstrate the values and signature behaviours of the ACT Public Service:

CIT believes quality in education is achieved through the values of:

- *respect*
- *integrity*
- *collaboration*
- *innovation.*

Structure

CIT is a statutory authority under the *Canberra Institute of Technology Act 1987*. The Chief Executive is responsible to the ACT Minister for Education and Training. High level strategic advice is provided to the Chief Executive and the Minister by the CIT Advisory Council, which principally comprises representatives of industry and commerce. (Section C5 provides further detail about the CIT Advisory Council.)

The CIT Executive Management structure is shown in section C5.

In 2012, high quality learning and development services, and the accompanying support services were delivered through 16 teaching and support centres:

Teaching Centres

- CIT Building and Environment
- CIT Business
- CIT Creative Industries
- CIT Health, Community and Wellbeing
- CIT Information and Communication Technology
- CIT Vocational College
- CIT Science, Forensic and Engineering
- CIT Tourism and Hotel Management
- CIT Trade Skills

- CIT Yurauna Centre (Aboriginal and Torres Strait Islander education).

Support Centres

- CIT Corporate Services
- CIT Human Resources
- CIT Student Services
- CIT Marketing
- CIT Learning Centres
- CIT Education Excellence.

Clients and stakeholders

As a large provider of industry-focused training, CIT has a diverse range of valued stakeholders including students, industry, government and the community.

Four out of five CIT students come from the ACT, approximately 58% of students are aged over 26, and approximately 85% study part-time.

The ACT Government provides a significant proportion of funding (66%) for CIT and agreed outcomes are described in CIT's annual Statement of Intent which forms part of the ACT Budget. This is an agreement, co-signed by the Minister for Education and Training, the Treasurer and CIT's Chief Executive, which covers:

- corporate objectives
- strategic framework and annual operational priorities
- agreed annual training profile
- relationship with the ACT Education and Training Directorate
- performance measure and targets
- strategic and operational management of financial resources

- staffing profile and occupational health and safety
- service provision capability and longevity
- optimal level of investment in CIT
- strategic asset management.

CIT also receives significant revenue from contestable sources including user choice (apprenticeship funding), international students, commercial activities and national projects. Further revenue is generated through CIT Solutions, a wholly-owned subsidiary.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Summary of performance

CIT achieved its priorities for 2012, through meeting training targets, developing systems to adjust to the VET reform agenda, and by continuing to make a strong contribution to the economic and social development of the ACT and region.

The profile of CIT students was as follows:

- 80.1% came from the ACT, 15.5% from NSW, 3.6% from other states, and 5.5% from overseas
- 42.4% were aged 25 years and under; 57.6% were over 26 years of age
- 86.3% to be employed, 13.7% to be unemployed.

Achievements in 2012, included:

- 92% learner satisfaction which is 7% above target
- 90.3% employer satisfaction, which is 10.3% above target
- 92.6% of graduates were employed or in further study compared with 88.8% nationally
- module pass rates were 80%, which is 5% above target
- 6,879 program completions compared to 9,012 in 2011, the result reflects increasing activity in longer duration programs. (This is consistent with recent trends for higher level programs when employment levels have risen in the local economy.)
- 6.5 million training hours delivered, an increase of 2.5% on 2011
- 35,651 program enrolments compared to 37,998 in 2011 (3.7% decrease compared to 2011)

- 21,297 students enrolled in vocational programs, 5,668 in adult and community education programs
- 203 ABSA student enrolments compared with 243 in 2011
- 1,058 international students compared to 1,191 in 2011 (an 11% decrease)
- 545 Aboriginal and Torres Strait Islander students cf. 521 in 2011
- 3,284 apprenticeships, compared to 3,153 in 2011
- eLearn continued roll out. There were 604,228 visits in 2012 compared to 55,000 in 2011. The elearn digital object repository contained 57,932 live and useable items, compared to 62,000 in 2011, with the decrease due to consolidation and removal of outdated items
- 121 qualifications were implemented from 32 releases of training packages.

Planning framework

CIT has developed a robust and comprehensive planning framework that links the centre business plans to the CIT Mission and Vision through the six strategic pillars outlined in the 2011 Strategic Statement:

1. Teaching and Learning
2. People
3. Infrastructure
4. Organisational Efficiency and Development
5. Business Opportunity and Development
6. Connected ACT Tertiary System.

To meet its functions effectively, CIT must maintain close links with industry, which informs the planning process through Program Reference Groups, Centre Advisory Committees, and through the CIT Advisory Council (CITAC). The planning process is further informed by the *ACT Industry Training Needs List*, published annually by the ACT Government, and other ACT Government plans.

CIT-wide plans such as the Teaching and Learning Plan and annual priorities advise the annual business plans for centres. Staff members at all levels contribute to planning, including through formal annual planning processes.

Organisational environment

The VET and tertiary education landscape is continually evolving, and we are in a period of substantial reform. CIT is responsive to national and ACT Government goals, plans and priorities for tertiary education, skills development and workforce participation.

The CIT Chief Executive reports to the ACT Minister for Education and Training. In turn the Minister represents the ACT on the Standing Council on Tertiary Education, Skills and Employment (SCOTese). The standing council has responsibility for setting the national priorities, strategic policy directions and funding for the tertiary education sector, and reports to COAG. The standing council also has responsibility for key cross-sectorial issues.

The national environment

In April 2012, COAG signed up to an ambitious set of reforms to the national training system. This agreement included a revised National Agreement for Skills and Workforce Development and a new National Partnership Agreement on Skills Reform.

The reforms emphasise:

- a flexible and demand-driven training system
- greater contestability of funding for public training and greater competition between providers
- recognition and support for the key role of TAFE as the public provider in a competitive market. This includes the delivery of high-cost technical training and encouraging participation of disadvantaged students
- increased take-up of higher-level qualifications and strengthened pathways between the sectors
- greater transparency to support informed choices by employers and students through initiatives such as the MySkills website and a Unique Student identifier
- improved quality through regulatory arrangements, a renewed focus on VET teacher development and the introduction of stronger quality measures for VET providers.

ASQA commenced operations in 2011, assuming responsibility for course accreditation, registration and quality assurance of VET providers, while the Tertiary Education Quality and Standards Agency (TEQSA) was established in January 2012, as part of the new national regulatory and quality assurance environment for Australian higher education. Thus CIT, which delivers both VET and higher education qualifications, now operates in a dual regulatory environment. Implications of these reforms for CIT include development of administrative procedures and protocols to meet the new requirements, and adaptation of program delivery and assessment models to ensure compliance with new assessment validation protocols.

Australian Capital Territory environment

The ACT Government has a strong commitment to VET and provides funding to support subsidised programs at CIT. The ACT Government is a signatory to the National Agreement for Skills and Workforce Development, and the National Partnership Agreement on Skills Reform and CIT is working with the ETD to implement these reforms. In addition, CIT works closely with the ETD to deliver:

- **National Partnership for Youth Transition and Attainment**, particularly the mandatory requirement for young people to continue in education, training, or employment until age 17 and to have an individual pathway plan.
- **Smarter Schools National Partnership** that aims to transform schooling in disadvantaged communities and targets four ACT primary schools.
- **Free Training for Single Parents** is funded by the Australian Government Department of Innovation, Industry, Science and Research as part of an agreement with the ETD. The scheme allows training in any area (excluding apprenticeships) up to certificate IV level, for single parents who were on the Parenting Payment Single Benefit, which will no longer be available after 1 January 2013 to parents whose youngest child has reached eight years of age.

In serving the skill development needs of the ACT and regional communities, CIT also responds to:

- the 2010 report *Learning Capital: an integrated tertiary education system for the ACT* that called for a more unified tertiary system in order to offer seamless transitions between local institutions to ensure the best outcomes for students

- *The Canberra Plan: Towards Our Second Century*, which sets out long-term plans for the future of Canberra and has 'excellent education, quality teaching and skills development' as a strategic theme
- *ACT Industry Training Needs List 2011-2012*, published by the ACT Government, and which guides government funding of VET in the ACT.
- *The ACT Young People's Plan 2009-2014*, which aims to ensure young people in Canberra reach their full potential
- Corporate objectives and targets, and the strategic and operational priorities set out in the annual CIT Statement of Intent.

Administrative arrangements

On 9 November 2012, Ms Joy Burch MLA was appointed ACT Minister for Education and Training, following the elections to the Australian Capital Territory Legislative Assembly on Saturday, 20 October 2012. Ms Burch MLA replaces Dr Chris Bourke MLA who was the responsible minister from 23 November 2011.

Legislative framework

CIT has a range of powers under the *Canberra Institute of Technology Act 1987* relating to its functions as an education and training provider. Section 5 of the Act describes these functions. Section 6 gives various statutory powers to the Minister for Education and Training including the power to approve, determine and provide directions on the functions of CIT. Such directions are notifiable instruments under the *Legislation Act 2001*. The Minister also appoints the CIT Chief Executive and all members of the CIT Advisory Council.

In addition to ACT legislation that applies to all ACT Government agencies, significant Commonwealth legislation affecting CIT's operations includes:

- *Skilling Australia's Workforce Act 2005* (Commonwealth)
- *National Vocational Education and Training Regulator Act 2011* (Commonwealth)
- *Higher Education Support Act 2003 and Higher Education Support Amendment (Demand Driven Funding System and other Measures) Act 2011* (Commonwealth)
- *Education Services for Overseas Students Act 2000* (ESOS Act) and *Education Services for Overseas Students Amendment Acts 2011* (Commonwealth).

In April 2012, the ACT Minister for Education and Training issued ministerial directions (NI 2012-176) under section 6 of the CIT Act, in response to adverse findings from a WorkSafe ACT Report and Improvement Notice (ISCE001/2012) into compliance by CIT with the *Work Safety Act 2008* and its successor the *Work Health and Safety Act 2011*. The minister directed that the CIT Chief Executive comply with the requirements of the WorkSafe Improvement Notice.

CIT responded to the ministerial directions and the improvement notice and established a major project to remedy deficiencies in these areas, conducted appropriate training for staff, carried out an extensive review and update of relevant policies and procedures, and continues to build a positive workplace culture.

In November 2012, CIT provided a final report to the WorkSafe Commissioner on the remedial actions taken.

On 28 November 2012, WorkSafe ACT wrote to the CIT Chief Executive to confirm that the necessary improvements had been made for compliance with the ACT WorkSafe Improvement Notice.

The background and actions taken in response to the minister's direction and the ACT WorkSafe Improvement Notice are discussed in greater detail in sections A3 and C9.

Subsidiaries

CIT Solutions Pty Ltd is a wholly-owned subsidiary of CIT, which reports to the Australian Securities and Investments Commission in accordance with the *Corporations Act 2001*. The company's audited financial statements are consolidated within CIT's financial statements on a calendar-year basis.

CIT Solutions remains the training provider of choice for many Australian Government departments and agencies, as well as for the Directorates of the ACT Government. CIT Solutions provides a range of short courses and accredited qualifications in the areas of public sector, finance, security and training and assessment. In 2012, CIT Solutions continued to be responsible for the marketing and recruitment of CIT's international students, offered the largest Adult and Community Education (ACE) program in the ACT and region, offered a range of training related consultancies and advice, and provided language training to key Federal departments and agencies.

See section A9 for more details of the performance of CIT Solutions.

Partnerships

CIT maintains a diverse range of partnerships and collaborations with industry, government and other education providers.

Partnerships with other tertiary education institutions

CIT has Memoranda of Understanding (MOU) with three universities in the ACT that set out articulation pathways, sharing of resources, and/or joint delivery arrangements, in line with the ACT Government's *Learning Capital: an integrated tertiary education system for the ACT* agenda. CIT also has formal relationships with the Academy of Interactive Entertainment (AIE) in the ACT, and with Charles Sturt University and TAFE Illawarra in regional NSW.

University of Canberra (UC): CIT and UC have a long established relationship, with longstanding articulation pathways and collaboration in the development and delivery of courses. In 2012, a new MOU was signed to strengthen the relationship and establishes a strategic direction for collaboration between the parties. This MOU identifies the following areas for collaboration:

- development of cross-sectoral pathways which streamline and widen articulation and credit transfer agreements
- development of dual sector awards in courses, with shared delivery and assessment
- promotion of articulation through information, support and streamlined administrative procedures
- utilisation of flexible learning resources and infrastructure to improve access and to create innovative learning environments
- development of dual qualifications that build

educational delivery in partnership with industry to ensure enhanced employment outcomes for students

- growth in international student numbers, including jointly packaged offers.

Australian National University (ANU) has an agreement with CIT whereby two ANU Associate Degrees in Engineering and Science are delivered by CIT and guarantee eligible graduates admission into the related degree program, with one year credit.

In addition, articulation arrangements have been negotiated for a number of courses.

Australian Catholic University (ACU) has an agreement with CIT that enables graduates of CIT's Advanced Diploma of Community Services and the Diploma of Nursing to be admitted to the second year of the related degrees delivered by ACU.

Charles Sturt University (CSU) has an agreement with CIT that provides two years credit for graduates of CIT Advanced Diplomas of Business into the CSU Bachelor of Business Studies, with the third and final year of the degree taught in Canberra by CIT teaching staff mentored by academics at CSU. A similar arrangement is in place for the CSU Bachelor of Information Technology and CIT also delivers the Graduate Certificate in Management (Professional Practice) for CSU.

Academy of Interactive Entertainment (AIE) is delivering CIT 3D animation courses under profile funding and is collaborating with CIT in the delivery of the Bachelor of Games & Virtual Worlds (Programming). In 2011 CIT was successful in accrediting the bachelor degree for delivery in Victoria, which was necessary given mutual

recognition does not apply to the accreditation of higher education programs. The degree is currently being reaccredited with a view to extending accreditation to NSW.

TAFE Illawarra and CIT signed an MOU in November 2012, to foster academic collaboration between the institutions, and sets out a framework within which this can proceed.

Partnerships with ACT schools and colleges

CIT has a number of different partnerships with ACT schools and colleges that lead to delivery of a variety of activities including:

- **taster days** expose school students to programs and opportunities available at CIT
- **short courses** are CIT courses that provide students with experience and training in the VET setting, in areas not available in schools
- **prevocational programs**, which are longer courses for students to gain skills in preparation for apprenticeships, traineeships and other studies at CIT
- **Australian School Based Apprenticeships**, which are undertaken by students at school with an employer and training agreement. These are students undertaking a traineeship part-time while still attending school or college.

CIT also partners with Canberra College to deliver a variety of training to teenage parents through the Canberra College Cares agreement. Both single and partnered teenage parents are able to apply for the programs.

CIT and Catholic Schools Trades Training Centres have signed an agreement to collaborate in the delivery of certificate III level competencies.

The CIT student association (CITSA – described later in this section) and CIT collaborated with CIT Yurauna Centre and the CIT Learning Centre to donate an Indigenous children's picture book to each of the ACT's preschools. The books were purchased by CITSA, and then sold (at cost) to CIT teachers who then donated them. It is hoped that this initiative will help pre-schoolers gain a better appreciation and understanding for the stories and way of life of Aboriginal and Torres Strait Islander peoples.

Partnerships with Government

ACT Education and Training Directorate (ETD)

and CIT have a four year partnership whereby CIT central courses are offered to Year 9 and 10 students in the ACT colleges. These are short taster courses designed to engage students and increase participation and retention by enabling students to gain practical work related skills in an authentic environment at a CIT campus.

CIT also has a formal partnership with ETD to deliver the Certificate IV in Training and Assessment and the Certificate IV in Career Development to high school and college teachers. These qualifications are from the latest Training and Education Training Package (TAE10), released in May 2010.

ACT Health Directorate and CIT Health, Community and Wellbeing have a strong partnership to develop training to meet the skill needs of the ACT health workforce.

During 2012, the centre delivered an innovative intravenous medication program for ACT Health enrolled nurses. The program was delivered largely online, and utilised cutting-edge Virtual World technology to demonstrate complex procedures in a safe environment.

The ACT Mental Health Scholarship Scheme began in 2010 and continues to grow. ACT Mental Health provides tuition fees for eligible consumers, and CIT provides the training along with appropriate support services for the cohort.

Australian Public Service Commission (APSC)

and CIT have an ongoing arrangement whereby CIT Business provides project management training in Australian Government departments through a mix of workshops and online delivery.

Australian Government Information Management Office (AGIMO) and CIT ICT are partners in the delivery of the Information Technology Apprenticeship program.

ACT Justice and Community Safety Directorate

and CIT partnered to deliver cultural awareness training for the Galambany Circle Sentencing Court. The Circle Sentencing Court provides a culturally relevant sentencing option in the ACT Magistrates Court jurisdiction for eligible Aboriginal and Torres Strait Islander people.

Industry and business partnerships

Australian Defence Force Academy (ADFA) and CIT became partners in 2011 when CIT Business signed a three year agreement to provide military communications training for ADFA cadets and midshipmen in each year of their study.

Royal Australian Mint and CIT Creative Industries worked again on a joint project following the success of the 2011 partnership. The project provided opportunities for students in Graphic Media and Digital Design to design commemorative coins and packaging. These designs were exhibited at the Royal Australia Mint in July 2012.

Australian Federal Police (AFP) and CIT have several agreements in place. CIT Building and

Environment has signed MOUs covering the development and environmental restoration of the AFP's Majura site, including construction of training facilities for the AFP International Deployment Group. Building design students worked with the AFP to design the new helicopter hangar at the AFP Majura site. Graphic design students from CIT Creative Industries pitched designs for the latest AFP Missing Persons poster, and the successful student was awarded a work placement with the AFP graphic design team.

National Centre for Forensic Studies (NCFS)

is a partnership between CIT, UC and the AFP that brings together many forensic investigation and forensic science disciplines, including crime-scene investigation and computer forensics offered by CIT. A new Memorandum of Agreement for five years was signed in December 2012, between CIT, the Australian Federal Police and the University of Canberra, replacing the MOA signed in 2007.

In 2012, NCFS oversaw the Pakistan Forensic Capability Development Project, which saw 50 Pakistani police and forensic personnel trained at CIT, and CIT was involved in the training of a further 22 police members in Lahore, Pakistan.

Therapeutic Goods Administration (TGA), the HAY Group and CIT Business have an agreement covering Front Line Management training for middle managers and management development for senior staff, which continued for the third year.

Toyota and CIT Trade Skills have an ongoing agreement to provide specific training for Toyota apprentices in Canberra and the region, utilising a flexible approach that facilitates fast-tracking and early completion.

Cultural partnerships

The Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) partnered CIT Yurauna Centre to teach the Ngunnawal and Gamilaraay languages to Aboriginal and Torres Strait Islander people, providing participants with the foundations to build language retention and teaching skills in their own communities.

CIT Creative Industries continued its strong associations with national cultural institutions. Through the delivery of museum practice, corporate communication and design courses, relationships are active with the Australian War Memorial, National Museum of Australia, Queanbeyan Museum, the National Film and Sound Archive, and the Public Relations Institute of Australia.

CIT Creative Industries also has an informal partnership with the United Nations Information Centre for Australia, New Zealand and the South Pacific (UNIC), Questacon and the National Gallery of Australia (NGA) to hold an annual photographic competition. Negotiations are underway to formalise this relationship.

Partnership with the CIT Student Association (CITSA)

CITSA is a not-for-profit entity that is recognised as the official CIT student organisation and provider of non-academic services on campus for students. Under an MOU with CIT, CITSA operates bookshops, canteens, cafes and office shop-fronts for the benefit of students, as well as organising events and contributing to positive student experiences.

CITSA Council is a representative student body comprised of nine students elected annually, one CIT appointed staff member, and one CITSA staff member. CITSA Council meets regularly to

discuss campus issues relevant to students. The partnership with CITSA is unusual amongst TAFE and other VET providers, who often have no student representative body.

CITSA is represented on the Tertiary Access Group (TAG) Board, a cooperative which provides access to discounts by leveraging the cooperative's combined buying power. CITSA is also represented on the Australian Campus Union Managers Association (ACUMA) Board. Both of these bodies are largely populated by university representatives, and CITSA is a leader in developing student engagement systems for the TAFE sector. CITSA was also the first TAFE-based association to join the Council of International Students Australia (CISA). Until mid-2012, CIT International student, Princewill Mengot, was a vice-president of CISA.

The established partnership between CIT and CITSA continued in 2012, with CITSA sponsoring the annual Craig O'Neil Scholarship for a meritorious accounting student seeking to articulate to University from CIT, and the Len Barrett Award for an indigenous graduating student from a high level program.

CITSA also sponsors all student public events, as well as sponsoring prize nights. The Teacher of the Year Awards are organised by CITSA, which arranges the voting and the presentation event. In 2012, CITSA also sponsored Kyle Millington for the Dulux Colour Awards, for his work CIT Student Gallery Window Display. Events organised by CITSA include the National Campus Band Competition heats at CIT, and CIT's participation in the Australian University Games. It was through the efforts of CITSA that CIT became the first TAFE to participate in the Games, and as of 2012, there was only one other TAFE represented.

In 2012, CITSA continued development of the mobile phone application 'citsa4U' which provides a mobile phone based student diary, a discount system and also provides news and information on events. Launched in 2011, there was a significant increase in uptake of the application in 2012.

CITSA has taken a lead role in developing campus sustainability solutions, beginning over a decade ago with the CITSA Sustainability Objectives. In 2012, CITSA expanded its arrangements to collect green waste at Reid campus to include collection at other campuses.

CITSA is seeking to further improve its student services into the future, with new initiatives including working with Volunteering ACT on the promotion to students and staff of 'volunteering' as a concept that contributes to individual self-worth, and contributes to the social capital of the ACT.

Another focus for 2013 will be to build on an existing MOU with University of Canberra Union, and to make links with the Australian National University Union, to explore improvements to reciprocal concession arrangements for students, and to improve the provision of student services in the ACT more generally.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Introduction

CIT had a successful and challenging year in 2012. CIT has delivered on its contract with the ACT Government, and attained a surplus cash position on its annual budget. In 2012, CIT also embedded innovative learning and communication methods which enabled it to successfully and effectively extend our direct industry and business partnerships. CIT continues to be competitive in attracting contestable funding, and has worked closely with University of Canberra to improve the connectedness of the ACT tertiary education system.

A series of awards highlights the success of CIT in 2012:

- CIT had an exceptional year at the Australian Training Awards where CIT students won both the Australian Vocational Student of the Year and Australian Apprentice of the Year awards. A CIT Nursing student was selected as Australian Vocational student of the Year, while a CIT Hairdressing apprentice was awarded Australian Apprentice of the Year. It is extraordinary for students from a single institution to take out both awards, and is testament to the quality of training at CIT.
- CIT was the winner of ACT Large RTO of the year for the sixth year in a row at the ACT Training Excellence Awards.
- CIT Tourism and Hotel Management was the winner of the Education and Training Provider category at the 2012 Canberra and Regional Tourism Awards, for their commitment and dedication to quality tourism education and training.
- CIT Hotel and Tourism Management also won the Bronze Award in the 2012 QANTAS

Australian Tourism Awards, in the Tourism Education and Training category.

The year was not without its difficulties, however. The WorkSafe ACT Report (11 April 2012) in response to allegations of workplace harassment and bullying found that CIT had failed in its duties under the *Work Safety Act 2008* and its successor the *Work Health and Safety Act 2011* (see section A1 under Legislative Framework) resulted in WorkSafe ACT issuing an Improvement Notice (ISCE001/2012).

In response to the Improvement Notice, CIT:

- assigned a senior executive to oversee CIT's response to the Improvement Notice
- reviewed and implemented an agreed action plan within CIT Tourism and Hotel Management;
- implemented mandatory training for all staff in bullying awareness training, including the requirement for annual refresher training;
- developed new policies for *Responding To Workplace Issues and Discrimination, Harassment and Anti-bullying*;
- surveyed staff to gain a baseline assessment of staff perceptions of CIT culture;
- implemented a variety of programs to build capability in CIT Human Resources and other areas of CIT;
- developed mechanisms to monitor the three centres named in the WorkSafe report, and to monitor more widely across CIT, including reaching agreement with relevant unions to establish campus-based Workers Consultation Forums.

On 28 November 2012, the CIT Chief Executive received notification in writing that WorkSafe ACT

was satisfied that compliance had been made with the Improvement Notice.

The background and actions taken in response to the Improvement Notice (ISCE 001/2012) are also discussed in section C.9 Workplace Health and Safety.

Teaching and Learning

The main function of CIT is to provide technical and further education. In 2012, CIT built on the *Teaching and Learning Plan 2011-2012*. The plan emphasises innovation, flexible learning, e-learning and higher education, as well providing a framework for responding to the ACT Government's Learning Capital plan for a more integrated ACT tertiary education system.

The *Teaching and Learning Plan* recognises that the tertiary education environment will become more integrated. New models of industry-embedded work skills, with stronger academic learning, will develop as relationships with university partners evolve.

Learner engagement survey and employer satisfaction survey results

As a RTO, CIT is required to report annually to ASQA on a set of quality indicators including Learner Engagement and Employer Satisfaction. The surveys were designed by the Australian Council for Educational Research (ACER) to collect data on the extent to which learners are engaging in activities likely to promote high-quality skill outcomes and competency development, and the satisfaction of employers with the training provided.

Overall, 92% of students were satisfied with the training delivered at CIT. The findings are similar to those from 2011, indicating that CIT is maintaining strengths in overall satisfaction. The survey indicated the highest levels of positive responses to questions relating to the areas of 'Training Quality' and 'Overall Satisfaction':

- 96.1% of our students identified ways to build on current knowledge and skills
- 95.7% of our students developed the skills expected from the training
- 95.2% of our students approached trainers if they needed help
- 94.4% of our students agreed that trainers encouraged them to ask questions
- 94.2% of our students developed the knowledge expected from this training.

The survey instrument also includes open-ended questions about the training, and again in 2012, these were overwhelmingly positive.

Overall 90.3% of employers were satisfied with the training at CIT in 2012. This is a slight decrease from the figure for 2011, which was 92%. The survey indicated the highest levels of positive responses to questions relating to the areas of 'Training Quality', 'Training Resources' and 'Overall Satisfaction':

- 94.5% of our employers agreed that the training helped employees identify how to build on their current knowledge and skills
- 93.8% of our employers agreed that CIT teachers were effective in their teaching
- 93.3% of our employers agreed that CIT trainers had good knowledge and experience of industry
- 92.5% of our employers agreed that assessment was at an appropriate standard
- 92.5% of our employers agreed that training resources and equipment were in good condition
- 92.2% of our employers would recommend CIT to others.

The satisfaction ratings are particularly strong, especially given the rapid pace of change for TAFE and the VET sector generally, and indicate that CIT is not only providing a quality training experience to students to the satisfaction of employers, but also that CIT is managing the change without generating negative experiences for our clients.

Flexible learning

Recognising the imperative to promote and provide access to education and training, CIT has a longstanding commitment to flexible learning, and this is reflected in the *Workplace-Online-Campus* branding. 'Flexible learning' refers to infrastructure and systems that provide choice, convenience and personalisation for the learner. Continual investment has been made over many years in critical infrastructure, policy, and staff training, and in 2012, the returns on this investment were particularly noteworthy.

There are four major facets to CIT's flexible learning efforts:

- the eLearn environment
- authentic learning using simulators and simulation technology
- workplace delivery
- CIT Learning Centres.

A particular program may use one component for delivery, or integrate multiple components.

The eLearn environment

In January 2011, CIT launched an e-learning management system, digital learning object repository and a synchronous live virtual classroom known collectively as 'eLearn'. This combination of systems is believed to be the only one of its kind in the world. It has been positively received by staff and students and has featured in presentations by CIT staff at conferences and symposia.

eLearn supports innovative partnerships with industry. For example, in 2012, CIT provided quality training across the National Broadband Network to Fire and Rescue NSW, in a project supported by the National Vocational Education and Training E-Learning Strategy. Live-streaming video camera technology connected expert trainers and assessors with remotely located fire fighters.

Many full programs are now available as online courses, including a suite of programs from CIT Business (Certificate and Diploma level courses in Business Administration, Accounting, Project Management, and Sustainability); CIT Health and Community Services (Advanced Diploma of Community Service); and CIT Trade Skills (Certificate III in Metal Fabrication). CIT Creative Industries won a tender for online delivery of the Certificate III in Clothing Production for No Sweat fashions. CIT also used online 'virtual world' technology in 2012, for the delivery of the Intravenous Medications program to enrolled nurses, allowing a reduction in the release time required for participants from nine days under previous delivery strategies, to just three days under the new delivery model.

The eLearn Learning Object Repository (eLOR) continues to develop, with CIT staff adding 6,177 objects between January and October 2012. Concurrently, items no longer in use were archived and a large number of duplicated items were rationalised, improving system performance. In October 2012, the total number of live items in the eLOR was 57,932.

The CIT Flexible Learning Network operates through eLearn, and the 200 participating teachers have formed a self-perpetuating community of practice, able to provide advice and just-in-time professional development training. Other professional development training evolved in 2012, from being

CIT-wide to more directed training at the level of individual teaching centres.

Student and staff surveys were conducted in 2012, to gauge use and support for the eLearn platform. The vast majority of students (91.3%) were satisfied with eLearn as a tool for learning, an increase of over 6% from 2011. Staff satisfaction was also high (88.6%), although the staff survey did not attract enough responses for statistical significance to be established.

Authentic learning using simulators and simulation technology

CIT has developed the use of simulation technology to provide authentic workplace experiences for students. In some cases this allows students to learn complex and hazardous techniques in an environment that is safe, and where errors are not dangerous and can be tolerated.

CIT Health, Community and Wellbeing have an established multi-ward simulated learning environment (SLE) at CIT Woden. The SLE includes a dedicated single room for a robotic 3G SimMan, two multi-bed simulated wards and a simulated home environment and audiovisual equipment. In 2012, CIT received a \$40,000 grant from Health Workforce Australia to host interprofessional learning workshops involving staff from CIT, UC and the ACT Health Directorate in the simulator facility.

CIT Science, Forensic and Engineering have a simulated crime scene training facility, including a house, graveyard and laboratory facilities. In 2012, the facility was used in the training of Pakistani law enforcement officers, as part of the Pakistan Forensic Capability Development Project.

The CIT Fit & Well gymnasium is an authentic learning environment for fitness sport and health students, and operates as a commercial gymnasium, open to the public. Under trainer

supervision, suitably trained students operate the gym, including providing personal trainer sessions, while students from the Health and Allied Health fields provide appropriate support in their fields of study.

In 2012, CIT Fit and Well was used for several programs partnered by industry, including:

- Heart Foundation for the 'Heart Moves' program, a low to moderate intensity exercise program developed for people who are living with health conditions
- Autism Asperger ACT for the 'Gym Skills and Fitness for Kids' program
- Australian Diabetes Council for the 'Beat It' program, a tailored exercise and lifestyle management program designed to assist those with, or at risk of, diabetes or other chronic disease.

CIT also provided a wide range of commercial services for the public that embed training opportunities for students in different centres. These include:

- CIT Beauty
- CIT Fit and Well
- CIT Functions
- CIT Hairdressing
- CIT Health Sciences Student Clinics
- CIT Music Industry Centre
- CIT Plant Clinic
- CIT Restaurant
- CIT Travel
- CIT Regional (non-operational for part of 2012, but with a planned reopening in 2013).

Workplace delivery

Delivering training in the workplace has advantages to enterprises that have specific training needs, and those that cannot release staff for prolonged periods for on-campus training. Such programs generally commence with Recognition of Prior Learning (RPL) where appropriate, with training designed to fill skills gaps, and often customised to the individual student or enterprise.

Examples of successful workplace delivery in 2012, include:

- delivery of the Certificate IV and Diploma in Youth Work to staff at the Bimberi Youth Justice Centre
- delivery of Aged Care qualifications to the Horton House Aged Care Facility in Yass
- customised training by CIT Business for five separate enterprises including the Justice of the Peace program for ACT Justice and Community Services, and leadership training at the TGA in partnership with the management consulting firm HAY Group

CIT Learning Centres

CIT has Learning Centres at each of CIT's six campuses. These comprise a library, access to computers and the internet, and flexible delivery facilities. They also provide access to a range of student services, support, and information. The Learning Centres play a key role in improving access to courses by providing training and support away from the home campus of a particular program.

The Learning Centre at CIT Gungahlin, opened in April 2011, is a partnership between Gungahlin College (Years 11 and 12), Libraries ACT and CIT. Besides the CIT Learning Centre, the facility includes a college for Year 11 and 12 students, and the Gungahlin public library. The infrastructure is

shared, meaning residents and businesses training with CIT can make use of a commercial kitchen, CISCO computer systems lab, theatre, specialised visual arts spaces, mechatronics lab, TV studio, photography studio and lecture and seminar rooms that can hold 25 to 200 people. CIT Gungahlin provides a technology enhanced drop-in hub for students who live or work in the Gungahlin area.

Since opening in 2011, CIT has continued to grow and consolidate its presence in Gungahlin by increasing enrolments of continuing and new students into current programs, and new programs that meet the needs of Gungahlin residents. More than 64,500 nominal hours of training have been delivered at CIT Gungahlin in 2012, in the following program areas (with proportions of total training given):

- CIT Business (40%),
- CIT Health, Community and Wellbeing (26%)
- Access 10 and other CIT Vocational College (20%)
- CIT Information Technology (9%)
- CIT Creative Industries (5%).

At CIT Tuggeranong 40,000 nominal hours of training were delivered in 2012, with business programs the most popular option (68%), followed by ICT (19%) and Access 10 (13%).

Student showcases

Student showcases provide students the opportunity to present the results of their training to other students, industry representatives and the wider community. These showcases highlight the outcomes from quality teaching and learning environments.

CIT Forensic Science Research Showcase

provides CIT Bachelor of Forensic Science (Crime Scene Examination) students an opportunity to present their final year research projects to industry and the wider community. In 2012, research

projects were conducted on areas as diverse as DNA transferability, arson detection, blood stain enhancement and factors affecting the accuracy of sniffer dogs.

CIT Momentum 2012 was a CIT Creative Industries series of events showcasing the work of students graduating from qualifications in fashion, photography, visual arts, building design, interior design, graphic design, digital media, architectural drafting and music.

MICfest is an annual student music festival and showcase held in November at the CIT Music Industry Centre (MIC), Woden. This event launched emerging CIT student musicians from the MIC into the community and industry at large.

The festival was planned and run by current music, media production, journalism, public relations and digital communication students.

CIT Yurauna Centre's Student Exhibition was held in November 2012, at the Burrunju Art Gallery in Canberra, featuring traditional and contemporary stories in modern styles and unusual compositions.

Floral Inspirations was an exhibition by CIT Floristry and Floral Design students that coincided with Floriade. The exhibition was held in September in the Canberra Centre.

Coin designs were exhibited by CIT Design students at the Royal Australian Mint in July and August 2012. Members of the public were given the opportunity to vote for their favourite design, and winning designs could appear on future Australian coins.

From Pencil to Published ran from 6-26 June at CIT Reid, and showcased the development and evolution of Andrew McLean's award-winning illustrations in John Heffernan's book *My Dog*. Students studying the Certificate IV in

Museum Practice gained hands-on experience by staging the exhibition, which formed part of their assessment.

Leading ACT participation in the National VET E-learning Strategy

The National VET E-Learning Strategy is an initiative of the Australian, state and territory governments aimed at:

- strengthening the Australian training sector's use of new learning technologies
- stimulating innovative approaches to increasing participation in training and employment
- improving the skill levels of the Australian workforce.

In 2012, CIT continued to play a prominent role in managing and leading the *Industry System Change* business activity. This national program's objective is to support the adoption of e-learning in industry by sponsoring the development of industry-wide e-learning plans and programs, including those which have a regional focus. During the 2011-2012 financial year, 20 regional businesses and two peak body industry sectors were supported to pilot e-learning for workforce development through co-investment. CIT was successful in securing \$2 million funding in 2012, to manage *Industry System Change* for the strategy.

CIT also continued to support the ACT e-learning support services via the E-learning Coordinator and Content Services Advisor. The e-learning coordination service provides leadership in the coordination and provision of activities that encourage the take-up of e-learning by ACT VET providers. The content services advice service supports RTOs to create, obtain, and use e-learning content, including support to develop and publish content according to VET requirements. During

the 2011-2012 financial year, nine professional development activities were offered for ACT practitioners in e-learning, including using the latest technology in training and delivery practice.

CIT also completed projects funded by the strategy in mid-2011, including:

- **Remote Skills Acquisition for Fire Investigators** assisted regional fire investigators to develop critical skills in fire investigation. The project used Point of View (PoV) and fixed video camera technology to deliver and assess high level competencies in fire investigation. Students gained theoretical knowledge on-line and their practical skills were captured using PoV and fixed camera technology. This information was transferred to assessors via the NBN. After successful trials in 2012, with fire fighters from Kiama and the New England areas of NSW, the project will expand into other regional areas.
- **Development of the E-learning Business Plan for the Surveying and Geospatial Industry sector** was undertaken in partnership with Spatial Information Services Pty Ltd. This plan will also consider the role of surveyors across a number of priority industry areas.
- **E-learning for regional NSW aged care training** project delivered training to aged care workers at Horton House, Yass, in vital tasks relevant to their responsibilities in aged care, residential care, and home and community care. Innovative e-learning practices allowed both current and emerging training demands to be addressed; and created opportunities for retraining both existing and new workforce employees.
- **Academic Self-Esteem** elearn course, which assists students enrolled in CIT Diploma and Advanced Diploma of Community Sector

Management to improve their academic skills and academic self-esteem, encouraging direct articulation into the Bachelor of Social Work at ACU.

The course incorporates Digital Literacy; Digital Information, and Student Support, including the Digital Information and Literacy conventions used at ACU.

Funding for a further six projects was obtained by CIT teaching and support areas from the 2012/2013 funding round. These include:

- *Academic Self-Esteem (part 2)*, by CIT Learning Centre and CIT Student Services
- *Clothing Production for Refugees*, by CIT Creative Industries
- *Academic Skills for Learners with a Disability*, by CIT Student Services and CIT Learning Centre
- *Advancing Fire Investigations Skills Nationally*, by CIT Science, Forensic and Engineering
- *Innovative Online Teacher Training Facilitation*, by CIT Education Excellence
- *Metal Fabrication E-validation*, by CIT Trade Skills.

Business Opportunity and Development

CIT achieves around 30% of its funding from contestable sources, and with the support of the CIT Business Development Unit each of the teaching centres is attracting contestable funds. CIT has positioned itself as a quality provider of training, with excellent support services for students. CIT's size and the broad scope of training offered means a complete service can be offered to clients to meet a range of training needs.

Training funded from contestable sources

Examples of projects undertaken by winning contestable funding include:

Productivity Placements Program (PPP): In March 2012, CIT won a significant portion of the ACT funding for the PPP program, particularly in business, hairdressing and nursing, but also other areas. This led to an increase of PPP places from 100 in 2011 to 600 in 2012.

National Workforce Development Fund (NWDF). The **ACT Community Services Directorate (CSD)** partnered CIT in a NWDF project to train unqualified child care workers in the Certificate III in Children's Services. Children's services is recognised as a critical skills shortage area, and new legislative requirements requiring staff to hold minimum qualifications has placed workforce development strains on some private and public providers.

The NWDF also supports training at CIT for up-skilling of auto electrical workers in partnership with the **ACT Motor Traders Association (MTA)**. The project delivers the Certificate IV in Automobile Technology to experienced auto-technicians. The certificate III is the minimum trade qualification for this industry; however local industry reported a loss of experienced personnel to other jurisdictions because of the unavailability of a locally delivered certificate IV. Seventeen students commenced in mid-2012. The partnership has been highly successful; and (partly) to foster ongoing partnerships the MTA (ACT) has leased an office at CIT Trade Skills, to be occupied in early 2013.

CIT provided training for the **Spatial Industries Business Association (SIBA)** and the Surveying and Spatial Sciences Institute (SSSI) for Certificates

III and IV in Spatial Information Services and Surveying. The largely online training targeted the surveying/geospatial information industry in remote areas of Queensland, as part of the project *Closing the Spatial Technician Skill Gap*, funded by the Critical Skills Investment Fund (since rolled into the NWDF). The training, when complete, will result in the up-skilling of 390 existing workers.

CIT Yurauna Centre provided Mental Health First Aid training in the South Coast and Canberra, funded by Australian Government Department of Education, Employment and Workplace Relations (DEEWR). CIT Yurauna Centre also provided training in Mental Health and Social and Emotional wellbeing with the **Kimberley Aboriginal Medical Service Council (KAMSC)** in Kunanurra and Broome, Western Australia.

The **Australian Institute for Aboriginal and Torres Strait Islander Studies** funded Family History Research training by CIT Yuranua Centre. This training was for link-up workers conducting genealogy research to connect individuals with their family.

CIT Creative Industries provided training to **No Sweat Fashion** to deliver the Certificate III in Clothing Production to refugees and migrants in the workplace.

CIT Science, Forensic and Engineering partnered with the **National Centre for Forensic Studies (NCFS)** to deliver crime scene investigation training as part of the **Pakistan Forensic Capability Development Project**. CIT Science, Forensic and Engineering also provided **Abu Dhabi Police** with recognition of prior learning assessments, leading to the Certificate IV in Forensic Science (Crime Scene Investigation).

International students

In 2012, CIT continued to be successful in attracting international student, despite industry-wide difficulties. Nationally, a decrease in the number of international students was observed across the TAFE and wider VET sectors. This is partly a consequence of the high Australian dollar, but also driven by the streamline process for visas for international students attending universities, and the new Genuine Temporary Entry Rules. While the visa process for international students attending universities has been simplified, CIT has noted that visas for international student applications are more difficult to obtain, with greater numbers of rejections (the rejection rate appears to have more than doubled).

Nonetheless, in comparison with other VET providers CIT has done exceptionally well in attracting international students. Nationally new commencements for international students in the VET system were down by 12.2%, while at CIT new commencements were down by only 6.1%. Nationally the VET system was down by 14.1% on enrolments (this includes new and continuing students) and CIT's enrolments were down by 11%.

CIT continues to have high international student satisfaction ratings. According to the i-graduate International Student Barometer:

- overall 90.4% of CIT's International students are satisfied with their studies, which is 7.3% above the national benchmark
- 91.4% of students feel that their employment options are greater following study. This is 8.7% above the national benchmark
- 86.7% of students are satisfied with the living conditions in Canberra
- CIT's students' satisfaction with work experience opportunities and placements (87.1%) are 13.8% higher than the national benchmark.

Connected ACT tertiary system

Significant reform is underway in the national tertiary education environment. Nationally, the Australian Skills Quality Authority (ASQA), and the Tertiary Education Quality and Standards Authority (TEQSA) have been established; and a new National Partnership Agreement on Skills Reform has been signed by the ACT Government.

In the ACT significant changes have also been debated over the last 12 months, particularly in the context of the ACT Government's *Learning Capital: an integrated tertiary education system for the ACT* report from 2010.

In 2012, CIT signed a new MOU with University of Canberra (UC), which set out the strategic direction for collaboration between CIT and UC including:

- development of cross-sectoral pathways which widen and streamline current articulation and credit transfer arrangements
- development of dual sector awards
- promoting articulation through guaranteed entry, information sessions, guest lecturers, and improved administrative processes
- shared utilisation of flexible learning facilities, infrastructure, people and other resources
- development of dual qualifications
- international student collaboration.

CIT also has articulation arrangements in the ACT with the Australian National University and the Australian Catholic University.

People

Enterprise bargaining agreements

Following negotiations in 2011, new enterprise bargaining agreements for general staff (*ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013*) and for teaching staff (*ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013*) were approved by the Commissioner of Fair Work Australia on 7 March 2012, and 28 March 2012, respectively. Both agreements have provided certainty for staff during 2012, in a time of considerable change in the VET sector.

Minimum teaching qualifications

A major challenge for the human resource management of teaching staff in 2012 was to ensure that teachers held the minimum teaching qualification required under the ASQA standards. CIT Education Excellence began the task of upgrading teacher qualifications in 2011, and continued in 2012. As of December 2012, approximately 220 teachers gained or upgraded to the minimum qualification. Any teachers without the minimum qualification require supervision by a qualified teacher when delivering training.

ACT WorkSafe report

The other major human resource challenge for 2012 was the response to the WorkSafe ACT report into allegations of bullying and harassment at CIT. This was discussed earlier in this section with more detail in section C9.

CIT Reconciliation Action Plan

In August 2012, CIT launched its Reconciliation Action Plan (RAP) 2012-14, in line with CIT's reconciliation vision:

To promote a culture that strengthens respect for, relationships with and opportunities for Aboriginal and Torres Strait Islander peoples through positive and inclusive learning and workforce innovation practices.

The RAP follows the toolkit provided by Reconciliation Australia, and is a business plan that uses a holistic approach to create meaningful relationships and sustainable opportunities for Aboriginal and Torres Strait Islander students and staff members at CIT.

A RAP implementation committee has been established to drive and monitor the progress of the plan.

Organisational efficiency and development

The effective use of assets and improvement in policies and procedures is a continuous process for CIT. Two key areas where CIT improved organisational efficiency were in online enrolments and complaints management.

Online enrolments

In 2012, CIT completed a major project to develop an online enrolment option for students. It is now possible for students to enrol online for 24 programs. Students can either:

- access course information on the CIT website, apply for admission and be immediately accepted, and then go on to enrol in subjects
- apply online, or through paper-based means, receive written confirmation of acceptance for admission from CIT, then enrol in subjects online
- enrol for a subject in a program that they are

already studying (ie. one where they have already been accepted for admission).

The major difficulties in developing an online enrolment system arise from the diversity of offerings at CIT and the complexity of information required to trigger fees, such as student attributes, commercial versus profile funded courses, and any requirements to show prerequisites for course entry.

The online enrolment system is being embedded into daily practice, and under the guidance of the Online Enrolment Advisory Committee a system for continual improvement is being developed.

Complaints management

Addressing complaints from student, staff and the community is a key responsibility of CIT that is taken very seriously. As a result of the WorkSafe Improvement Notice received in April 2012, CIT has greatly improved and strengthened complaints handling policies and procedures.

A new CIT Complaints Handling System has been developed and is currently being piloted. The electronic system is designed to assist with the recording, monitoring and reporting of workplace issues by providing a single, secure, auditable repository for complaints. The design of the customised 'open source' system has been reviewed by representatives from the areas involved in the planned pilot phase namely: CIT Office of the Chief Executive, CIT Human Resources, CIT Student Services, and the teaching centre CIT Information and Communications Technology. The electronic system will support a 'case management' approach to handling workplace issues.

CIT website: cit.edu.au

CIT recognises the need for social engagement as a natural extension of its offline activities. Over

several years CIT has improved the search and select functionality of its public website cit.edu.au.

Google Analytics (GA) is the most widely used website statistics service and is used by CIT to monitor both website and eLearn visits. According to GA, CIT assists 42,988 site-visitors per month who conduct 38,260 individual search related actions (these figures are unduplicated, 12 month averages).

CIT also maintains an active presence on the following sites:

- **Facebook** for engagement and promotion,
- **LinkedIn** for professional networks,
- **Google +** for content searches,
- **Twitter** for announcements
- **YouTube** for video hosting.

CIT is committed to the World Wide Web Consortium's (W3C) international standards for website accessibility. The current standards are the Web Content Accessibility Guidelines version 2.0 (WCAG 2.0) and CIT enjoys a double A (AA) rating.

Infrastructure

There were no major infrastructure works at CIT during 2012, and the organisation concentrated on the efficient use of existing resources.

The CIT Gungahlin Learning Centre underwent a significant expansion in program offerings as described earlier in this section, under CIT Learning Centres.

CIT Tuggeranong has been located in the Tuggeranong Arts Centre building since 1995. As the building is to be extensively refurbished in 2013, CIT Tuggeranong will relocate to the Centrepont Building in Tuggeranong in early 2013 and will

promote its new, central, temporary location to CIT students and the Tuggeranong community.

CIT will continue to plan for a new, larger, purpose-built CIT Learning Centre in Tuggeranong that will allow for a greater diversity of flexible learning options, incorporating the lessons gained from the highly successful launch and subsequent expansion of CIT Gungahlin.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

The outlook for CIT in 2013 and beyond will be heavily influenced by the unprecedented rate of reform in the national VET sector, and the changes in expectations and requirements of public TAFE institutions. Amidst these changes CIT will continue to actively pursue the goal of being Australia's premier vocational education and training provider.

National Priorities

At its initial meeting in November 2011 the COAG Standing Council on Tertiary Education, Skills and Employment set out an extensive agenda that included VET reform, foundation skills, apprenticeship reform, tertiary education reform, workforce planning and international education. CIT began work on implementing reforms in 2011, and continued to do so in 2012. In 2012, CIT responded to ASQA general directions on Quality Indicators and Student Assessment. In 2013, CIT will continue to respond to the ASQA directions.

VET reform

The COAG agreed National Partnership Agreement on Skills Reform seeks to deliver:

- a more **accessible** training for working age Australians and, in particular, a more **equitable** training system, which provides greater opportunities for participation in education and training
- a more **transparent** VET sector, which enables better understanding of the VET activity that is occurring in each jurisdiction
- a higher **quality** VET sector, which delivers learning experiences and qualifications that are relevant to individuals, employers and industry
- a more **efficient** VET sector, which is **responsive** to the needs of students, employers and industry.

In May 2012, the former ACT Minister for Education and Training, Dr Chris Bourke MLA, stated in the ACT Legislative Assembly that:

“the government is committed to reforming the ACT VET sector through initiatives to improve quality, transparency, access and efficiency. This is consistent with the national directions as expressed in COAG’s national partnership agreement on skills reform.

The ACT government is positioning the CIT to thrive in this complex, changing environment. As our public VET provider, CIT must be able to deliver training effectively and efficiently to meet the needs of industry and individuals. In order to achieve this, CIT must address its internal capacity and organisational culture.

The ACT is currently negotiating details of an implementation plan for the national partnership. The development and implementation of income contingent loans as well as a national training entitlement, all within a more open market, are just some of the reforms that need to be carefully considered” (Hansard 1 May 2012).

CIT has responded to the ACT Government's call. Through careful planning and consultation CIT has put in place a staged transition plan to meet the new AQSA standards in a timely manner, and to respond to the ongoing COAG reforms.

To address internal capacity and organisational culture, the CIT executive undertook a strategic review and planning process under the title *Gearing up for Business*. A series of discussion papers addressing a range of topics were produced, and staff input was sought through forums, papers, and direct feedback.

The discussion paper, *CIT Structural Adjustments Draft Final Recommendations*, was released

in December 2012, and sets out a proposed structural realignment, including the reorganisation of functional responsibilities. This includes having one designated Deputy Chief Executive, the establishment of the position of Chief Operating Officer to lead and manage CIT Corporate Services, and the establishment of two new executive positions; responsible for Organisational Learning and CIT Brand Development, respectively.

The other significant change is the realignment of existing Centres into clusters that are better able to share responsibility and make more effective use of resources.

The paper also recommends adoption of a refreshed set of strategic drivers:

- learners
- people and organisational development
- institute and brand development
- partnerships
- public provision.

Foundation Skills

The National Foundation Skills Strategy for Adults was launched on 28 September 2012. The Strategy was developed as a joint initiative by the Australian and state and territory governments. The aim is to ensure that two thirds of working age Australians will have literacy and numeracy skills at Level 3 or above, by 2022.

In 2013, and beyond, CIT will continue to provide programs that support disadvantaged and second chance learners. CIT will also maximise opportunities that emerge from the National Strategy, and from the Foundation Skills Training Package which was developed as part of a national, systemic approach to developing foundation skills

units of competency, qualifications and skill sets. This will include delivery of programs such as Access 10 through the CIT Vocational College, but will also involve working across CIT to develop an integrated foundation skills strategy.

CIT will also target funding from Language Literacy and Numeracy Program (LLNP) and its replacement, the Skills for Education and Employment (SEE) program, as well as from the Workplace English Language and Literacy Program (WELL).

CIT will continue to ensure access to all programs utilising the eLearn space, through the ongoing development of online delivery models and technologies for appropriate programs.

Apprenticeship reform

In December 2011, the Australian Government set out reforms to the apprenticeship system including:

- national harmonisation of apprenticeship regulation, rules and pathways
- streamlining support services, by establishing a one-stop shop for Australian Apprenticeships
- reforming the *Australian Apprenticeships Incentives Program* to ensure effective responses to Australia's skills challenges
- mentoring support for apprentices to improve completion rates
- establishment of the *Accelerated Australian Apprenticeships Package*, to support fast track completions in apprenticeships
- establishment of the National Apprenticeships program, which is an industry led adult apprenticeship program targeting semi-skilled workers to upgrade to full trade qualifications.

CIT has established an Innovation Working Group, which as part of its brief will investigate and report on new models for effective engagement of apprentices, and to respond to the reforms to the apprenticeship system.

Tertiary education

The Tertiary Education Quality and Standards Agency (TEQSA) became operational in 2012, and CIT has reviewed its small number of Higher Education offerings to ensure compliance with the new regulatory regime. The strongest focus for CIT in the higher education space for 2013 and beyond will be to maximise the opportunities presented by the signing in 2012 of a new MOU with the University of Canberra aimed at facilitating closer cooperation and sharing of resources between the two institutions. This will include:

- widening and streamlining of articulation processes
- development of dual sector awards and dual qualifications where appropriate
- shared utilisation of resources
- collaboration in attracting international students.

CIT has also continued to strengthen its partnerships with other universities, including ANU, ACU and CSU and will work with these institutions cooperatively to meet tertiary education needs for the ACT and district.

Workforce Planning

CIT anticipates that there will be growth in training requirements for the community services and health workforce, and will continue to work with the ACT Government and ACT Health Directorate to implement health and community service reforms and workforce plans. A major focus for CIT will

be to respond to the National Disability Insurance Scheme (NDIS), where it is expected that extra training will be required in the areas of disability care and case management, and also training of clients of the system, to empower them to make decisions about their own care and service requirements.

CIT also anticipates working with the ACT Health Directorate to develop training programs in the area of Population Health, in response to the directorate's *Towards a Healthier Australian Capital Territory 2012 – 2015* strategic framework.

CIT will monitor and respond to demand in the construction industry, especially in the areas impacted by the reform to the apprenticeship system. CIT Building and Construction is also planning to provide training in the new *ACT Work Health and Safety Act (2011)*, to assist in addressing the unsatisfactory statistics for workplace safety in the building and construction industry in the ACT.

CIT will be looking to new funding opportunities for trades training in areas such as metal fabrication, electrical trades, hairdressing and hospitality through the National Workforce Development Scheme, in partnership with relevant industries and enterprises.

To facilitate entry into the workforce, and to prepare participants for further vocational training, CIT will continue to seek increased enrolments in foundation skills programs such as Access 10. Implementation of the Foundation Skills Training package, and development of further online resources, will be part of this effort.

International education

In 2012, CIT contended with the same difficulties in attracting international students that were felt

industry wide in the TAFE and wider VET sectors. The new streamlined visa process that arose from the Knight Review of the student visa program was implemented for the higher education sector, and together with the new Genuine Temporary Entry Rules recommended by the Baird review into the ESOS Act, made it easier for international students to obtain visas to attend universities; but conversely made it more difficult for international students to obtain a visa to attend TAFE and other VET institutions. Notwithstanding these difficulties, CIT performed well in attracting international students in 2012 (see section A3).

It is understood that the new streamlined visa rules may be extended to the VET sector by July 2013, which would increase the attractiveness of CIT courses.

Each year CIT produces an International Student Recruitment Plan, which deals largely with the CIT presence at exhibitions overseas, and an International Student Marketing Plan, which is the strategy for advertising CIT to prospective international students. In 2013, greater emphasis will be placed on communications, including with agents and students to keep them informed of the changes as they evolve, and less emphasis will be placed on attendance at exhibitions. The communications strategy of the Marketing Plan will include a social media campaign, highlighting the advantages that CIT has over most other VET providers including:

- CIT's focussed international services unit (ISU), dedicated to helping international students through visa, health care and other processes
- integrated international student pastoral care program, whereby a pastoral care manager in the ISU office oversees a network of pastoral care officers located in each teaching centre

- the CIT Student Association's (CITSA's) strong links with Council of International Students Australia (CISA).

CIT will also work closely with UC to realise the strategic goal articulated in the new MOU; of which article 4.6 states:

"CIT and UC will foster growth in student numbers through international collaboration and improve administrative arrangements for international students including jointly packaged offers."

New programs and projects

In 2013, CIT Trade Skills will be commencing a project with E-Oz Energy Skills Australia to mentor electrical-trades students. Mentoring is one of the strategies listed in the national reforms to the apprenticeship systems to improve completion rates. The project is funded by the NWDF.

In late 2012, CIT was close to finalising negotiations with Nissan Australia for a large scale training program to deliver hybrid electric vehicle (HEV) and battery electric vehicle (BEV) training to technicians in Nissan Motor Company's network of 198 dealers. In May 2013, CIT teachers will attend training in the USA to up skill staff for this project. The CIT Executive Director (Development) will attend an ACT Government general trade mission to Indonesia, and an AusTrade delegation to Thailand. Both Thailand and Indonesia are expected to become large scale international manufacturers of electric vehicles by 2015, largely a result of the Association of Southeast Asian Nations (ASEAN) free trade agreements. These activities present the opportunity of CIT establishing itself as an international centre of excellence for BEV and HEV. In December 2012, CIT met with the ACT Government Economic Development Directorate

to ensure that CIT plans aligned with desired outcomes of the ACT Government.

CIT has already secured new training projects in 2012, funded by the National VET E learning Strategy:

- *Academic Self-Esteem (part 2)*
- *Clothing Production for Refugees*
- *Academic Skills for Learners with a Disability*
- *Advancing Fire Investigation Skills Nationally*
- *Innovative Online Teacher Training Facilitation*
- *Metal Fabrication E-validation.*

New facilities

Following a period of infrastructure expansion over several years, CIT will focus on expanding the use of existing facilities in the coming years. For example the CIT Gungahlin Learning Centre opened in 2011, with 42,456 nominal hours of training delivered, and in 2012, this rose to over 64,500 nominal hours of training. The lessons from the success of the Gungahlin centre will inform the evolution of the CIT Tuggeranong Learning Centre.

The CIT Tuggeranong Learning Centre vacated its premises at the Tuggeranong Arts Centre in 2012, due to a major refurbishment of the building. In December 2012, a temporary lease was signed to allow CIT Tuggeranong to operate from the Centrepont Building, Tuggeranong. In 2013, CIT will negotiate a permanent location for the CIT Tuggeranong Learning Centre.

Preparing for the future

In 2012, CIT strengthened the governance role of the CIT Academic Board as a key forum for recommending future program development to the CIT Board of Management. A new Teaching and Learning Framework 2013-2015 will guide business plan development for the teaching centres, to ensure that needs of learners are achieved. The seven goals of the Teaching and Learning Framework 2013-2015 are:

1. CIT produces skilled, work ready graduates
2. CIT's assessment in every discipline is validated by industry
3. CIT achieves high levels of learner satisfaction by providing a quality technical and further education experience
4. CIT achieves growth in both module and qualification completions
5. CIT attracts students in this time of change through its programs, teaching delivery and support
6. CIT embeds foundation skills delivery and support in teaching and assessment across the organisation
7. CIT develops and maintains partnerships that enhance student experience and opportunities.

There will be other challenges in the coming years. Some of these can be anticipated such as continued preparation for the introduction of Income Contingent Student Loans, expected for 2014, and with implications for internal systems and processes. Similarly, changes in the funding and training purchasing processes of government will affect the development of CIT processes and procedures. In such a rapidly changing environment

there may be other changes, possibly major, that require innovative and flexible responses by CIT.

During 2012, CIT implemented a series of projects under the title *Gearing Up for Business*, for which project teams led by the executive reviewed systems, practises and structures, and recommended changes as appropriate to ensure that CIT will meet emerging needs in seven key areas:

- structure
- systems – human resources, finance, business decision making, student administration and management information.
- academic quality processes
- culture
- marketing
- program offerings
- contestable funding.

CIT has a strong planning and preparation process, and a resilient and innovative approach to change. CIT has an outlook characterised by confidence, supported by a long record of excellence in the achievement of its goals.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

General overview

The year 2012 has been very successful, with CIT continuing to excel in delivering government-funded and commercial training, despite a year of some uncertainty and continued challenges at local, national and international levels. Performance targets were met or exceeded and other highlights included very high graduate and employer satisfaction levels, above target achievement of module pass rates and maintenance of positive cashflow for the year.

Objectives

CIT's mission is 'changing lives through first class education and training', supporting its vision to be the premier vocational education and training provider in Australia. CIT is committed to meeting the needs of a diverse range of clients through its responsive and innovative education and business practices.

Financial performance

This year CIT had a better than budgeted financial result after discounting the effect of non-cash asset-related expenses, reflecting prudent management of financial resources during the course of the year.

Cashflow was positive, revenue was above budget and operating expenses were well-controlled, with the only exceptions being one-off non-cash adjustments including a loss of \$6 million for the transfer of the final portion of the Weston Campus to the ACT Government, asset impairments and write-offs (due to revaluation) of \$1.8 million and increased depreciation of \$1.5 million resulting from an upwards revaluation of building carrying values in 2011. Excluding these items, the operating result was better than budgeted.

The specific income and expense variances affecting the operating result are detailed in the income and expense sections of this report. The financial information in this report is based on audited financial statements for 2011 and 2012, as well as the CIT Statement of Intent 2012 13.

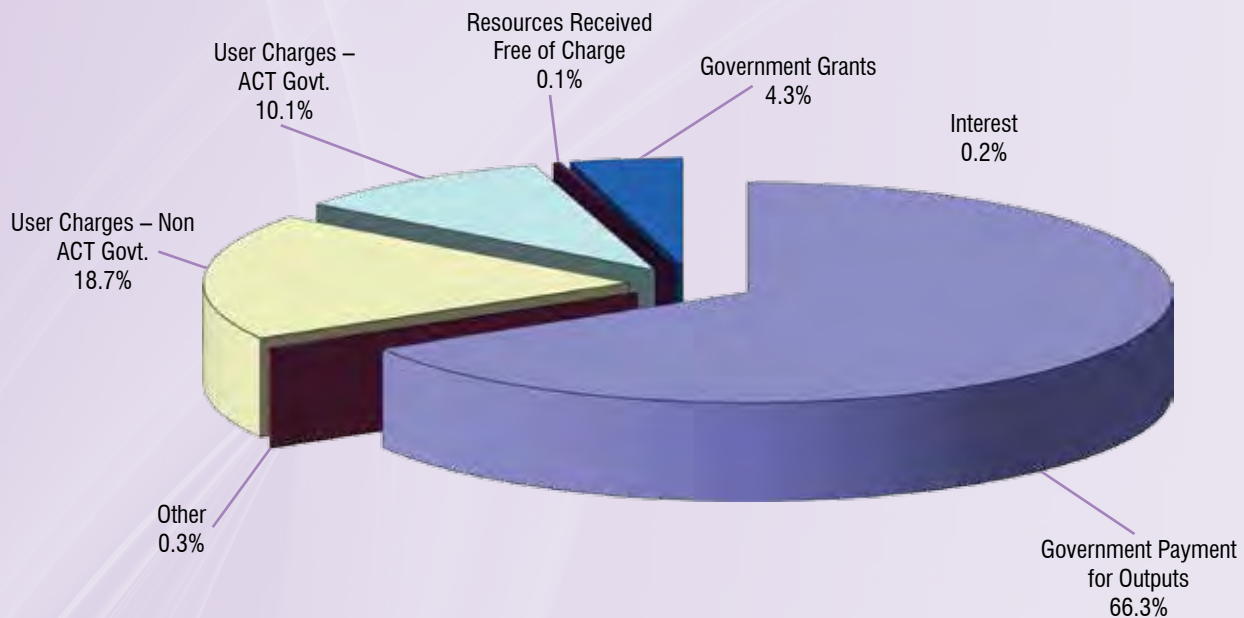
Total income

Components of income

Total income for 2012 is \$106.6 million. This outcome is \$0.4 million or 0.4 per cent above the 2012 budgeted income and represents an increase of \$1 million or 0.9 per cent from the 2011 financial year.

Figure 1 indicates that CIT received 66.3 per cent or \$70.7 million of its total revenue from the ACT Government as Government Payment for Outputs (GPO).

Figure 1: Components of revenue



Source: Canberra Institute of Technology Financial Statements

Comparison to budget

Revenue

Revenue for the year ending 31 December 2012 was \$106.6 million, which was \$0.4 million higher than the 2012 budget, with lower than budgeted non-ACT Government User Charges (\$-2.1 million) being offset by higher than budgeted ACT Government User Charges (\$1.7 million) and GPO (\$0.8 million).

Gains

Income from gains for the year ending 31 December 2012 was \$0.5 million, which matched the 2012 budget. This amount was a cash donation from CIT's commercial company, CIT Solutions Pty Ltd.

Comparison to 2011 actual income

Revenue

Revenue in 2012 was \$1 million, or 0.9 per cent, higher than the 2011 actual result.

Gains

Income from gains in 2012 was \$0.8 million lower in 2011 due to a decrease in the transfer from CIT's commercial company, CIT Solutions Pty Ltd. This amount is at the discretion of the Board of CIT Solutions and varies from year-to-year depending upon forecast cash requirements.

Future trends

Total income for 2013 is budgeted to remain at 2012 levels. Revenue thereafter is anticipated to increase by CPI.

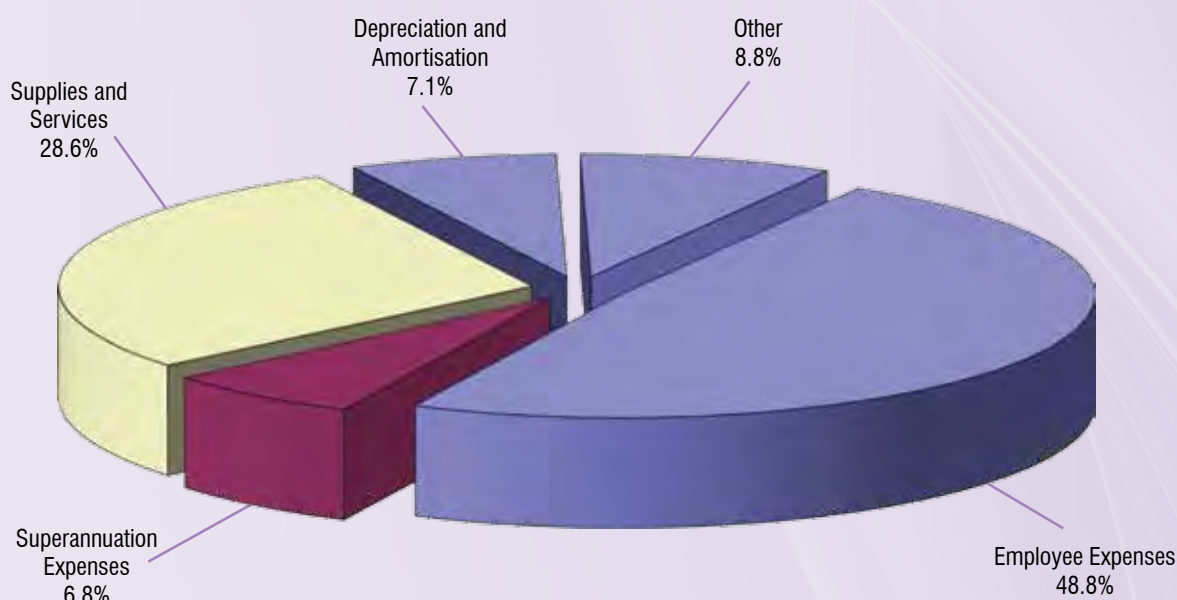
Total Expenditure

Components of expenditure

Expenses totalled \$121.4 million in 2012, representing an increase of \$8.4 million or 7.4 per cent above budget. This also represents an increase of \$7.7 million or 6.8 per cent from the previous year.

Figure 2 indicates the components of CIT's expenditure for 2012 with the largest component of expenditure being employee and superannuation expenses, which represents 55.6 per cent of ordinary activities or \$67.4 million.

Figure 2: Components of expenses



Source: Canberra Institute of Technology Financial Statements

Comparison to budget

Expenditure

Total expenditure of \$121.4 million was \$8.4 million, or 7.4 per cent higher than the 2012 Budget of \$113.0 million. This higher than budgeted expenditure was largely the result of increases in other expenses (\$8.3 million) primarily resulting from the transfer of the Weston Campus to Government (\$6.0 million) and asset impairments and write-

offs of \$1.8 million, and increases in depreciation (\$1.54 million) due to the upwards revaluation of the carrying value of CIT's buildings. Excluding these items, total expenditure was \$1.5 million, or 1.3%, below the 2012 budget.

Comparison to 2011 Actual Expenditure

Total expenditure was \$7.7 million, or 6.8 per cent higher than the 2011 actual result. The increase is primarily due to:

- the increase in depreciation (\$3.0 million) due to the upwards revaluation of CIT's buildings,
- the increase in employee expenses (\$1.9 million) from 2011 as a result of the backdated pay increases from the Enterprise Bargaining Agreement concluded in 2012,
- increases in supplies and services (\$1.2 million) off a low base in 2012 (due to deferment of expenditure during that year), and
- increases in other expenses (\$1.6 million) due to impairments and write offs of assets.

Future Trends

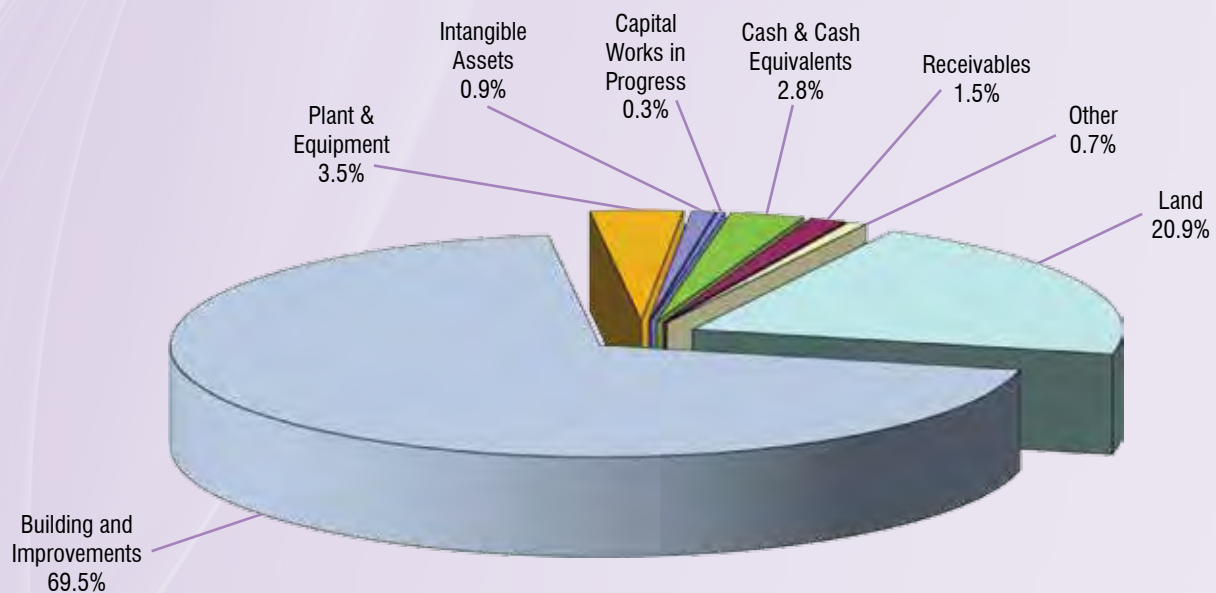
Total expenditure for 2013 is budgeted to remain at 2012 levels. Expenditure thereafter is anticipated to increase by CPI.

Financial position: Total assets

Components of Total Assets

Figure 3 indicates that for the financial year ended 31 December 2012, CIT held 95 per cent of its assets in property, plant and equipment and works in progress, and 5 per cent in cash and cash equivalents, receivables and other current assets.

Figure 3: Total assets



Source: Canberra Institute of Technology Financial Statements

Comparison to Budget

The total asset position as at 31 December 2012 is \$222.3 million, \$13.4 million lower than the 2012 Budget of \$235.7 million. This decrease is largely due to the transfer of the Weston campus from CIT and lower than budgeted Capital Works in Progress due to planned construction not commencing.

Cash and Cash Equivalents was \$1.5 million above budget at year-end due to the receipt of an additional Government Payments for Outputs (GPO) allocation received in 2012 of \$2.7 million which was budgeted for 2013.

Comparison to 2011 Actuals

CIT's total asset position is \$9.9 million lower than the 2011 actual result of \$232.2 million due to the items mentioned above.

Liquidity

Liquidity is the ability of CIT to meet its short-term debts as they fall due. The current working capital ratio (ratio of current assets to current liabilities) is a common indicator for liquidity and measures the ability to fund short-term liabilities from short-term assets.

The current working capital ratio of 0.48 is higher than both the budget target of 0.32 for the year and the 2011 outcome of 0.42. This positive result is mostly a result of a stronger than forecast cash position and reduced outstanding payables.

Working Capital Ratio

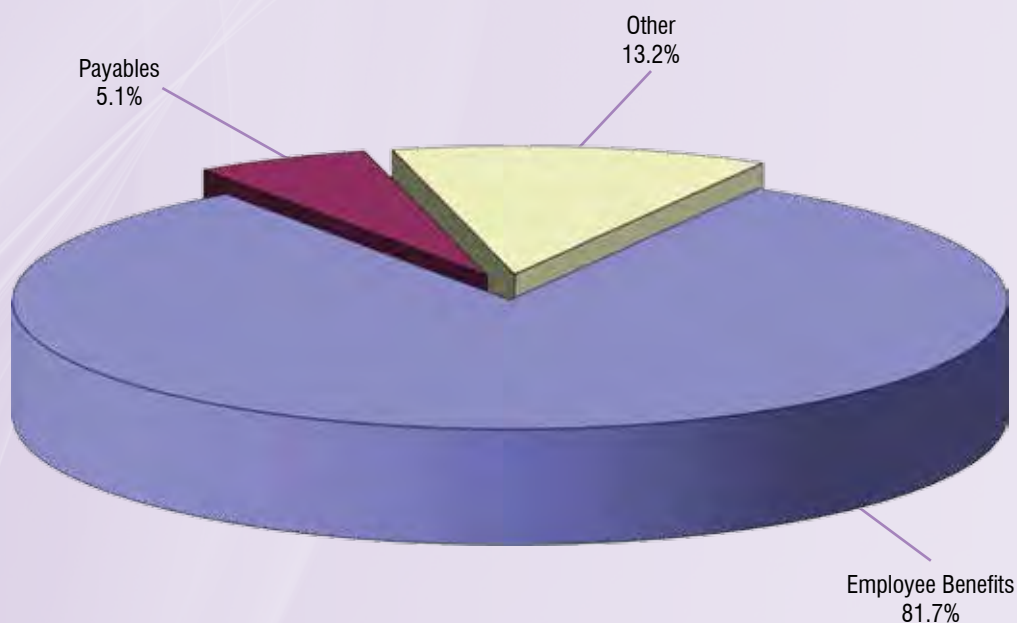
	Actual 2012 \$'000	Budget 2012 \$'000	Actual 2011 \$'000
Current Assets			
Cash and cash equivalents	6,239	4,749	5,725
Receivables	3,360	2,500	2,956
Other	1,462	1,555	1,340
Total Current Assets	11,061	8,804	10,021
Current Liabilities			
Payables	1,295	4,000	4,023
Employee Benefits	18,498	18,592	18,005
Other	3,330	5,212	1,972
Total Current Liabilities	23,123	27,804	24,000
Working Capital Ratio	0.48	0.32	0.42

Cash and Cash Equivalents increased by \$0.5 million from the previous year to \$6.2 million. This was \$1.5 million above budget at year-end due to the receipt of an additional GPO allocation received in 2012 of \$2.7 million which was budgeted for 2013.

Financial position: Total liabilities

Figure 4 indicates that the majority of CIT's liabilities relate to employee benefits (81.7 per cent), payables (5.1 per cent) and revenue received in advance (13.2 per cent).

Figure 4: Total liabilities



Source: Canberra Institute of Technology Financial Statements

Comparison to budget

CIT's liabilities for the year ended 31 December 2012 of \$25.3 million is \$4.6 million lower than the 2012 budget of \$29.9 million and \$0.6 million lower than the 2011 figure. The decrease in liabilities compared to budget is largely due to lower than budgeted unpaid invoices and accrued expenses at year end.

Comparison to 2011 actual

CIT's total liabilities were \$0.6 million lower than the 2011 actual result of \$25.8 million due to the items mentioned above.

Performance Measures

The main measures relating to Government funded training services indicate good results in most measures. Module pass rates and program completion rates were above target by 7 and 6 per cent respectively due to CIT's continued focus on quality support and pastoral care services for students.

The 2012 satisfaction surveys of learners (graduates) and employers showed satisfaction levels of 92 and 90 per cent respectively, reflecting the positive views held by industries and students of the relevance of CIT training. CIT has continued to actively improve its effectiveness and responsiveness in skilling students using contemporary training methods which have been very positively received by industry and students alike.

Risk management

During 2012 the Executive, Directors and key managers identified and analysed the Institute's key strategic risks for 2013-14. This was achieved through a series of group workshops, with the assistance of an external facilitator. An updated environmental scan was first developed and formed the basis from which to identify our risks.

The goal was to refresh the current business risk profile and fraud and corruption profile for 2013-14. The 2011- 2012 profiles provided the foundation for this work, however the emphasis was in achieving a much stronger focus on our strategic risks as opposed to operational. The plans are dynamic, with regular monitoring and reporting of the actions against our business risks three times a year and six monthly for Fraud and Corruption.

Both plans were endorsed by the Audit Committee at its November 2012 meeting and underpin the CIT 2013 Internal Audit and Review Program.

CIT undertakes monthly reporting and analysis of its financial performance, both at an Institute and cost centre level which assists in identifying and addressing any financial risks. CIT also undertakes monthly reporting and analysis of its annual performance measures as identified in the Statement of Intent and the ACT Government Budget. This process assists in identifying any performance risks. The financial and performance reporting is communicated to management and the various CIT governance committees on a periodic basis.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106



ACT AUDITOR-GENERAL'S OFFICE



INDEPENDENT AUDIT REPORT CANBERRA INSTITUTE OF TECHNOLOGY

To the Members of the ACT Legislative Assembly

Report on the financial statements

The financial statements of the Canberra Institute of Technology (the Institute) for the year ended 31 December 2012 have been audited. These comprise the operating statement, balance sheet, statement of changes in equity, cash flow statement, statement of appropriation and accompanying notes.

Responsibility for the financial statements

The Chief Executive Officer of the Institute is responsible for the preparation and fair presentation of the financial statements in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and the accounting policies and estimates used in the preparation of the financial statements.

The auditor's responsibility

Under the *Financial Management Act 1996*, I am responsible for expressing an independent audit opinion on the financial statements of the Institute.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion following the use of audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to provide assurance on the appropriateness of budget information included in the financial statements or to evaluate the prudence of decisions made by the Institute.

Level 4, 11 Moore Street, Canberra City, ACT 2601 | PO Box 275, Civic Square, ACT 2608
Telephone: 02 6207 0833 | Facsimile: 02 6207 0826 | Email: actauditorgeneral@act.gov.au

Electronic presentation of the audited financial statements

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

Independence

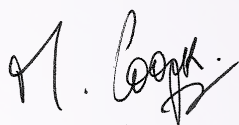
Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the audit.

Audit opinion

In my opinion, the financial statements of the Institute for the year ended 31 December 2012:

- (i) are presented in accordance with the *Financial Management Act 1996*, Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) present fairly the financial position of the Institute as at 31 December 2012 and the results of its operations and cash flows for the year then ended.

This audit opinion should be read in conjunction with the other information disclosed in this report.



Dr Maxine Cooper
Auditor-General

21 March 2013

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2012**

Statement of Responsibility

In my opinion, the financial statements are in agreement with the Canberra Institute of Technology's accounts and records and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2012 and the financial position of the Canberra Institute of Technology on that date.



Adrian Marron
Chief Executive Officer
Canberra Institute of Technology

15 February 2013

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2012**

Statement by the Chief Finance Officer

In my opinion, the financial statements of the Canberra Institute of Technology have been prepared in accordance with generally accepted accounting principles, are in agreement with the Canberra Institute of Technology's accounts and records and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2012 and the financial position of the Canberra Institute of Technology on that date.



Shane Kay
Acting Chief Finance Officer
Canberra Institute of Technology

15 February 2013

Canberra Institute of Technology

Financial Statements

For the year ended 31 December 2012

Canberra Institute of Technology
Operating Statement
For the Year Ended 31 December 2012

Output Class 1.1 Provision of Vocational Education and Training Services

		Consolidated		Institute		
		Actual	Actual	Actual	Original	Actual
Note		2012	2011	2012	Budget	2011
		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Revenue						
Government Payment for Outputs	4	70,650	70,699	70,650	69,846	70,699
User Charges – ACT Government	5	12,069	9,433	10,745	9,019	8,818
User Charges – Non-ACT Government	5	32,130	32,976	19,963	22,140	21,831
Government Grants	6	4,600	3,942	4,600	4,806	3,942
Interest	7	313	260	241	216	148
Resources Received Free of Charge	8	93	91	93	35	91
Other Revenue	9	628	258	336	120	155
Total Revenue		120,483	117,659	106,628	106,182	105,684
Gains						
Transfer from CIT Solutions Pty Limited	10	-	-	500	500	1,300
Total Gains		-	-	500	500	1,300
Total Income		120,483	117,659	107,128	106,682	106,984
Expenses						
Employee Expenses	11	69,048	65,752	59,174	60,170	57,385
Superannuation Expenses	12	9,110	8,851	8,273	8,568	8,117
Supplies and Services	13	36,714	35,079	34,717	34,947	33,515
Depreciation and Amortisation	14	8,760	5,778	8,557	7,015	5,578
Other Expenses	15	11,271	9,579	10,643	2,300	9,074
Total Expenses		134,903	125,039	121,364	112,999	113,669
Operating Deficit		(14,420)	(7,380)	(14,236)	(6,317)	(6,685)
Other Comprehensive Income						
Increase in the Asset Revaluation Surplus	28	111	26,833	111	-	26,833
Total Other Comprehensive Income		111	26,833	111	-	26,833
Total Comprehensive Income		(14,309)	19,453	(14,125)	(6,317)	20,148

The above Operating Statement should be read in conjunction with the accompanying notes.

The Institute has only one output class and as such the above Operating Statement is also the Institute's Operating Statement for Output Class 1.1 Provision of Vocational Education and Training Services.

Canberra Institute of Technology Balance Sheet As at 31 December 2012

		Consolidated		Institute		
		Actual	Actual	Original		
Note		2012	2011	Actual	Budget	Actual
		\$'000	\$'000	2012	2012	2011
				\$'000	\$'000	\$'000
Current Assets						
Cash and Cash Equivalents	18	8,389	6,627	6,239	4,749	5,725
Receivables	19	4,283	4,706	3,360	2,500	2,956
Other Assets	20	1,621	1,565	1,462	1,555	1,340
Total Current Assets		14,293	12,898	11,061	8,804	10,021
Non-Current Assets						
Investments	21	-	-	20	20	20
Property, Plant and Equipment	22	208,945	218,525	208,629	216,044	218,039
Intangible Assets	23	1,955	972	1,942	1,362	932
Capital Works in Progress	24	654	3,179	654	9,486	3,179
Total Non-Current Assets		211,554	222,676	211,245	226,912	222,170
Total Assets		225,847	235,574	222,306	235,716	232,191
Current Liabilities						
Payables	25	1,596	4,239	1,295	4,000	4,023
Employee Benefits	26	19,642	18,992	18,498	18,592	18,005
Other Liabilities	27	3,529	2,092	3,330	5,212	1,972
Total Current Liabilities		24,767	25,323	23,123	27,804	24,000
Non-Current Liabilities						
Employee Benefits	26	2,329	1,997	2,155	2,044	1,844
Other Non-Current Liabilities	27	42	40	-	-	-
Total Non-Current Liabilities		2,371	2,037	2,155	2,044	1,844
Total Liabilities		27,138	27,360	25,278	29,848	25,844
Net Assets		198,709	208,213	197,028	205,868	206,347
Equity						
Accumulated Funds		112,898	122,513	111,217	120,166	120,647
Asset Revaluation Surplus	28	85,811	85,700	85,811	85,702	85,700
Total Equity		198,709	208,213	197,028	205,868	206,347

The above Balance Sheet should be read in conjunction with the accompanying notes.

The Institute has only one output class and as such the above Balance Sheet is also the Institute's Balance Sheet for the Provision of Output 1.1 Vocational Education and Training Services.

Canberra Institute of Technology
Statement of Changes in Equity
For the Year Ended 31 December 2012

	Consolidated				Institute			
	Accumulated Funds Actual 2012 \$'000	Revaluation Surplus Actual 2012 \$'000	Total Equity Actual 2012 \$'000		Accumulated Funds Actual 2012 \$'000	Revaluation Surplus Actual 2012 \$'000	Total Equity Actual 2012 \$'000	Original Budget 2012 \$'000
Balance at the Beginning of the Reporting Period	122,513	85,700	208,213		120,647	85,700	206,347	206,349
Comprehensive Income								
Operating Deficit	(14,420)	-	(14,420)		(14,236)	-	(14,236)	(6,317)
Increase in Asset Revaluation Surplus	-	111	111		-	111	111	-
Total Comprehensive Income	(14,420)	111	(14,309)		(14,236)	111	(14,125)	(6,317)
Transfers (from) Reserves	(442)	-	(442)		(442)	-	(442)	-
Transactions Involving Owners Affecting Accumulated Funds								
Capital Injections	5,248	-	5,248		5,248	-	5,248	5,836
Total Transactions Involving Owners Affecting Accumulated Funds	4,806	-	4,806		4,806	-	4,806	5,836
Balance at the End of the Reporting Period	112,898	85,811	198,710		111,217	85,811	197,028	205,868

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Canberra Institute of Technology
Statement of Changes in Equity
For the Year Ended 31 December 2012

	Consolidated				Institute			
	Accumulated Funds Actual 2011 \$'000	Revaluation Surplus Actual 2011 \$'000	Total Equity Actual 2011 \$'000		Accumulated Funds Actual 2011 \$'000	Revaluation Surplus Actual 2011 \$'000	Total Equity Actual 2011 \$'000	Original Budget 2011 \$'000
Balance at the Beginning of the Reporting Period	119,827	58,867	178,694		117,275	58,867	176,143	356,827
Comprehensive Income								
Operating Deficit	(7,380)	-	(7,380)		(6,685)	-	(6,685)	(10,115)
Increase in Asset Revaluation Surplus	-	26,833	26,833		-	26,833	26,833	-
Total Comprehensive Income	(7,380)	26,833	19,453		(6,685)	26,833	20,148	(10,115)
Transfer to Reserves	352	-	352		343	-	343	-
Transactions Involving Owners Affecting Accumulated Funds								
Capital Injections	9,714	-	9,714		9,714	-	9,714	11,710
Total Transactions Involving Owners Affecting Accumulated Funds	10,066	-	10,066		10,057	-	10,057	11,710
Balance at the End of the Reporting Period	122,513	85,700	208,213		120,647	85,700	206,347	358,422

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Canberra Institute of Technology
Cash Flow Statement
For the Year Ended 31 December 2012

	Consolidated		Institute		
Note	Actual 2012 \$'000	Actual 2011 \$'000	Actual 2012 \$'000	Original Budget 2012 \$'000	Actual 2011 \$'000
Cash Flows from Operating Activities					
Receipts					
Government Payment for Outputs	70,650	70,699	70,650	69,846	70,699
User Charges – ACT Government	12,340	8,561	10,935	9,019	8,476
User Charges – Non-ACT Government	34,367	33,314	21,865	22,596	21,942
Interest Received	313	261	241	216	148
Donations/Dividends Received	-	-	-	500	1,300
Government Grants	4,794	3,942	4,794	4,806	3,942
Goods and Services Tax Input Tax Credits from the Australian Taxation Office	2,207	2,648	2,936	-	3,246
Goods and Services Tax Collected from Customers	1,495	1,634	594	-	547
Other	596	254	304	750	144
Total Receipts from Operating Activities	126,762	121,313	112,319	107,733	110,444
Payments					
Employee	68,067	65,059	58,370	58,737	56,775
Superannuation	9,110	8,851	8,273	8,587	8,117
Supplies and Services	39,319	42,477	37,672	38,605	40,639
Good and Services Tax Paid to Suppliers	3,702	4,282	3,330	-	3,907
Other	6,529	2,998	5,893	2,781	2,485
Total Payments from Operating Activities	126,727	123,667	113,539	108,710	111,924
Net Cash Inflows/(Outflows) from Operating Activities	35	(2,355)	(1,220)	(977)	(1,480)
Cash Flows from Investing Activities					
Receipts					
Proceeds from Sale of Property, Plant and Equipment	33	11	33	-	11
Total Receipts from Investing Activities	33	11	33	-	11

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Canberra Institute of Technology
Cash Flow Statement - Continued
For the Year Ended 31 December 2012

	Note	Consolidated		Institute		
		Actual	Actual	Original		
		2012	2011	Actual	Budget	Actual
		\$'000	\$'000	2012	2012	2011
				\$'000	\$'000	\$'000
Payments						
Payments for Property, Plant and Equipment		3,554	7,389	3,547	6,337	7,150
Total Payments from Investing Activities		3,554	7,389	3,547	6,337	7,150
Net Cash Outflows from Investing Activities		(3,521)	(7,378)	(3,514)	(6,337)	(7,139)
Cash Flows from Financing Activities						
Receipts						
Capital Injections		5,248	9,714	5,248	6,337	9,714
Total Receipts from Financing Activities		5,248	9,714	5,248	6,337	9,714
Net Cash Inflows/(Outflows) from Financing Activities	32	5,248	9,714	5,248	6,337	9,714
Net Increase/(Decrease) in Cash and Cash Equivalents Held		1,762	(19)	514	(977)	1,095
Cash and Cash Equivalents at the Beginning of the Reporting Period		6,627	6,646	5,725	5,725	4,630
Cash and Cash Equivalents at the End of the Reporting Period	32	8,389	6,627	6,239	4,749	5,725

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Canberra Institute of Technology
Statement of Appropriation
For the Year Ended 31 December 2012

	Original Budget 2012 \$'000	Total Appropriated 2012 \$'000	Appropriation Drawn 2012 \$'000	Appropriation Drawn 2011 \$'000
Government Payment for Outputs	69,846	70,650	70,650	70,699
Capital Injections	6,337	5,248	5,248	9,714
Total Appropriation	76,183	75,898	75,898	80,413

The above Statement of Appropriation should be read in conjunction with the accompanying notes.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement in the Institute's Statement of Intent. These amounts also appear in the Cash Flow Statement.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by the Institute during the year. This amount appears in the Cash Flow Statement.

Variances between 'Original Budget' and 'Total Appropriated'

Government Payment for Outputs

The difference between the Original Budget and the Total Appropriated is due to unbudgeted revenue received from the Commonwealth Government to subsidise student fees in the Childcare Program which the Institute waived (+\$845,000), this is offset by a lower than budgeted end of year drawdown amount (-\$41,000).

Capital Injections

The difference between the Original Budget and the Total Appropriated is due to delays in receiving invoices which caused a delay in the appropriation drawdown.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

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Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2012

Note 1 Objectives of the Canberra Institute of Technology

Operation and Principal Activities

The Canberra Institute of Technology (the Institute) is a multi-campus, multi-disciplinary, tertiary education institution in the ACT, providing vocational education and training to the ACT and surrounding region.

Note 2 Summary of Significant Accounting Policies

(a) Basis of Accounting

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government territory authorities. The Institute is a prescribed territory authority under the FMA, therefore is required to report on its one output class.

The FMA and the *Financial Management Guidelines* issued under the Act, require the Institute's financial statements to include:

- (i) an Operating Statement for the year;
- (ii) a Balance Sheet at the end of the year;
- (iii) a Statement of Changes in Equity for the year;
- (iv) a Cash Flow Statement for the year;
- (v) a Statement of Appropriation for the year;
- (vi) a summary of the significant accounting policies adopted for the year; and
- (vii) such other statements as are necessary to fairly reflect the financial operations of the Institute during the year and its financial position at the end of the year.

These general-purpose financial statements have been prepared to comply with 'Generally Accepted Accounting Principles' (GAAP) as required by the FMA. The financial statements have been prepared in accordance with:

- (i) Australian Accounting Standards; and
- (ii) ACT Accounting and Disclosure Policies.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial statements have also been prepared according to the historical cost convention, except for assets which were valued in accordance with the (re)valuation policies applicable to the Institute during the reporting period.

These financial statements are presented in Australian dollars, which is the Institute's functional currency.

The Institute is a group reporting entity.

(b) Principles of Consolidation

The consolidated financial statements are those of the economic entity comprising the Institute and CIT Solutions Pty Limited (the Company). The Company is a wholly-owned subsidiary of the Institute, formed for the purposes of undertaking entrepreneurial and commercial activities on the Institute's behalf. All inter-entity balances, including unrealised profits and losses, have been eliminated on consolidation. The financial statements of the Company are prepared for the same reporting period as the Institute, using accounting policies that are consistent with those of the Institute.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(c) The Reporting Period

These financial statements state the financial performance, changes in equity and cash flows of the Institute for the year ended 31 December 2012, together with the financial position of the Institute as at 31 December 2012.

(d) Comparative Figures

Budget Figures

The *Financial Management Act 1996* requires the statements to facilitate a comparison with the Institute's Statement of Intent. The budget numbers disclosed in the financial statements are consistent with those included in the Statement of Intent.

Prior Year Comparatives

Comparative information has been disclosed in respect of the previous period for amounts reported in the financial statements, except where an Australian Accounting Standard does not require comparative information to be disclosed.

Where the presentation or classification of items in the financial statements is amended, the comparative amounts have also been reclassified, where practical. Where a reclassification has occurred, the nature, amount and reason for the reclassification is provided.

(e) Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000). Use of “-” represents zero amounts or amounts rounded down to zero.

(f) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Institute and the revenue can be reliably measured. In addition, the following specific recognition criteria must also be met before revenue is recognised:

Sale of Goods

Revenue from the sale of goods is recognised as revenue when the significant risks and rewards of ownership of the goods has transferred to the buyer, the Institute retains neither continuing managerial involvement nor effective control over the goods sold, and the costs incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from the rendering of services is recognised when the stage of completion of the transaction at the reporting date can be measured reliably and the costs of rendering those services can be measured reliably.

Interest

Interest revenue is recognised using the effective interest method.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(f) Revenue Recognition - Continued

Dividends

Dividend revenue is recognised when the Institute's right to receive payment is established.

(g) Resources Received and Provided Free of Charge

Resources received free of charge are recorded as a revenue and expense in the Operating Statement at fair value. The revenue is separately disclosed under resources received free of charge, with the expense being recorded in the line item to which it relates. Goods and services received free of charge from ACT Government agencies are recorded as resources received free of charge, whereas goods and services received free of charge from entities external to the ACT Government are recorded as donations. Services that are received free of charge are only recorded in the Operating Statement if they can be reliably measured and would have been purchased if not provided to the Institute free of charge.

During the year, the Institute provided services and resources to the following organisations on a free of charge basis:

- (i) The CIT Student Association was provided with services and resources free of charge to an amount of \$453,065 in 2012 (2011 \$434,803) for its use of the Institute's accommodation and utilities; and
- (ii) The Canberra City Band was provided with a benefit of rent to the value of \$68,000 in 2012 (2011 \$65,259)

(h) Repairs and Maintenance

The Institute undertakes major cyclical maintenance on its buildings. All costs involved with major cyclical maintenance are recorded as an expense. Where the maintenance leads to an upgrade of the building, and increases the service potential of the existing building, the cost is capitalised.

(i) Waivers of Debt

Debts that are waived during the year are expensed in the year in which the right to payment was waived. Further details of waivers are disclosed at Note 16 – Waivers, Impairment Losses and Write-offs. The Institute did not have any debts waived under Section 131 of the *Financial Management Act 1996*.

(j) Taxation

The Institute and the Company are exempt organisations under income tax legislation and therefore are not subject to Income Tax. Both the Institute and the Company are liable to pay Goods and Services Tax and Fringe Benefits Tax. Fringe Benefits Tax expense for the year was \$93,601 (2011 \$105,828).

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(k) Current and Non-Current Items

Assets and liabilities are classified as current or non-current in the Balance Sheet and in the relevant notes. Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Institute does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Assets or liabilities which do not fall within the current classification are classified as non-current.

(l) Impairment of Assets

The Institute assesses, at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's 'fair value less costs to sell' and its 'value in use'. An asset's 'value in use' is its depreciated replacement cost, where the asset would be replaced if the Institute were deprived of it.

Non-financial assets that have previously been impaired are reviewed for possible reversal of impairment at each reporting date.

Any resulting impairment losses, for land, buildings and improvements, plant and equipment, leasehold improvements, and community and heritage assets, are recognised as a decrease in the Asset Revaluation Surplus relating to these classes of assets. This is because these asset classes are measured at fair value and have an Asset Revaluation Surplus attached to them. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus for the relevant class of asset, the difference is expensed in the Operating Statement. Impairment losses for intangible assets are recognised in the Operating Statement, as intangible assets are carried at cost and have no Asset Revaluation Surplus attached to them.

(m) Cash and Cash Equivalents

For the purposes of the Cash Flow Statement and the Balance Sheet, cash includes cash at bank, cash on hand and demand deposits.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value. Cash equivalents include amounts invested in negotiable certificates of deposit with less than 120 days to maturity. Bank overdrafts are included in cash and cash equivalents in the Cash Flow Statement but not in the cash and cash equivalents line in the Balance Sheet.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(n) Receivables

Accounts receivable (including student receivables and other trade receivables) are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

Trade receivables arise in the normal course of selling goods and services to other agencies and to the public. Trade receivables are payable within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement.

Student receivables arise in the normal course of providing vocational education and training, the majority of which are payable within two weeks of the enrolment date. Student debtors outstanding after the due date automatically incur a \$50 late fee.

Other trade receivables arise outside the normal course of selling goods and services to other agencies and to the public. Other trade receivables are payable within 30 days after the issue of an invoice or the goods/services have been provided under a contractual agreement.

The allowance for impairment losses represents the amount of trade receivables and student receivables that the Institute estimates will not be repaid. The Institute determines the allowance for impairment losses based on objective evidence and a review of overdue balances. The Institute considers the following to be objective evidence of impairment:

- (i) becoming aware of financial difficulties of debtors;
- (ii) default payments; or
- (iii) debts more than 90 days overdue, where applicable.

The amount of the allowance is the difference between the asset's carrying amount and the present value of the estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial. The amount of the allowance is recognised in the Operating Statement. The allowance for impairment losses is written back against the receivables account when the Institute ceases action to collect the debt as it considers that it will cost more to recover the debt than the debt is worth.

(o) Investments

The Institute holds a long-term investment in CIT Solutions Pty Limited, which is measured at cost. Further details of this investment are provided in Note 21 - Investments.

(p) Acquisition and Recognition of Property, Plant and Equipment

Property, plant and equipment is initially recorded at cost. Cost includes the purchase price, directly attributable costs and the estimated cost of dismantling and removing the item (where, upon acquisition, there is a present obligation to remove the item) and the estimated cost of restoring the site on which it is located.

Where property, plant and equipment is acquired at no cost, or minimal cost, cost is its fair value at the date of acquisition. However property, plant and equipment acquired at no cost or minimal cost as part of a restructuring of administrative arrangements is measured at the transferor's book value.

Property, plant and equipment with a minimum value of \$2,000 (GST exclusive) is capitalised.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(q) Measurement of Property, Plant and Equipment After Initial Recognition

Property, plant and equipment is valued using the cost or revaluation model of valuation in accordance with AASB 116 Property, Plant and Equipment.

Fair value is the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. Fair value is measured using a market price in a market where a market price is available for that asset (or a similar asset), as this is the best evidence of an asset's fair value. Where the market price for an asset cannot be obtained because the asset is specialised and is rarely sold, and where the asset would be replaced if the Institute were to be deprived of the asset, depreciated replacement cost is used as fair value. Where the asset would not be replaced, fair value is the asset's selling price, less costs to sell.

Land, buildings and improvements, plant and equipment and heritage assets (excluding artworks) are measured at fair value.

Fair value of land is measured at an in-use value as determined by an independent valuer. Fair value of buildings and improvements is measured using current prices in a market for similar properties in a similar location and condition. Leasehold improvements are measured at cost. Fair value for plant and equipment and heritage assets (excluding artworks) is measured using depreciated replacement cost, where the asset would be replaced if the Institute were to be deprived of the asset. Artworks comprise works produced by students and held for permanent exhibition, for which fair value is determined using a market price where there is a market for the same or a similar item.

Land, buildings, plant and equipment and heritage assets are revalued every three years. As these assets were revalued in 2011, the next asset revaluation is scheduled for 2014. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Any accumulated depreciation relating to buildings, plant and equipment and heritage assets, at the date of revaluation, is written-back against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset.

Any accumulated depreciation relating to infrastructure assets is restated proportionately with the change in the gross carrying amount so that the net carrying amount of those assets after revaluation equals its revalued amount.

The cost of plant and equipment comprises the purchase price, any directly attributable costs, and the initial estimate of the costs of dismantling and removing the plant and equipment and restoring the site on which it is located.

(r) Intangible Assets

The Institute's intangible assets comprise externally acquired software for internal use.

Externally acquired software is recognised and capitalised when:

- (i) it is probable that the expected future economic benefits that are attributable to the software will flow to the Institute;
- (ii) the cost of the software can be measured reliably; and
- (iii) the acquisition cost is equal to or exceeds \$50,000.

Capitalised software has a finite useful life. Software is amortised on a straight line basis over its useful life, over a period not exceeding five years. Intangible assets are measured at cost.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(s) Depreciation and Amortisation of Non-Current Assets

Non-current assets, with a limited useful life, are systematically depreciated/amortised over their useful lives in a manner that reflects the consumption of their service potential. The useful life commences when an asset is ready for use. When an asset is revalued, it is depreciated/amortised over its newly assessed remaining useful life. Amortisation is used in relation to intangible assets, while depreciation is applied to physical assets such as buildings, and plant and equipment. Land and heritage assets have an unlimited useful life and are therefore not depreciated.

Leasehold improvements are depreciated over the estimated useful life of each asset improvement, or the unexpired period of the relevant lease, whichever is shorter.

All depreciation is calculated after first deducting any residual values which remain for each asset.

Depreciation/amortisation for non-current assets is determined as follows:

Class of Asset	Depreciation/Amortisation Method	Useful Life (Years)
Buildings and Improvements	Straight Line	5-100
Leasehold Improvements	Straight Line	2-10
Plant and Equipment	Straight Line	2-20
Infrastructure	Straight Line	5-100
Externally Purchased Software	Straight Line	2-5

The useful lives of all major assets held are reassessed on an annual basis.

(t) Payables

Payables are a financial liability and are measured at the fair value of the consideration received when initially recognised and at amortised cost subsequent to initial recognition, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are measured at their nominal amount and are normally settled within 30 days after the invoice date.

Payables include Trade Payables, Accrued Expenses and Other Payables.

Trade Payables represent the amounts owing for goods and services received prior to the end of the reporting period and unpaid at the end of the reporting period and relating to the normal operations of the Institute.

Accrued Expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received by period end.

Other Payables are those unpaid invoices that do not directly relate to the normal operations of the Institute.

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012**

Note 2 Summary of Significant Accounting Policies - Continued

(u) Leases

The Institute has entered into operating leases.

Operating Leases

Operating leases do not effectively transfer to the Institute substantially all the risks and rewards incidental to ownership of the asset under an operating lease. Operating lease payments are recognised as an expense in the Operating Statement on a straight-line basis over the term of the lease.

(v) Employee Benefits

Employee benefits include wages and salaries, annual leave, long service leave and applicable on-costs. On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual and long service leave. These benefits accrue as a result of services provided by employees up to the reporting date and that remain unpaid. They are recorded as a liability and as an expense.

Wages and Salaries

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

Annual and Long Service Leave

Annual leave and long service leave that fall due wholly within the next 12 months are measured based on the estimated amount of remuneration payable when the leave is taken.

Annual and long service leave including applicable on-costs that do not fall due within the next 12 months are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At each reporting period, the present value of estimated future payments is calculated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows. In 2012, the rate used to estimate the present value of these future payments is 104.8% (102.0% in 2011).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of 7 years qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and applicable on-costs.

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in-service, the probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there is no unconditional right to defer the settlement of the liability for at least 12 months. However, where there is an unconditional right to defer settlement of the liability for at least 12 months, annual and long service leave are classified as non-current liabilities in the Balance Sheet.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(w) Superannuation

The Institute receives funding for superannuation payments as part of the Government Payment for Outputs. The Institute then makes payments on a fortnightly basis to the Territory Banking Account to cover the Institute's superannuation liability for the Commonwealth Superannuation Scheme (CSS) and the Public Sector Superannuation Scheme (PSS). This payment covers the CSS/PSS employer contribution, but does not include the productivity component. The Institute pays the productivity component directly to Comsuper. The CSS and PSS are defined benefit superannuation plans meaning that the defined benefits received by employees are based on the employee's years of service and average final salary.

Superannuation payments have also been made directly to superannuation funds for those members of the Public Sector who are part of superannuation accumulation schemes. This includes the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice.

Superannuation employer contribution payments, for the CSS and PSS, are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the actuarially assessed nominal CSS or PSS employer contribution rate for each employee. The productivity component payments are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the employer contribution rate (approximately 3%) for each employee. Superannuation payments for the PSSAP are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the appropriate employer contribution rate. Superannuation payments for fund of choice arrangements are calculated by taking an employee's salary each pay and multiplying it by the appropriate employer contribution rate.

A superannuation liability is not recognised in the Balance Sheet, as the Superannuation Provision Account recognises the total Territory superannuation liability for the CSS and PSS, and Comsuper and the external schemes recognise the superannuation liability for the PSSAP and other schemes respectively.

The ACT Government is liable for the reimbursement of the emerging costs of benefits paid each year to members of the CSS and PSS, in respect of ACT Government service provided after 1 July 1989. These reimbursement payments are made from the Superannuation Provision Account.

(x) Equity Contributed by the ACT Government

Contributions made by the ACT Government, in its role as owner of the Institute, are treated as contributions to equity. Increases or decreases in net assets as a result of Administrative Restructures are also recognised in equity.

(y) Insurance

The Institute's major risks are insured through the ACT Insurance Authority. The excess, payable under this arrangement, varies depending on each class of insurance held.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(z) Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the Institute has made the following judgements and estimates that have the most significant impact on the amounts recorded in the financial statements:

(i) *Fair Value of Assets:* The Institute has made a significant judgement regarding the basis of determining the fair value of its assets. Land has been recorded at the in-use value as determined by an independent valuer. Buildings and building improvements have been recorded using current prices in a market for similar properties in a similar location and condition as determined by an independent valuer. Leasehold improvements are measured at cost. Plant and equipment and heritage assets have been recorded at fair value based on depreciated replacement cost as determined by an independent valuer.

(ii) *Employee Benefits:* Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for employee benefits requires a consideration of future wage and salary levels, experience of employee departures and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable. Further information on this estimate is provided in Note 2 (v) - Employee Benefits and Note 3 - Changes in Accounting Policy and Accounting Estimates, and Correction of a Prior Period Error.

(iii) *Estimation of the Useful Lives of Property, Plant and Equipment :* The Institute systematically depreciates property, plant and equipment over its estimated useful life. In making significant estimates to determine the useful lives of its property, plant and equipment, the Institute has considered the historical experience of similar assets. In some cases, an estimation has been based on valuations provided by an independent valuer. The useful lives are assessed on an annual basis and any adjustments are made when considered necessary.

Further disclosure concerning an asset's useful life can be found at Note 2 (s) - Depreciation and Amortisation of Non-Current Assets.

(iv) Note 2 (f): 'Revenue Recognition' discloses that revenue is generally recognised when the Institute controls the revenue. User-charge revenue is recognised upon delivery of the service to customers, or by reference to the stage of completion of contracts or agreements for the services involved. The stage of completion is estimated on the basis of the ratio of costs incurred to date to the estimated total costs of the contracts or agreement.

(v) Note 2 (l): 'Impairment of Assets' discloses that plant and equipment is annually assessed for impairment. If this assessment indicates an asset is impaired, then an assessment of the asset's recoverable amount must be estimated to determine whether an impairment loss must be recognised.

(aa) Monies Held on Behalf of Third Parties

The Institute administers these monies on behalf of third parties, independently of Institute funds. They are reported separately in Note 34 – Third Party Monies.

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements

For the Year Ended 31 December 2012

Note 2 Summary of Significant Accounting Policies - Continued

(ab) Impact of Accounting Standards Issued but yet to be Applied

The following new and revised accounting standards and interpretations have been issued by the Australian Accounting Standards Board but do not apply to the current period. These standards and interpretations are applicable to future reporting periods. The Institute does not intend to adopt these standards and interpretations early. Where applicable, these Australian Accounting Standards will be adopted from their application date. It is estimated that the effect of adopting the below pronouncements, when applicable, will not have a material financial impact on the Institute's financial results in future reporting periods.

- AASB 9 Financial Instruments (application date 1 January 2013)
- AASB 10 Consolidated Financial Statements (application date 1 January 2013)
- AASB 13 Fair Value Measurement (application date 1 January 2013)
- AASB 119 Employee Benefits (application date 1 January 2013)

Note 3 Change in Accounting Policy and Accounting Estimates and Correction of a Prior Period Error

Change in Accounting Policy

The Institute had no changes in accounting policy during the reporting period.

Change in Accounting Estimate

Revision of the Rate Used to Estimate the Liability for Employee Benefits

As disclosed in Note 2 (v) - Employee Benefits, the estimated future payments for annual and long service leave (including applicable on-costs) that do not fall due within the next 12 months, are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the reporting date. The present value of estimated future payments is calculated using the government bond rate.

Last financial year the inflation rate used to calculate the present value was 102.0%, however, due to a change in the government bond rate, the rate is now 104.8%. This rate exceeds 100% as the 10-year Government Bond rate at the reporting date has fallen below expected increases in salary over the medium term.

As such the estimate of the long service leave liability has changed. This change has resulted in an increase to the estimate of the long service leave liability and expense in the current reporting period of \$317,990.

Correction of Prior Period Errors

The Institute had no correction of prior period errors during the reporting period.

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements

For the Year Ended 31 December 2012

Note 4 Government Payment for Outputs

Government Payment for Outputs is revenue received from the ACT Government to fund the costs of delivering outputs. The ACT Government pays appropriation to the Institute on a fortnightly basis.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Revenue from the ACT Government				
Government Payment for Outputs	70,650	70,699	70,650	70,699
Total Government Payment for Outputs	70,650	70,699	70,650	70,699

Note 5 User Charges for Goods and Services

User charge revenue is derived by providing goods and services to other ACT Government agencies and to the public. User charge revenue is not part of ACT Government appropriation and is paid by the user of the goods or services. This revenue is driven by consumer demand and is commercial in nature.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
User Charges – ACT Government				
Special Purpose Fund Activities ^(a)	12,069	9,433	10,745	8,818
Total User Charges – ACT Government	12,069	9,433	10,745	8,818
User Charges – Non-ACT Government				
Commercial Revenue ^(b)	23,335	25,477	11,168	14,331
Student Fees and Charges ^(c)	8,782	7,499	8,782	7,499
Donations	13	-	13	-
Total User Charges - Non-ACT Government	32,130	32,976	19,963	21,831
Total User Charges for Goods and Services	44,199	42,409	30,708	30,649

(a) The increase in Special Purpose Fund Activities revenue was primarily due to additional activity in the Productivity Places Program.

(b) The decrease in Commercial Revenue was primarily due to the completion of some large domestic and international training contracts in 2011 and increased competition for commercial training in the Vocational Education and Training sector.

(c) The increase in Student Fees and Charges was primarily due to approved increases in Student Fees and an increase in the number of commercial courses offered.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 6 Government Grants

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Government Grants				
Government Grants – Commonwealth	4,597	3,829	4,597	3,829
Government Grants – State	3	113	3	113
Total Government Grants ^(a)	4,600	3,942	4,600	3,942

(a) The changes in Government Grants activity within each category represent normal variability for this type of income, and particularly lower revenue in 2011 due to delays in the issuing of funding contracts for the national e-learning strategy in the second half of 2011.

Note 7 Interest

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Interest Revenue	313	260	241	148
Total Interest Revenue	313	260	241	148

Total interest revenue from financial assets not at fair value through profit and loss.

313 260 241 148

Note 8 Resources Received Free of Charge

Resources received free of charge relate to goods and/or services being provided free of charge from other agencies within the ACT Government.

The Institute classifies goods and services received free of charge from entities external to the ACT Government as donations. Donations are shown in Note 5 – User Charges for Goods and Services.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Revenue from ACT Government Entities				
Legal Services	91	81	91	81
Library Reference Materials	2	10	2	10
Total Resources Received Free of Charge	93	91	93	91

Canberra Institute of Technology **Notes to and Forming Part of the Financial Statements** **For the Year Ended 31 December 2012**

Note 9 Other Revenue

Other Revenue arises from the core activities of the Institute. Other Revenue is distinct from Other Gains, as Other Gains tend to be unusual items that are not part of the core activities of the Institute.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Revenue from ACT Government Entities				
Dividend – CIT Solutions Pty Limited ^(a)	-	-	-	-
Total Other Revenue from ACT Government Entities	-	-	-	-
Revenue from Other Sources				
Other	628	258	336	155
Total Other Revenue from Other Sources	628	258	336	155
Total Other Revenue	628	258	336	155

(a) Transfers from CIT Solutions Pty Limited represent funds to assist with shared operating and capital costs (see Note 10 - Gains).

Note 10 Gains

Gains tend to be unusual transactions that are not part of the Institute's core activities. Other gains are distinct from Other Revenue, as Other Revenue arises from the core activities of the Institute.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Transfer from CIT Solutions Pty Limited ^(a)	-	-	500	1,300
Total Gains	-	-	500	1,300

(a) Transfers from CIT Solutions Pty Limited represent donations to assist with shared operating and capital costs.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 11 Employee Expenses

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Wages and Salaries ^{(a)(b)}	60,427	53,839	52,061	49,888
Annual Leave Expense ^{(a)(b)}	5,323	7,733	4,704	4,001
Long Service Leave Expense ^(c)	1,710	2,617	1,491	2,508
Other Employee Benefits and On-Costs	1,588	1,563	918	988
Total Employee Expenses	69,048	65,752	59,174	57,385
The average full-time equivalent staffing level for the Institute's operations during the year was:	816	840	725	753

(a) Employee Expenses for 2012 include a pay increase, backdated to August 2011, that was paid in 2012.

(b) Some expenses for 2011, previously reported as Annual Leave Expense, have been reallocated to Wages and Salaries to better reflect their true classification.

(c) The long service leave liability, and the resultant expense, is recalculated annually using a discount factor provided by ACT Treasury. The reduction in long service leave expense from 2011 to 2012 is the combined result of this recalculation and the departure of employees with large long service leave balances.

Note 12 Superannuation Expenses

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	4,533	4,641	4,468	4,577
Superannuation Payments to Comsuper (for the PSSAP)	431	423	431	423
Superannuation to External Providers	4,146	3,787	3,374	3,117
Total Superannuation Expenses	9,110	8,851	8,273	8,117

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 13 **Supplies and Services**

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Travel and Transport	1,570	1,301	1,094	867
Materials ^(a)	3,635	4,289	3,360	4,006
Consultants and Contractors	10,167	9,613	7,553	7,335
Repairs and Maintenance ^(a)	9,306	8,594	9,079	8,298
Operating Lease Charges	7,298	6,553	6,796	6,241
Insurance	1,380	1,357	1,312	1,283
Reference and Learning Materials	621	593	494	525
Seminars and Conferences	631	392	590	364
Advertising	1,052	1,024	720	622
Overseas Student Management Fees ^(b)	551	968	3,300	3,656
Other	503	395	419	318
Total Supplies and Services	36,714	35,079	34,717	33,515

(a) Expenditure restraint and efficiencies in resource utilisation resulted in an overall reduction in material costs and repairs and maintenance.

(b) Overseas Student Management Fees have fallen due to a reduction in international student revenue resulting from the high Australian dollar and prospective students facing increased difficulty in obtaining student visas.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 14 Depreciation and Amortisation

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Depreciation				
Buildings and Improvements	6,975	4,098	6,975	4,098
Plant and Equipment	512	1,202	485	1,174
Leasehold Improvements	182	142	33	10
Total Depreciation	7,669	5,442	7,493	5,282
Amortisation				
Externally Purchased Software	1,091	336	1,064	296
Total Amortisation	1,091	336	1,064	296
Total Depreciation and Amortisation ^(a)	8,760	5,778	8,557	5,578

(a) An increase in depreciation expense resulted from an upward revaluation of Buildings and Improvements. Also, the purchase of software in both 2011 and 2012 has resulted in an increase in amortisation expense.

Note 15 Other Expenses

	Note	Consolidated		Institute	
		2012	2011	2012	2011
		\$'000	\$'000	\$'000	\$'000
Waivers, Impairment Losses and Write-offs	16	1,814	769	1,806	761
Bank Charges and Security Services		83	68	56	41
Copyright Charges		161	154	161	154
Asset Transfer to Property Group ^(a)		6,004	7,251	6,004	7,251
Grants and Sponsorships		2,598	1,182	2,247	911
Other Expenses		611	155	369	(44)
Total Other Expenses		11,271	9,579	10,643	9,074

(a) Asset Transfer to Property Group represents the transfer-out of the remaining Land and Buildings at the Weston Campus, a process which occurred in two phases during 2011 and 2012.

Canberra Institute of Technology **Notes to and Forming Part of the Financial Statements** **For the Year Ended 31 December 2012**

Note 16 Waivers, Impairment Losses and Write-Offs

Under Section 131 of the *Financial Management Act 1996* the Treasurer may, in writing, waive the right to payment of an amount payable to the Territory. A waiver is the relinquishment of a legal claim to a debt over which the Institute has control.

The write-off of a debt is the accounting action taken to remove a debt from the books but does not relinquish the legal right of the Institute to recover the amount. The write-off of debts may occur for reasons other than waivers.

The waivers, impairment losses and write-offs listed below have occurred during the reporting period for the Institute.

The financial impact of Student Fee Waivers is included under 'Waivers, Impairment Losses and Write-offs' in Note 15 - Other Expenses. The number of Student Fee Waivers relates to transactions with 183 students who attracted a waiver during 2012. The number of Student Fee Irrecoverable Debts relates to transactions with 2,986 students who attracted a write-off during 2012.

Waivers and Write-offs

Student Fee Waivers
Student Fee Irrecoverable Debts ^(a)

Total Waivers and Write-Offs

Impairment Losses

Impairment Loss from Receivables
Trade Receivables and Other Trade Receivables

Total Impairment Loss from Receivables

Total Waivers, Impairment Losses and Write-offs

Consolidated			
2012		2011	
Number	\$'000	Number	\$'000
183	52	336	143
2,986	1,309	33	139
3,169	1,361	369	282
-	453	-	487
-	453	-	487
3,169	1,814	369	769

(a) A comprehensive review of outstanding student receivables conducted during 2012 resulted in a one-off impairment of longer-term outstanding receivables.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 16 **Waivers, Impairment Losses and Write-Offs - Continued**

	Institute			
	2012		2011	
	Number	\$'000	Number	\$'000
Waivers and Write-offs				
Student Fee Waivers	183	52	336	138
Student Fee Irrecoverable Debts ^(a)	2,986	1,308	33	139
Total Waivers and Write-Offs	3,169	1,360	369	277
Impairment Losses				
<i>Impairment Loss from Receivables</i>				
Trade Receivables and Other Trade Receivables	-	446	-	484
Total Impairment Loss from Receivables	-	446	-	484
Total Waivers, Impairment Losses and Write-offs	3,169	1,806	369	761

(a) A comprehensive review of outstanding student receivables conducted during 2012 resulted in a one-off impairment of longer-term outstanding receivables.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 17 Auditor's Remuneration

Auditor's remuneration consists of financial audit services provided to the Institute by the ACT Auditor-General's Office. Auditor's remuneration is included under 'Contractors and Consultants' in Note 13 – Supplies and Services. No other services were provided by the ACT Auditor-General's Office.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Audit Services				
Audit Fees Paid to the ACT Auditor-General's Office	142	150	114	120
Total Audit Fees	142	150	114	120
Total Auditor's Remuneration	142	150	114	120

Note 18 Cash and Cash Equivalents

The Institute holds a number of bank accounts with the Commonwealth Bank as part of whole-of-government banking arrangements. As part of these arrangements, the Institute earns interest on deposits, at a rate equivalent to 15 basis points below the Reserve Bank's target cash rate.

CIT Solutions Pty Limited's Term Deposits were held with the Westpac Banking Corporation Limited. The funds earned an interest rate of 5.05% (6.15% in 2011). These funds were able to be withdrawn upon request.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Cash at Bank	4,365	6,603	3,220	5,706
Cash on Hand	24	24	19	19
Cash Equivalent – Term Deposit	4,000	-	3,000	-
Total Cash and Cash Equivalents	8,389	6,627	6,239	5,725

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 19 Receivables

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Current Receivables				
Accounts Receivable	3,063	4,421	2,148	2,665
Less: Allowance for Impaired Receivables	(137)	(206)	(125)	(200)
Total Accounts Receivable	2,926	4,215	2,023	2,465
Student Receivables				
Student Receivables	1,661	933	1,661	933
Less: Allowance for Impaired Receivables	(1,059)	(537)	(1,059)	(537)
Total Student Receivables	602	396	602	396
Accrued Revenue	755	95	735	95
Total Accrued Revenue	755	95	735	95
Total Current Receivables	4,283	4,706	3,360	2,956
Total Receivables	4,283	4,706	3,360	2,956
Reconciliation of the Allowance for Impaired Receivables				
Allowance for Impaired Receivables at the Beginning of the Reporting Period	743	256	738	254
Additional Allowance Recognised	453	487	446	484
Allowance for Impaired Receivables at the End of the Reporting Period	1,196	743	1,184	738
Classification of ACT Government/Non-ACT Government Receivables				
Receivables with ACT Government Entities				
Net Accounts Receivable	498	172	1,266	1,092
Accrued Revenue	46	-	80	-
Total Receivables with ACT Government Entities	544	172	1,346	1,092
Receivables with Non-ACT Government Entities				
Net Accounts Receivable	1,195	4,138	686	1,468
Net Student Receivables	1,869	396	673	396
Accrued Revenue	675	-	655	-
Total Receivables with Non-ACT Government Entities	3,739	4,534	2,014	1,864
Total Receivables	4,283	4,706	3,360	2,956

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 19 Receivables - Continued

Aging of Receivables

Consolidated

	Not Overdue	Past Due			Total
		Less than 30 Days	30 to 60 Days	Greater than 60 Days	
2012	\$'000	\$'000	\$'000	\$'000	\$'000
Not Impaired ^(a)					
Receivables	3,329	471	348	135	4,283
Impaired					
Receivables	-	-	-	1,196	1,196
2011					
Not Impaired ^(a)					
Receivables	3,785	651	168	102	4,706
Impaired					
Receivables	-	-	-	743	743

Institute

	Not Overdue	Past Due			Total
		Less than 30 Days	30 to 60 Days	Greater than 60 Days	
2012	\$'000	\$'000	\$'000	\$'000	\$'000
Not Impaired ^(a)					
Receivables	2,787	156	334	83	3,360
Impaired					
Receivables	-	-	-	1,184	1,184
2011					
Not Impaired ^(a)					
Receivables	2,607	175	141	33	2,956
Impaired					
Receivables	-	-	-	738	738

(a) 'Not Impaired' refers to Net Receivables (that is Gross Receivables less Impaired Receivables).

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 20 Other Assets

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Current Other Assets				
Prepayments	1,621	1,565	1,462	1,340
Total Current Other Assets	1,621	1,565	1,462	1,340
Total Other Assets	1,621	1,565	1,462	1,340

Note 21 Investments

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Non-Current Investments				
CIT Solutions Pty Limited ^(a)	-	-	20	20
Total Non-Current Investments	-	-	20	20
Total Investments	-	-	20	20

(a) The Chief Executive Officer, on behalf of the Institute, holds \$20,000 of paid-up capital in CIT Solutions Pty Limited. CIT Solutions Pty Limited offers a range of educational activities and services on a commercial basis.

Note 22 Property, Plant and Equipment

Property, plant and equipment includes the following classes of assets – land, buildings and improvements, leasehold improvements, plant and equipment and heritage assets. Property, plant and equipment does not include assets held for sale or investment property.

Land includes leasehold land held by the Institute, but excludes land under infrastructure.

Buildings and Improvements includes office buildings, teaching spaces, workshops, laboratories, infrastructure, fit-out and site works.

Leasehold improvements represent capital expenditure incurred in relation to leased assets. This includes fit-outs of leased buildings.

Plant and equipment includes mobile plant, office and computer equipment, furniture and fittings, motor vehicles, and other mechanical and electronic equipment.

Heritage assets are defined as those non-current assets that the ACT Government intends to preserve indefinitely because of their unique historical, cultural or environmental attributes. A common feature of heritage assets is that they cannot be replaced and they are not usually available for sale or redeployment. Heritage assets held by the Institute include artworks, gemstones and sculptures.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 22 Property, Plant and Equipment - Continued

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Land				
Land at Fair Value	46,400	51,600	46,400	51,600
Total Land Assets	46,400	51,600	46,400	51,600
Buildings and Improvements				
Buildings and Improvements at Fair Value	160,510	159,265	160,510	159,265
Less: Accumulated Depreciation	(6,260)	(775)	(6,260)	(775)
Total Written-Down Value of Buildings and Improvements	154,250	158,490	154,250	158,490
Total Written-Down Value of Land and Buildings	200,650	210,090	200,650	210,090
Leasehold Improvements				
Leasehold Improvements at Fair Value	908	906	160	160
Less: Accumulated Depreciation	(488)	(305)	(33)	-
Total Written-Down Value of Leasehold Improvements	420	601	127	160
Plant and Equipment				
Plant and Equipment at Fair Value	8,327	7,788	8,212	7,679
Less: Accumulated Depreciation	(573)	(75)	(481)	(10)
Total Written-Down Value of Plant and Equipment	7,754	7,713	7,731	7,669
Heritage Assets				
Heritage Assets at Fair Value	121	121	121	121
Total Heritage Assets	121	121	121	121
Total Written-Down Value of Property, Plant and Equipment	208,945	218,525	208,629	218,039

Valuation of Non-Current Assets

Certified Practising Valuer Rodney Hyman Asset Services Pty Ltd performed an independent revaluation of the Institute's Plant and Equipment and Heritage assets as at 31 December 2011. Certified Practising Valuer Knight Frank Valuations Canberra performed an independent revaluation of the Institute's Land, Building and Leasehold Improvement assets as at 31 December 2011. The next valuation is scheduled in 2014.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 22 Property, Plant and Equipment - Continued

The following table shows the movements in Property, Plant and Equipment during 2012.

	Land and Improvements \$'000	Buildings and Improvements \$'000	Leasehold Improvements \$'000	Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
Consolidated 2012						
Carrying Amount at the Beginning of the Reporting Period	51,600	158,490	601	7,713	121	218,525
Additions	-	3,539	1	1,051	-	4,591
Depreciation and Amortisation	-	(6,975)	(182)	(512)	-	(7,670)
Disposals	-	-	-	(526)	-	(526)
(Disposal) from Transfers	(5,200)	(804)	-	-	-	(6,004)
Other Movements	-	-	-	28	-	28
Carrying Amount at the End of the Reporting Period	46,400	154,250	420	7,754	121	208,945
Consolidated 2011						
Carrying Amount at the Beginning of the Reporting Period	62,120	115,809	810	6,263	104	185,106
Additions	-	17,204	344	1,422	5	18,975
Depreciation and Amortisation	-	(4,098)	(141)	(1,203)	-	(5,442)
Disposals	(7,195)	(225)	-	(62)	-	(7,482)
Revaluation Increment/(Decrement)	(3,325)	29,243	(412)	1,315	12	26,833
Depreciation Write-back for Asset Disposals	-	169	-	24	-	193
Other Movements	-	388	-	(46)	-	342
Carrying Amount at the End of the Reporting Period	51,600	158,490	601	7,713	121	218,525

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 22 Property, Plant and Equipment - Continued

The following table shows the movements in Property, Plant and Equipment during 2012.

	Land \$'000	Buildings and Improvements \$'000	Leasehold Improvements \$'000	Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
Institute 2012						
Carrying Amount at the Beginning of the Reporting Period	51,600	158,490	160	7,668	121	218,039
Additions	-	3,539	-	1,045	-	4,584
Depreciation and Amortisation	-	(6,975)	(33)	(485)	-	(7,493)
Disposals	-	-	-	(526)	-	(526)
Disposal from Transfers	(5,200)	(804)	-	-	-	(6,004)
Other Movements	-	-	-	29	-	29
Carrying Amount at the End of the Reporting Period	46,400	154,250	127	7,731	121	208,629
Institute 2011						
Carrying Amount at the Beginning of the Reporting Period	62,120	115,809	450	6,216	104	184,699
Additions	-	17,204	132	1,391	5	18,732
Depreciation and Amortisation	-	(4,098)	(10)	(1,174)	-	(5,282)
Disposals	(7,195)	(225)	-	(58)	-	(7,478)
Revaluation Increment/(Decrement)	(3,325)	29,243	(412)	1,315	12	26,833
Depreciation Write-back for Asset Disposals	-	169	-	20	-	189
Other Movements	-	388	-	(42)	-	346
Carrying Amount at the End of the Reporting Period	51,600	158,490	160	7,668	121	218,039

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 23 Intangible Assets

CIT Solutions Pty Limited has externally purchased software, comprising five core corporate business systems (off-the-shelf products modified to meet the Institute's needs) and software titles.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Computer Software				
<i>Externally Purchased Software</i>				
Computer Software at Fair Value	4,033	1,963	3,916	1,842
Less : Accumulated Amortisation ^(a)	(2,078)	(991)	(1,974)	(910)
<i>Total Externally Purchased Software</i>	1,955	972	1,942	932
Total Computer Software	1,955	972	1,942	932
Total Intangible Assets	1,955	972	1,942	932

(a) Computer Software amortisation is included in Depreciation and Amortisation in the Operating Statement.

Reconciliation of Intangible Assets

The following table shows the movements in Intangible Assets from the beginning to the end of 2011 and 2012.

	Consolidated		Institute	
	Externally Purchased Software		Externally Purchased Software	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	972	1,119	932	1,040
Additions	2,074	188	2,074	188
Amortisation	(1,091)	(298)	(1,064)	(258)
Revaluation	-	(38)	-	(38)
Other Movements	-	1	-	-
Carrying Amount at the End of the Reporting Period	1,955	972	1,942	932

Canberra Institute of Technology **Notes to and Forming Part of the Financial Statements** **For the Year Ended 31 December 2012**

Note 24 Capital Works in Progress

Capital Works in Progress are assets being constructed over periods of time, in excess of the present reporting period. These assets often require extensive installation work or integration with other assets, and contrast with simpler assets that are ready for use when acquired, such as motor vehicles and equipment. Capital Works in Progress are not depreciated, as the Institute is not currently deriving economic benefits from them.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Plant and Equipment in Progress	8	49	8	49
Building Works in Progress	492	831	492	831
Information Technology Infrastructure in Progress	154	2,299	154	2,299
Total Capital Works in Progress	654	3,179	654	3,179

Reconciliation of Capital Works in Progress

The following table shows the movements in the consolidated Capital Works in Progress during 2012 and 2011.

	Buildings Works in Progress \$'000	Software Works in Progress \$'000	Total \$'000
Consolidated 2012			
Carrying Amount at the Beginning of the Reporting Period	2,645	534	3,179
Additions	410	154	564
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(2,555)	-	(2,555)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	(534)	(534)
Carrying Amount at the End of the Reporting Period	500	154	654
Consolidated 2011			
Carrying Amount at the Beginning of the Reporting Period	12,451	722	13,173
Additions	8,356	-	8,356
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(18,162)	-	(18,162)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	(188)	(188)
Carrying Amount at the End of the Reporting Period	2,645	534	3,179

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 24 Capital Works in Progress - Continued

Reconciliation of Capital Works in Progress

The following table shows the movements in the Institute's Capital Works in Progress during 2012 and 2011.

	Buildings Works in Progress	Software Works in Progress	Total
	\$'000	\$'000	\$'000
Institute 2012			
Carrying Amount at the Beginning of the Reporting Period	2,645	534	3,179
Additions	410	154	564
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(2,555)		(2,555)
Capital Works in Progress Completed and Transferred to Intangible Assets		(534)	(534)
Carrying Amount at the End of the Reporting Period	500	154	654
Institute 2011			
Carrying Amount at the Beginning of the Reporting Period	12,451	722	13,173
Additions	8,356	-	8,356
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(18,162)	-	(18,162)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	(188)	(188)
Carrying Amount at the End of the Reporting Period	2,645	534	3,179

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 25 Payables

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Current Payables				
Accounts Payable	161	239	161	239
Other Payables	169	248	169	158
Sub-Total Payables	330	487	330	397
Accrued Expenses ^(a)	1,266	3,752	965	3,626
Total Current Payables	1,596	4,239	1,295	4,023
Total Payables	1,596	4,239	1,295	4,023
Payables are aged as follows:				
Not Overdue	1,517	4,091	1,216	3,875
Overdue for Less than 30 Days	79	-	79	-
Overdue for 30 to 60 Days	-	147	-	147
Overdue for more than 60 Days	-	1	-	1
Total Payables	1,596	4,239	1,295	4,023
Classification of ACT Government/Non-ACT Government Payables				
Payables with ACT Government Entities				
Accounts Payable	-	2	-	3
Accrued Expenses	142	2,756	114	2,632
Total Payables with ACT Government Entities	142	2,758	114	2,635
Payables with Non-ACT Government Entities				
Accounts Payable	161	237	161	237
Other Payables	169	248	169	158
Accrued Expenses	1,124	996	851	993
Total Payables with Non-ACT Government Entities	1,454	1,481	1,181	1,388
Total Payables	1,596	4,239	1,295	4,023

(a) The reduction in Accrued Expenses is due to a reduction in capital works programs with across-year activities and increases in settlements of obligations prior to year end.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 26 Employee Benefits

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Current Employee Benefits				
Annual Leave	6,015	5,986	5,676	5,645
Long Service Leave ^(a)	11,368	11,162	10,879	10,831
Accrued Salaries	2,021	1,485	1,856	1,308
Other Benefits	238	359	87	221
Total Current Employee Benefits	19,642	18,992	18,498	18,005
Non-Current Employee Benefits				
Long Service Leave	2,329	1,997	2,155	1,844
Total Non-Current Employee Benefits	2,329	1,997	2,155	1,844
Total Employee Benefits	21,971	20,989	20,653	19,849
Estimate of when Leave is Payable				
Estimated Amount Payable within 12 Months				
Annual Leave	6,015	5,986	5,676	5,645
Long Service Leave	1,547	1,187	1,095	1,143
Accrued Salaries	2,021	1,485	1,856	1,308
Other Benefits	238	359	87	220
Total Employee Benefits Payable within 12 Months	9,821	9,017	8,714	8,317
Estimated Amount Payable after 12 Months				
Long Service Leave	12,150	11,971	11,939	11,532
Total Employee Benefits Payable after 12 Months	12,150	11,971	11,939	11,532
Total Employee Benefits	21,971	20,989	20,653	19,849

(a) Refer to Note 2 (v) - Employee Benefits

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 27 Other Liabilities

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Current Other Liabilities				
Revenue in Advance - Student Fees	2,088	1,770	2,088	1,770
Revenue in Advance - Grants	373	147	373	147
Other Current Liabilities ^(a)	1,068	175	869	55
Total Current Other Liabilities	3,529	2,092	3,330	1,972
Non-Current Other Liabilities				
Other	42	40	-	-
Total Non-Current Other Liabilities	42	40	-	-
Total Other Liabilities	3,571	2,132	3,330	1,972

(a) Other Current Liabilities primarily represents Revenue in Advance in categories other than those above. The increase for 2012 represents a number of commercial contracts still in progress at the reporting date.

Note 28 Asset Revaluation Surplus

Asset Revaluation Surplus

The Asset Revaluation Surplus is used to record the increments and decrements in the value of Property, Plant and Equipment.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Balance at the Beginning of the Reporting Period	85,700	58,867	85,700	58,867
(Decrement) in Land due to Revaluation	-	(3,325)	-	(3,325)
Increment in Buildings due to Revaluation	640	29,243	640	29,243
(Decrement) in Leasehold Improvements	-	(412)	-	(412)
(Decrement)/Increment in Plant and Equipment due to Impairment	(529)	1,315	(529)	1,315
Increment in Heritage Assets due to Revaluation	-	12	-	12
Total Movement	111	26,833	111	26,833
Balance at the End of the Reporting Period	85,811	85,700	85,811	85,700

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements

For the Year Ended 31 December 2012

Note 29 Financial Instruments

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability, are disclosed in Note 2 - Summary of Significant Accounting Policies.

Interest Rate Risk

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Institute's financial assets consist of cash and cash equivalents, which are normally exposed to floating interest rate risk. Based on the cash needs of the Institute, floating interest rate risk is mitigated by investing cash in term deposits with fixed interest rates. As the Institute's operating cash flows are not significantly dependant on interest earned from cash and cash equivalents, a sensitivity analysis of the interest rate risk has not been performed. Further management is unnecessary.

The Institute does not have any financial liabilities held at floating interest rates and is therefore not exposed to movements in the amount of interest payable.

As the Institute's operating cash flows are not significantly dependant on interest earned from cash and cash equivalents, a sensitivity analysis of the interest rate risk has not been performed.

There have been no changes in risk exposure or processes for managing risk since last financial reporting period.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Institute's credit risk is limited to the amount of the financial assets it holds net of any provision for impairment. This risk is minimised due to a majority of revenue transactions taking place with State and Australian Government entities. Term deposits held are with the Westpac Banking Corporation Limited, which is considered to be a high quality credit financial institution. Therefore these funds are considered to be subject to an insignificant amount of credit risk. Credit risk is monitored on a regular basis. The Institute expects to collect all financial assets that are not past due or impaired.

The Institute has a large number of transactions with students and other commercial entities. These credit risks are managed through internal processes which include sending reminder letters and referring to a debt collection agency. With regard to student debtors, the Institute can limit their access to facilities, obtaining grades and graduating.

There have been no changes in credit risk exposure since last reporting period.

Liquidity Risk

Liquidity risk is the risk that the Institute will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The Institute manages its exposure to liquidity risk by drawing down appropriations received to fund outputs progressively throughout the year and by progressively invoicing students and other debtors to ensure that it can meet its obligations throughout the year.

The Institute's exposure to liquidity risk and the management of this risk has not changed since the previous reporting period.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 29 Financial Instruments - Continued
Price Risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether these changes are caused by factors specific to the individual finance instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Institute has no exposure to price risk, as it does not hold financial instruments that are exposed to movements in market prices.

Fair Value of Financial Assets and Liabilities

The carrying amounts and fair values of financial assets and liabilities at the end of the reporting year are:

	Consolidated			
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	2012 \$'000	2012 \$'000	2011 \$'000	2011 \$'000
Financial Assets				
Cash and Cash Equivalents	8,389	8,389	6,627	6,627
Receivables	3,528	3,528	4,611	4,611
Total Financial Assets	11,917	11,917	11,238	11,238
Financial Liabilities				
Payables	330	330	487	487
Total Financial Liabilities	330	330	487	487

Fair Value Hierarchy

The Institute does not have any financial assets or liabilities measured at fair value. As such, no fair value hierarchy disclosures have been made.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 29 Financial Instruments - Continued

The following table sets out the Institute's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 31 December 2012. All financial assets and liabilities, which have a floating interest rate or are non-interest bearing, will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

The Institute does not hold any collateral as security relating to financial assets.

Consolidated 2012

Financial Instruments	Note	Fixed Interest Maturing In:					Total
		Floating Interest Rate	1 Year or Less	1 to 5 Years	Over 5 Years	Non-Interest Bearing	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets							
Cash and Cash Equivalents	18	4,365	4,000	-	-	24	8,389
Receivables	19	-	-	-	-	3,528	3,528
Total Financial Assets		4,365	4,000	-	-	3,552	11,917
Weighted Average Interest Rate		4.15%		-	-	-	-
Financial Liabilities							
Payables	25	-	-	-	-	(330)	(330)
Total Financial Liabilities		-	-	-	-	(330)	(330)
Net Financial Assets		4,365	4,000	-	-	3,222	11,587

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 29 Financial Instruments - Continued

The following table sets out the Institute's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 31 December 2011. All financial assets and liabilities, which have a floating interest rate or are non-interest bearing, will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

The Institute does not hold any collateral as security relating to financial assets.

Consolidated 2011

Financial Instruments	Note	Fixed Interest Maturing In:					Non-Interest Bearing	Total
		Floating Interest Rate	1 Year or Less	1 to 5 Years	Over 5 Years	\$'000		
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Assets								
Cash and Cash Equivalents	18	6,603	-	-	-	-	24	6,627
Receivables	19	-	-	-	-	-	4,611	4,611
Total Financial Assets		6,603	-	-	-	-	4,635	11,238
Weighted Average Interest Rate		4.50%	-	-	-	-	-	-
Financial Liabilities								
Payables	25	-	-	-	-	-	(487)	(487)
Total Financial Liabilities		-	-	-	-	-	(487)	(487)
Net Financial Assets		6,603	-	-	-	-	4,148	10,751

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 29 Financial Instruments - Continued

	Consolidated	
	2012 \$'000	2011 \$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	3,528	4,611
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost	330	487

The Institute does not have any financial assets in the 'Held to Maturity' category and as such this category is not included above. Also, the Institute does not have any financial liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and as such this category is not included above.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 30 Commitments**Capital Commitments**

Capital commitments contracted at reporting date, that have not been recognised as liabilities, are as follows:

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
<i>Buildings and Minor New Works</i>				
Payable:				
Within one year	2,608	3,007	2,608	3,007
<i>Total Capital Commitments - Buildings and Minor New Works</i>	2,608	3,007	2,608	3,007
<i>Intangible Assets</i>				
Payable:				
Within one year	-	898	-	898
<i>Total Capital Commitments - Intangible Assets</i>	-	898	-	898
Total Capital Commitments	2,608	3,905	2,608	3,905

Other Commitments

Other commitments contracted at reporting date, that have not been recognised as liabilities, are as follows:

Payable:				
Within one year	1,184	1,513	1,133	663
Later than one year but not later than five years	1,623	4,360	1,604	1,043
Later than five years	-	1,740	-	-
Total Other Commitments	2,807	7,613	2,737	1,706

All amounts shown in the commitment note are inclusive of Goods and Services Tax.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 31 Contingent Liabilities and Contingent Assets

Contingent Liabilities

In December 2012 the Institute reviewed pending legal claims from third parties. A public liability insurance policy, held with the ACT Insurance Authority, provides insurance cover for the legal costs that have occurred through defending claims against the Institute from a third party.

At the reporting date the estimated potential liability as a result of three court actions is \$705,000 (2011 \$730,000).

Under the requirements of a Memorandum of Understanding between the Institute and the Education and Training Directorate an audit of User Choice arrangements took place in late 2012. As a result of this audit the Institute may be required to refund some component of funding provided under this MOU. At this stage an estimate of \$70,000 is in dispute and may have to be refunded.

Contingent Assets

At the reporting date an estimate of the potential insurance settlement receivable in relation to pending legal claims from third parties is \$660,000 (2011 \$705,000).

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2012

Note 32 Cash Flow Reconciliation

(a) Reconciliation of Cash and Cash Equivalents at the end of the reporting period in the Cash Flow Statement to the equivalent items in the Balance Sheet.

	Consolidated		Institute	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	8,389	6,627	6,239	5,725
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement	8,389	6,627	6,239	5,725
(b) Reconciliation of Net Cash (Outflows)/Inflows from Operating Activities to the Operating Surplus/(Deficit)				
Operating (Deficit)	(14,420)	(7,380)	(14,236)	(6,685)
Add/(Less) Non-Cash Items				
Depreciation of Property, Plant and Equipment	7,669	5,442	7,493	5,282
Amortisation of Intangibles	1,091	336	1,064	296
Asset Transfer to Property Group	6,004	7,251	6,004	7,251
Transfer to Reserve	(972)	-	(972)	-
Add/(Less) Items Classified as Investing or Financing				
Net Loss on Disposal of Non-Current Assets	519	88	519	88
Cash Before Changes in Operating Assets and Liabilities	(109)	5,737	(128)	6,232
Changes in Operating Assets and Liabilities				
Decrease/(Increase) in Receivables	(30)	(919)	(850)	(1,134)
Increase in Allowance for Impaired Receivables	453	488	446	484
(Increase)/Decrease in Other Assets	(56)	499	(122)	525
(Decrease) in Payables	(2,643)	(7,988)	(2,728)	(7,855)
Increase in Provisions	982	684	804	610
Increase/(Decrease) in Other Liabilities	1,438	(856)	1,358	(342)
Net Changes in Operating Assets and Liabilities	144	(8,092)	(1,092)	(7,712)
Net Cash Inflows/(Outflows) from Operating Activities	35	(2,355)	(1,220)	(1,480)

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2012

Note 33 Events Occurring after Balance Date

There were no events occurring after the balance date, which would affect the financial statements as at 31 December 2012.

Note 34 Third Party Monies

The Institute holds monies on behalf of third parties which are reported as follows:

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Balance at the Beginning of the Reporting Period	527	696	527	696
Cash Receipts	1,432	1,033	1,432	1,033
Cash Payments	(1,504)	(1,202)	(1,504)	(1,202)
Balance at the End of the Reporting Period	455	527	455	527

Monies Held on Behalf of Third Parties at the End of the Reporting Period:

	Consolidated		Institute	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
CIT Student Association Fees	-	46	-	46
Contractors' Deposits	442	290	442	290
Other	13	86	13	86
Conference Deposits	(25)	85	(25)	85
Students – Accommodation Bonds	25	20	25	20
Total Third Party Monies	455	527	455	527



ACT AUDITOR-GENERAL'S OFFICE



REPORT OF FACTUAL FINDINGS

CANBERRA INSTITUTE OF TECHNOLOGY

To the Members of the ACT Legislative Assembly

Report on the statement of performance

The statement of performance of the Canberra Institute of Technology (the Institute) for the year ended 31 December 2012 has been reviewed.

Responsibility for the statement of performance

The Chief Executive Officer of the Institute is responsible for the preparation and fair presentation of the statement of performance in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate records and internal controls that are designed to prevent and detect fraud and error, and the systems and procedures used to measure the results of accountability indicators reported in the statement of performance.

The auditor's responsibility

Under the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2011*, I am responsible for providing a report of factual findings on the statement of performance.

The review was conducted in accordance with Australian Auditing Standards applicable to review engagements, to provide assurance that the results of the accountability indicators reported in the statement of performance have been fairly presented in accordance with the *Financial Management Act 1996*.

A review is primarily limited to making inquiries with representatives of the Institute, performing analytical and other review procedures and examining other available evidence. These review procedures do not provide all of the evidence that would be required in an audit, therefore, the level of assurance provided is less than that given in an audit. An audit has not been performed and no audit opinion is being expressed on the statement of performance.

The review did not include an assessment of the relevance or appropriateness of the accountability indicators reported in the statement of performance or the related performance targets.

Level 4, 11 Moore Street, Canberra City, ACT 2601 | PO Box 275, Civic Square, ACT 2608
Telephone: 02 6207 0833 | Facsimile: 02 6207 0826 | Email: actauditorgeneral@act.gov.au

No opinion is expressed on the accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations.

Electronic presentation of the statement of performance

Those viewing an electronic presentation of this statement of performance should note that the review does not provide assurance on the integrity of information presented electronically, and does not provide an opinion on any other information which may have been hyperlinked to or from the statement of performance. If users of the statement of performance are concerned with the inherent risks arising from the electronic presentation of information, they are advised to refer to the printed copy of the reviewed statement of performance to confirm the accuracy of this electronically presented information.


Independence

Applicable independence requirements of Australian professional ethical pronouncements were followed in conducting the review.

Review opinion

Based on the review procedures, no matters have come to my attention which indicate that the results of the accountability indicators, reported in the statement of performance of the Institute for the year ended 31 December 2012, are not fairly presented in accordance with the *Financial Management Act 1996*.

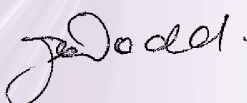
This review opinion should be read in conjunction with the other information disclosed in this report.


Dr Maxine Cooper
Auditor-General
19 March 2013

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2012

Statement of Responsibility

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflects the service performance of the Canberra Institute of Technology for the year ended 31 December 2012 and also fairly reflects the judgements exercised in preparing it.




Jenny Dodd
Acting Chief Executive Officer
Canberra Institute of Technology
14 March 2013

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2012

Statement by the Chief Finance Officer

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflects the service performance of the Canberra Institute of Technology for the year ended 31 December 2012 and also fairly reflects the judgements exercised in preparing it.



Shane Kay
Acting Chief Finance Officer
Canberra Institute of Technology
14 March 2013

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2012

OUTPUT CLASS 1: CANBERRA INSTITUTE OF TECHNOLOGY				
Output 1.1: Provision of Vocational Education and Training Services				
Accountability Indicators included in the Institute's 2011-12 Statement of Intent	Notes	31 December 2012 Target	31 December 2012 Outcome	Variance %*
a) Nominal Hours		3,820,000	3,797,270	(1)
b) Achieve key output targets.				
i) Program Enrolments	1	18,000	15,700	(13)
ii) Module Pass Rates	2	75%	80%	7
iii) Program Completions	2	6,500	6,879	6
iv) Learner Satisfaction Rate	3	85%	92%	8
v) Employer Satisfaction Rate	3	80%	90%	13
c) Average Government Payment per Nominal Hour	4	\$18.28	\$18.61	2
Accountability Indicators included in the Institute's 2011-12 Budget	Notes	30 June 2012 Target	30 June 2012 Outcome	Variance %*
a) Nominal Hours		3,820,000	3,765,555	(1)
b) Achieve key output targets.				
i) Program Enrolments	1	19,100	17,288	(10)
ii) Module Pass Rates	2	75%	79%	6
iii) Program Completions	2	9,000	8,779	(3)
iv) Learner Satisfaction Rate	3	85%	92%	8
v) Employer Satisfaction Rate	3	80%	90%	13
c) Average Government Payment per Nominal Hour	4	\$17.80	\$18.53	4

The above Statement of Performance should be read in conjunction with the accompanying notes.

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2012

Notes

- 1 Program enrolments at 30 June 2012 and 31 December 2012 are lower than target due to increasing activity in longer duration programs. This is reflective of recent trends for higher level programs when employment levels have risen in the local economy; enrolments in lower-level qualifications (with fewer Nominal Hours per program) reduce, but there is an increase in the proportion of enrolments in higher-level qualifications (with more Nominal Hours per program). The net effect is fewer program enrolments, but a similar number of Nominal Hours delivered in total.
- 2 Program completions to 31 December 2012 and module pass rates are above target due to CIT's continued focus on high-quality and relevant training and support for CIT's students as reflected in CIT's 2012 Learner Engagement Survey results.
- 3 The 2012 surveys of learner (graduate) and employer satisfaction showed satisfaction levels of 92 and 90 per cent respectively, reflecting employers' and graduates' positive view of the relevance of CIT training. Learner Satisfaction Rate results were based on the survey of students enrolled in nationally accredited program. CIT has continued to actively improve its effectiveness and responsiveness in skilling students with contemporary training methods which have been very positively received by industry and students alike.
- 4 Average Government Payment per Nominal Hour is above budget due to higher than budgeted receipt of Government Payment for Outputs (GPO) funding, due to timing differences in the receipt of funding and for additional extra funding received to cover a backdated pay increase resulting from the Enterprise Bargaining process.

*** Variance from Target**

The percentage variance is calculated by subtracting the target from the outcome and dividing this difference by the target.

Canberra Institute of Technology Statement of Performance For the Year Ended 31 December 2012

Accountability Indicator Definitions

- a) Nominal Hours is the nationally accepted quantitative output measure for the Vocational Education and Training sector. It measures the anticipated hours of supervised learning or training provided by the Institute to adequately present the educational material associated with the delivery and assessment of a program of study. It also includes student contact hours delivered through a recognition of prior learning process.
- b) Output targets are as specified below noting that 'Profile' relates to training activities that are funded directly by the ACT Government appropriation for the provision of public access vocational education and training.
 - i. The number of records of students completing program enrolment requirements in accordance with the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
 - ii. The proportion of successful module (subject) outcomes compared to module enrolments weighted by Nominal Hours in accordance with the national AVETMIS Standard.
 - iii. The number of student records where program completion requirements have been met in accordance with the AVETMIS Standard for students completing study in the previous academic year(s). This measure does not include completions for non-accredited training such as Adult Community Education (ACE) programs.
 - iv. Learner satisfaction rates measure the proportion of current students who indicated that they were satisfied with the training they received at CIT. The learner survey has been designed by the Australian Council for Educational Research (ACER) to collect data relating to the (AQTF) quality indicator (QI) "Learner Satisfaction".
 - v. Employer satisfaction rates measure the proportion of employers indicating that they were satisfied with training provided at CIT. The Employer Survey has been designed by the ACER to collect data relating to the AQTF QIs and Employer Satisfaction.
- c) The Average Government Payment per Nominal Hour is an output target calculated as the Total Government Payment for Outputs divided by the Nominal Hours outcome for training programs delivered under the Institute's training Profile.

A8

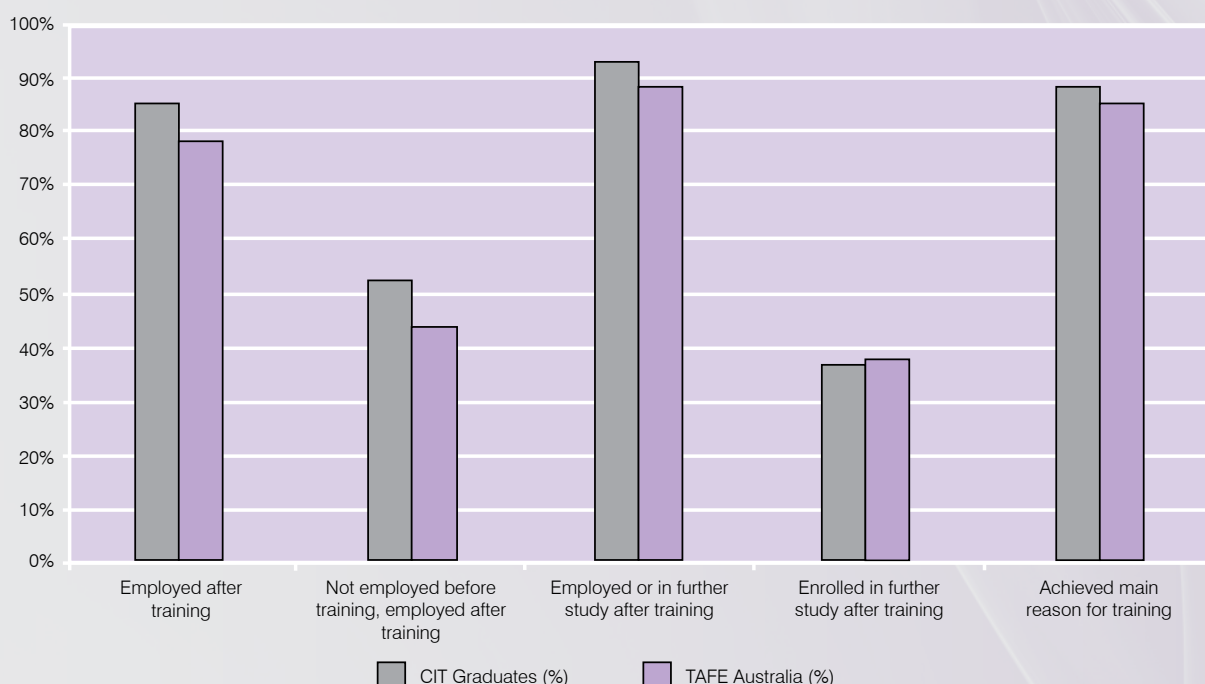
Strategic Indicators

The key strategic indicator used by CIT to measure its success is students' employment outcomes as measured through the annual student outcomes survey. By focusing on students' employment outcomes and satisfaction with vocational education and training, the student outcomes survey gauges how well CIT serves individuals and the community.

Quality and effectiveness can be measured through student outcomes against national performance. When compared against national TAFE performance, CIT students consistently achieve high levels of employment or are undertaking further study after training.¹

The 2012 performance of CIT graduates against national performance for Australian TAFE graduates is highlighted in the graph below. CIT graduates are shown in the grey and have exceeded the national performance on virtually all measures indicating a strong performance across all strategic indicators.

VET Graduate Outcomes 2012



(1) Source: National Centre for Vocational Education Research: Student Outcomes, 2012 TAFE report, ACT

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT's principal objective is the delivery of quality vocational education and training services to meet the needs of the ACT and surrounding region. CIT's traditional role has been the delivery of government funded public access programs; however, in recent years CIT has invested considerable effort in diversifying and growing new business from contestable funding sources. As a result only 58 per cent of CIT's total of 6.53 million nominal hours of training provision in 2012 was provided under CIT's Statement of Intent, which includes only government funded public access programs, and the remaining 42 per cent of nominal hours of training was provided with contestable funding.

Performance in public access programs

The Statement of Intent has one corporate objective which is the provision of vocational education and training and CIT's performance against targets are discussed below (see section A7 for more detail).

In 2012 CIT's performance continued to be of a high standard with satisfaction measures relating to VET provision indicating better than target results. The learner satisfaction rate was 92 per cent, the employer satisfaction rate was 90 per cent and module pass rates were 80 per cent, all significantly above target.

However, both program enrolments and program completions were influenced by the pattern of student demand. Program enrolments were lower than target as a result of increased activity in programs with a longer duration, mostly higher level programs. This is reflective of recent trends for higher level programs when employment levels have risen in the local economy; the net effect is

fewer program enrolments, but a similar level of total nominal hour delivery.

In 2012 CIT delivered 3,797,270 nominal hours which was slightly under target, and the average government payment per nominal hour was \$18.61 which was slightly higher than the target. There were 15,700 enrolments in public access programs.

Performance in contestable programs

CIT maintained its strong performance in the delivery of contestable training in special programs, such as apprentice training under User Choice. CIT was also successful in achieving its goal to increase commercially funded training undertaken both directly by CIT and through the subsidiary company, CIT Solutions. Corporate clients included large institutions such as ADFA, Australian Government departments, ACT Government directorates and professional bodies (see section A3 for more details).

In 2012 CIT through CIT Solutions was the largest adult and community education provider in the ACT and region and offered over 629 short courses in areas such as creative arts, languages, and home, shed and garden.

In 2012 CIT delivered 2,729,456 nominal hours of training and had 20,197 enrolments in contestable programs.

CIT Solutions is responsible for the marketing and recruitment of CIT's international students. In 2012 1,208 enrolments was a good result, achieved in the context of a difficult trading environment, with increasing overseas competitors, changed student visa processes and a higher dollar putting pressure

on the company's inbound international student numbers.

CIT Solutions maintained a strong financial performance during 2012 with total revenue of \$19.6 million, and in particular saw an increased demand for its international language training during 2012. The company has maintained its net asset position after a contribution of \$0.5 million paid to CIT, as a transfer to owner, from its 2011 operating surplus.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

	INDICATOR	2012 Result	2011 Result	% Change
ECONOMIC	Employee Expenses			
	Number of staff employed (head count, not FTE)	1,006	1,071	-6.1
	Total employee expenditure (dollars)	67.4 million	65.5 million	+2.9
	Operating Statement			
	Total expenditure (dollars)	121.4 million	113.7 million	+6.8
	Total own sourced revenue (dollars) ¹	36.0 million	35 million	+2.9
	Total net cost of services (dollars)	85.4 million	78.7 million	+8.5
	Economic Viability			
	Total assets (dollars)	222.3 million	232.2 million	-4.3
	Total liabilities (dollars)	25.3 million	25.8 million	-1.9
ENVIRONMENTAL	Transport			
	Total number of fleet vehicles	31	35	-11.4
	Total transport fuel used (kilolitres)	57	73	-22
	Total direct greenhouse emissions of the fleet (tonnes of CO ₂ e)	145.89	186.57	-21.8
	Energy Use			
	Total office energy use (mega joules)	64,761,205	81,680,347	-20.7
	Office energy use per FTE (mega joules/FTE)	9,662.4	9,106.5	+5.7
	Office energy use per square metre (mega joules/m ²)	529.6	554.6	-4.5
	Greenhouse Emissions			
	Total office greenhouse emissions - direct and indirect (tonnes of CO ₂ e)	1,346	1,688	-20.3
	Total office greenhouse emissions per FTE (tonnes of CO ₂ e/FTE)	17.19	19.39	-11.4
	Total office greenhouse emissions per square metre (tonnes of CO ₂ e/m ²)	0.102	0.127	-19.7
	Water Consumption			
	Total water use (kilolitres)	42,727	55,137	-22.5
	Office water use per FTE (kilolitres/FTE)	6.37	7.4	-23.0
	Office water use per square metre (kilolitres/m ²)	0.35	0.45	-22.3
	Resource Efficiency and Waste			
	Estimate of co-mingles office waste per FTE (litres)	17.5	16.5	+5.7
	Estimate of paper recycled (litres)	695,278	367,000	+89.4
	Estimate of paper used (by reams) per FTE (litres)	40.34	21.29	+89.4

	INDICATOR	2012 Result	2011 Result	% Change
	The Diversity of Our Workforce			
SOCIAL	Women (Female FTE's as a percentage of the total workforce)	60.7%	62.1%	-2.3
	People with a disability (as a percentage of the total workforce)	2.3%	2.1%	+9.5
	Aboriginal and Torres Strait Islander people (as a percentage of the total workforce)	2.3%	2.2%	+4.5
	Staff with English as a second language (as a percentage of the total workforce)	16.3%	15.4%	+5.8
	Staff Health and Wellbeing			
	OH&S Incident Reports	49	42	+16.7
	Accepted claims for compensation (as at 31 August 2011)	50	36	+38.8
	Staff receiving influenza vaccinations	283	319	-11.3
	Workstation assessments requested	57	34	+67.6

SECTION B

Consultation and Scrutiny Reporting



A CIT fitness student takes a client through exercises in CIT's student-run gym, CIT Fit & Well.

Introduction

CIT utilises a number of consultation tools to seek advice and feedback from business, industry and the community. CIT undertakes a Learner Engagement survey annually. In 2012, 3,248 students were surveyed and results showed that 92% of learners were satisfied with the training provided at CIT. An employer satisfaction survey is also conducted annually. In 2012, 600 employers were surveyed and the resulting employer satisfaction rate was 90%. The learner and employer survey results are analysed and strategies for improvement are included in Centre business plans.

Each teaching centre actively seeks and implements advice from an Industry Advisory Committee. Centres also work closely with community and industry bodies and respond to specific training needs with innovative solutions. During course development, industry representation and engagement is sought through Program Reference Groups which provide critical advice in defining the local ACT and region requirements from education and training programs.

The CIT website is a key tool for community engagement by being course oriented with enhanced navigation and an online feedback mechanism, as well as a Frequently Asked Questions (FAQ) facility. Increasingly, the community is accessing the CIT Facebook page as a source of information and advice. CIT as an organisation, and individual staff members connect at a professional level through LinkedIn and Google+.

In 2012, the publication *cit.u* was launched. *cit.u* celebrates the life and diversity that is the CIT community, pulling together good news stories, events and celebrating student and staff

achievements. It is available online, and in hard copy at all campuses, and circulated to schools and employers.

CIT values its links with the community and works to broaden them for the benefit of students and the whole community.

Examples of CIT's engagement with the community

In August 2012, as part of Tertiary Open Day, CIT opened CIT Bruce to the ACT and regional community to visit and experience CIT facilities and vocational education and training opportunities; CIT also participated in the Careers Fair at the Australian Institute of Sport (AIS).

The Canberra community was given the opportunity to experience the creative endeavours of CIT students through CIT Momentum in November and December 2012. Spaced out over a month, the series of event showcased this year's graduating CIT Creative Industries students from the disciplines of photography, visual arts, building design, interior design, graphic design, digital media and music.

CIT made the CIT Sustainable Skills Training Hub at CIT Bruce available to South East Region of Renewable Energy Excellence (SERREE) to host its inaugural Renewable Energy Day.

High school and college students from across the ACT and surrounding region got a hands-on taste of what it's like to study a trade at CIT Fyshwick's 2012 Try-a-Trade. Over the course of the day, students got to try their hand at metals, automotive, electrical and plumbing. Two events were held in March and October.

Regular plant clinics and sales are held at CIT Bruce with plants prepared and advice given by the CIT horticulture students.

CIT Advisory Council hosted two business breakfasts in April and October. The April breakfast theme was Developing new solutions to enduring skills challenges and the October breakfast was a collaboration with VETnetwork Australia and WorldSkills Australia to present an industry conversation to explore and discuss the strengths and weaknesses of the Australian Apprenticeships program

CIT automotive spray painting apprentices made a contribution to The Great Escape charity road bash which raises money for Cystic Fibrosis Australia, to enable them to continue to fund research. One of the rally cars, a 1964 Ford Fairlane, was in need of a spray paint, and CIT automotive spray painting apprentices undertook this work as part of their study.

CIT made a contribution to Floriade with a variety of CIT events, including Passion for Fashion - Floristry Competition; children's tent; CIT Hairdressing exhibition (at Nightfest); cooking demonstration; and fashion parade.

In celebration of National Indigenous Literacy Day, and the National Year of Reading CIT launched an initiative to donate a high-quality Indigenous picture book to preschools in the ACT. CIT staff purchased sufficient books to donate to all 78 preschools in Canberra.

On Sunday 9 September CIT participated in Sustainable House Day. Along with other sustainable houses throughout Canberra, the CIT Sustainable House was open to the public. The design and construction of the CIT Sustainable House is based on research from CSIRO on

Sustainable Ecosystem designs. It maximises modern energy efficient techniques and provides CIT students with a real-life, environmentally-conscious residential home to learn and work with.

The CIT Careers Advisors have a strong relationship with community groups within the ACT that assist in supporting a number of socially, financially and emotionally disadvantaged people to re-engage with training. Part of this process is to demonstrate how learning is flexible to meet an individual's needs and how financial and educational support can be provided.

The CIT Learning Centres, located on all CIT campuses, provide a supportive learning environment for all CIT students. Drop-in Learning Support has been popular at all Learning Centres. Students have been able to access whichever Learning Centres suits them, such as at the campus where they study, and/or a centre near where they live or work.

CIT Vocational College has strong relationships with migrant services and communities. Including Companion House, the Migrant and Refugee Settlement Service, Canberra Refugee Support and the Multicultural Youth Service. The resulting common client-base allows for the coordinated flow of information to clients/students, which is essential for making education and information accessible to people of diverse backgrounds, who may feel vulnerable in their new surroundings and may well have experienced traumatic circumstances in their journey to their new life in the ACT.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

A total of 11 internal audits reviewed the effectiveness and efficiency of CIT's operations during 2012. CIT was also one of four agencies audited externally on its recruitment practices by the Auditor-General's Office.

A total of 12 audits concerned:

1. Internal Audit and Review
2. Teacher's Vocational Competence
3. Higher Duty Arrangements
4. Apprenticeships
5. Management of Assets

6. Financial Processes
7. Commercial Operations
8. Hospitality Expenditure
9. Student Support Services
10. Timeliness of Salary Break Up reports
11. Work Health and Safety
12. Recruitment Practices

The findings from each audit report were agreed by the CIT Board of Management and the CIT Audit Committee and recommendations are monitored through to their completion.

2012 Audits	Nature of Inquiry and Outcomes to date
Review of Internal Audit to seek the degree of compliance with best practice standards	A high level of compliance was found. Five recommendations were agreed concerning: a reduction of the annual work program for 2013; a reduction in the number of Audit Committee meetings and membership; wider consultation by managers with staff when formulating responses to recommendations; and a review of the Audit Committees self-assessment, to provide greater clarity. All recommendations have been successfully implemented.
Verification of the Vocational Competence of CIT Teaching Staff	Five recommendations were agreed concerning: archiving records; documenting the supervision of teachers who do not hold assessment competencies; teachers industry, vocational and training currency; and provision of training regarding National VET Regulator (NVR) standards for registered training organisations. Four of the five recommendations have been successfully implemented.
Review of Higher Duty Acting arrangements to ensure compliance with Enterprise Bargaining Agreement	This review sought to ensure that the seven recommendations from the 2011 audit had been successfully implemented and this was confirmed. Further improvements included transparency of teachers' qualifications before interview with a further review within two to three years to ensure practices have been fully embedded. All recommendations and improvements have been successfully implemented.
Review of User Choice program (Apprenticeships)	Five recommendations were agreed concerning: increase in human resources to manage the program effectively; recording the Minimum Service Requirements on the student administration system for monitoring purposes; and providing training to frontline staff to ensure processes are correctly followed. Implementation of the recommendations is in progress.
Audit of CIT Financial Processes	Seven recommendations were made and agreed concerning: correct completion of purchase orders and asset additional and disposal forms; reinforce travel acquittal processes; clearly define follow up procedures for aged debtors and debtors over 60 days; and timely completion of recommendations from proceeding year. Five of the seven recommendations have been implemented.

2012 Audits	Nature of Inquiry and Outcomes to date
Audit of CIT Financial Processes	<p>Seven recommendations were made and agreed concerning: correct completion of purchase orders and asset additional and disposal forms; reinforce travel acquittal processes; clearly define follow up procedures for aged debtors and debtors over 60 days; and timely completion of recommendations from proceeding year.</p> <p>Five of the seven recommendations have been implemented.</p>
Review of Commercial operations in Tourism and Hospitality	<p>A total of 11 recommendations were agreed concerning: review and documentation of staff roles, responsibilities and duty statements; review of systems in hair and beauty; preparing an annual budget based on actual data; regular monitoring of stock and input data; review of allocations of staff costs; review of cash handling processes in hair and beauty; and working effectively with Shared Services to ensure timeliness of Oracle reporting.</p> <p>Nine of the 11 recommendations have been successfully implemented.</p>
Review of compliance with the Hospitality Expenditure Policy in Tourism and Hotel Management	<p>Three recommendations were agreed concerning: director verification of approvals; training staff in processes for record keeping; and aligning policy with financial delegations.</p>
Audit of the timeliness of Salary Break up Reports	<p>Four recommendations were agreed concerning: preparing detailed guidelines for business service officers and centre directors; developing a tracking database for transparency of variances; issuing consistent templates; and providing guidance on following up late reports.</p>
Review of the provision Student Support Services	<p>Six recommendations were agreed concerning: developing a more strategic focus; ensuring operational section plans were developed for all areas; documenting outcomes for greater transparency; clear identification of staff roles and responsibilities; good maintenance of agendas, and minutes of all meetings; and transparent follow through on actions as part of good record keeping.</p> <p>Five of the six recommendations have been implemented.</p>
Level of compliance with the Work Health and Safety legislation	<p>A total of 13 recommendations were agreed concerning: improvements to guide risk identification; providing a consistent induction program for contractors; centralising the register for plant and equipment; developing guidance for the use of chemical and hazardous substances and ensuring the register is kept up to date; and documenting the role of health and safety officers.</p> <p>Implementation of the recommendations is in progress.</p>
Review of Recruitment Practices	<p>A total of seven recommendations were made across four agencies, only one of which concerned CIT, and the actions are as follows: the improvement of the recruitment timeliness through a range of strategies such as: revision of guidelines for line managers; monitoring practice and providing timely reminders; highlighting any identified deficiencies and taking corrective action as required; and including this data in recruitment reports to the Executive.</p> <p>This recommendation has been successfully implemented.</p> <p>The report was tabled by the Auditor-General in the ACT Legislative Assembly on 26 October 2012.</p>

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

There were two ACT Legislative Assembly committee inquiries relating to CIT in 2012:

- Standing Committee on Education, Training and Youth Affairs Report 9, *Report on Annual and Financial Reports 2010-2011*; and
- Select Committee on Estimates 2012-13 Report 1, *Appropriation Bill 2012-2013 and Appropriation (Office of the Legislative Assembly) Bill 2012-2013*

Committee	Report	Date Tabled	Recommendation	Government Response	Implementation
Standing Committee on Education, Training and Youth Affairs	Report 9 Report on Annual and Financial Reports 2010-2011	23 August 2012	Recommendation 1: The Committee recommends that the Minister for Education and Training, in consultation with Canberra Institute of Technology (CIT), ensure that during calendar year 2012, follow-up action is taken to ensure CIT is able to maximise its opportunities to attract and facilitate enrolment by overseas students.	The Government response was not tabled as of 31 December 2012.	CIT offers a variety of courses to international students from Certificate to Bachelor Degree level qualifications. During 2012 CIT launched a new website dedicated to attracting international students and the Chief Executive and General Manager, CIT Solutions met with Canberra House of Representatives member to discuss inconsistencies in the application of international student visas. The CIT International Student Unit works closely with all international students in the ACT and regularly liaises with Education Agents around the world.
			Recommendation 2: The Committee commends CIT for its interaction program with schools, colleges and with Bimberi Centre, and recommends that CIT include in its annual report details of the goals, achievements, and milestones which highlight the support CIT offers in this area of educational support and training.		CIT has included information regarding education support and training to schools, colleges and the Bimberi Centre in its 2012 annual report.

Committee	Report	Date Tabled	Recommendation	Government Response	Implementation
			Recommendation 3: The Committee recommends that, in its 2012 annual report, CIT provide details of the progress made to comply with and implement the actions required of CIT in the April 2012 WorkSafe ACT report of WorkSafe's investigation into allegations of bullying and harassment at CIT.		CIT has included information regarding the requirements of the April 2012 WorkSafe Report into allegations of bullying and harassment in its 2012 annual report.
Select Committee on Estimates 2012-2013	Report 1 Appropriation Bill 2012-2013 and Appropriation (Office of the Legislative Assembly) Bill 2012-2013	14 August 2012	Recommendation 78 The Committee recommends that the Canberra Institute of Technology prepares a detailed strategy for the next four years that addresses how it would meet its 2012-13 priority of expanding and diversifying its revenue base.	Agreed CIT will prepare a detailed four-year fiscal strategy to expand and diversify its revenue base.	The CIT Business Development Unit is actively engaged in seeking opportunities to expand and diversify CIT's revenue base. A detailed fiscal strategy is being developed.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Canberra Institute of Technology is not responsible for any legislation under the Administrative Arrangements.

CIT is established by, and operates in accordance with, the *Canberra Institute of Technology Act 1987* (CIT Act). Minor technical amendments were made to the CIT Act during 2012, by the *Statute Law Amendment Act 2012*.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

SECTION C

Legislative and Policy Based Reporting



CIT Yurauna Centre cultural arts student Annette Shea.

A key corporate governance role is performed by the CIT Audit Committee, providing independent objective advice and assurance to the Chief Executive. This is expressed through a Charter of Activities that is reviewed and approved annually by the Chief Executive. The main functions of the committee as defined by the charter are to:

- maintain effective internal audit and review capability
- oversight regular reports of strategic and operational risk and fraud management
- effectively managing strategic, operational and financial risk
- comment on the effective management of strategic and operational and financial risk
- adopt appropriate accounting policies for its business activities
- maintain reliable management reporting systems
- comply with laws, regulations and reporting requirements.

The committee has an annual work program which provides a framework for meeting agendas. The Chair reports to the Chief Executive after each

meeting, and on all matters that may significantly affect the operation of CIT.

The CIT Audit Committee comprises three independent members, two of which are appointed by the Minister (Chair and Deputy) and three internal CIT staff members. The CIT Director of Corporate Services and a representative of the ACT Auditor-General's Office, each hold observer status. Audit Committee members are appointed for a period of two years, apart from the Chair who is appointed for three years.

A representative group of Audit Committee members meet annually as a finance sub-committee, to review CIT's financial statements and provide assurance to the Chief Executive on the veracity of the organisation's annual financial statements.

During 2012, a total of five meetings were held, one of which included the examination of the CIT annual financial statements by the finance sub-committee.

The membership and attendance of the CIT Audit Committee members at meetings as at 31 December 2012 is as follows:

Name of Member	Position	Duration	Meetings attended
Mr Kevin Patchell	Chair: Independent	Full year	5 meetings
Dr Margo Wade	Deputy Chair Independent	Full year	5 meetings
Ms Robyn McClelland	Independent member	Full year	5 meetings
Mr Shane Kay	CIT member	Full year	5 meetings
Ms Leslie Ralph	CIT member	Full year	4 meetings
Dr Nicole Stenlake	CIT member	Full year	4 meetings
Mr Malcolm Prentice	Observer status	Full year	2 meetings
Mr Karl Caig	Observer status	Full year	5 meetings

CIT's risk management policy, guidelines and tools are based on the Australian Standard/ New Zealand Standard (AS/NZS) on Risk Management AS/NZS ISO 31000: 2009, and its predecessor AS/NZS 4360:2004.

During 2012, the Executive, Directors and key managers reviewed and identified CIT's strategic business risks to prepare the 2013- 2014 Risk Management Plan. Strategies and controls are in place to manage the identified risks, and have been assigned to key executive members for management oversight of the implementation.

CIT's emerging risks are reviewed continually, as part of quarterly risk reporting to the Board of Management and the CIT Audit Committee, and identified through:

- the development and ongoing maintenance of the risk management plans with quarterly risk reporting
- regular discussions with the CIT Board of Management and Executive
- regular reporting as part of the internal Performance Audit and Review Program.

Internal audits and reviews conducted by CIT aim to promote better practice and generate advice as to whether the organisation is operating efficiently, effectively and in accordance with the relevant laws and regulations. Audits and reviews are undertaken by the CIT Internal Audit and Review Team and by external contractors to ensure a balance of

independent objectivity when providing advice to the Chief Executive.

All internal audits and reviews are based on CIT's risks, including fraud and corruption. The schedule is the result of consultations held with all directors and the executive team to ensure our priorities are considered and in accordance with the resources. CIT ensures there is a broad range of audit coverage against the business and that appropriate action is taken to ensure all recommendations are monitored through to implementation, including those which are relevant to CIT from ACT Auditor-General's reports. A total of 11 internal audits and reviews were completed in 2012. The progress of the Program is reviewed at each Audit Committee meeting and the relevant findings and recommendations discussed as well as the progress of implementation.

During 2012, a peer review of the internal audit team was conducted between CIT and the Environment Sustainability and Development Directorate, to ensure internal audit practices were working in accordance with best practice. Both managers of the respective audit teams undertook this audit, which proved useful in a range of ways, as well as demonstrating a cost benefit exercise to both agencies.

Policies, procedures and charters are reviewed annually to ensure they are relevant, practical and adopt better practices where identified.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Prevention strategies

Canberra Institute of Technology's fraud and control strategies aim to build and support a compliance culture that focuses on CIT's outcomes and reflects:

- a commitment to best practice
- the application of risk-based decision making
- transparency and accountability.

CIT's Fraud and Corruption Framework ensures that the organisation has a robust and reliable system in place to aid preventing, detecting, reporting and responding to fraud allegations throughout CIT.

The Fraud and Corruption Control Plan is an integral part of the framework, which guides the management of fraud and corruption related activities and includes key elements such as:

- fraud and corruption policy statement and definition
- responsibilities for fraud control in CIT
- strategies, actions, prosecution
- the Public Interest Disclosure Policy.

Strategies have been developed for detection and prevention, with mitigating strategies against the identified significant risks. Progress against these strategies is reported quarterly to the CIT Board of Management and the CIT Audit Committee.

Both the plan and framework are updated every two years as a result of a risk assessment and as part of fraud control planning process. This occurred in 2012, and involved consultation with the executive team and key managers and directors to identify CIT's potential strategic risks. CIT Audit and Review have also developed a manual which contains checklists to assist managers with fraud detection and prevention, and six monthly reminders are distributed to all staff on these strategies.

Number of reports and allegations of fraud or corruption received

An allegation of misuse of CIT equipment for personal gain was received late in 2012. No other reports of fraud or corruption were received during 2012.

During 2012, equipment losses due to theft totalled \$1,450.

Actions taken and outcomes of investigations

An investigation into the allegation of misuse of CIT equipment for personal gain is due to commence early in 2013.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

Procedures

CIT's Public Interest Disclosure (PID) Policy outlines the mechanisms for reporting possible wrongdoing in CIT or any ACT Government agency perpetrated by staff or persons engaged by or on behalf of CIT or other ACT Government agencies.

The policy includes the principles and processes for dealing with a disclosure, including:

- contact details of officers who can provide information and assistance
- information on the protection against reprisals available to the person making the disclosure
- the procedures for investigation, referral or decision not to investigate
- feedback to informants
- strategies if dissatisfied with the outcome of an investigation.

In addition to the policy, CIT promotes awareness through workshops and has also developed a brochure which outlines the key facts and elements of PID.

The policy is available on CIT's intranet.

Disclosures received

CIT did not receive any Public Interest Disclosures during 2012.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

The object of the *Freedom of Information Act 1989* (the FOI Act) is to extend as far as possible the right of the Australian community and, in particular, the citizens of the ACT, to access to information in the possession of the territory by:

- making available to the public information about the operations of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available to persons affected by those rules and practices
- creating a general right of access to information in documentary form in the possession of ministers and agencies, limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by agencies.

Section 7 Statement

Section 7 of the FOI Act requires CIT to prepare and publish a statement outlining its functions and decision-making powers, the categories of documents available and facilities available to the public for accessing the documents. This statement is current at 31 December 2012.

Organisation, functions and powers

Canberra Institute of Technology is a statutory authority established under the *Canberra Institute of Technology Act 1987* (CIT Act). The decision-making powers of CIT are described in section C5 of this report. The functions of CIT, as described in the CIT Act, are:

- (a) to conduct, mainly in the ACT, an educational institution to foster excellence in study in the fields of technical and further education that

the director, with the Minister's written approval, decides or the Minister requires;

- (b) to provide courses and programs, and to use the facilities and resources of the Institute, to advance and develop knowledge and skill in the fields of technical and further education;
- (c) to support industry and commerce, and to assist the development of industry and commerce and the community, in the ACT;
- (d) to promote the development of community awareness and appreciation of technical and further education;
- (e) to confer awards to people who have completed courses of studies at the Institute;
- (f) to confer honorary awards;
- (g) to consult and cooperate with other entities in relation to the provision of technical and further education;
- (h) to make suitable financial arrangements with industry and commerce for the purposes of its functions under paragraphs (a) to (g); and
- (i) to do anything incidental to its functions under (a) to (h).

Public participation in decision making

Members of the public contribute to the work of CIT by:

- membership of various boards and committees including the CIT Advisory Council, CIT Audit Committee, Academic Board, Resources Board, CIT Solutions Board and Centre Advisory Committees
- participation in consultative groups for program design and review
- participation in a range of client consultative processes such as staff and student surveys

and industry specific surveys and other activities such as the CIT Advisory Council business breakfasts described in section C5.

Categories of documents

Documents freely available on request and without charge

CIT's annual report and documents relating to programs and services offered (for example, CIT Pathways Guide and Student Information Guide) are available on the CIT website. Most of these are also available in hard copy, and free of charge, through CIT Student Services.

Records and documents which may be available under the Freedom of Information (FOI) Act include:

- student records (to the student concerned)
- records of committee and board meetings
- leases and deeds of agreement
- general administrative files.

Facilities for access

Members of the public who wish to obtain information are encouraged to seek access in the first instance by contacting CIT directly, rather than seeking formal access under the Freedom of Information legislation.

CIT's Freedom of Information Coordinator can be contacted on: (02) 6207 3104.

Access to documents under the FOI Act can also be requested in person at Reception, Office of the Chief Executive, First Floor E Block, CIT Reid between the hours of 9.00am to 5.00pm, Monday to Friday.

All CIT campuses have disabled access, are accessible by public transport and have reserved car parking designated for persons with a disability.

Written requests for documents under the ACT Freedom of Information Act should be directed to:

Post: FOI Coordinator
Office of the Chief Executive
Canberra Institute of Technology
GPO Box 826
CANBERRA ACT 2601

Fax: (02) 6207 3392

Email: officeofthechiefexecutive@cit.act.edu.au

Delivery: Office of the Chief Executive
Canberra Institute of Technology
Cnr Constitution Ave and Coranderrk St,
Reid, Australian Capital Territory

Section 8 Statement

Under section 8 of the FOI Act, CIT is required to make available a list of documents staff of CIT use when making decisions such as policies, guidelines and manuals.

Copies of CIT student policies and associated procedures can be requested from CIT Student Services and the CIT Learning Centres. CIT staff policies and associated procedures are available on the CIT intranet (Staff Information Service).

The Student Information Guide covering responsibilities in the student environment, security, safety and emergencies and an A to Z guide of vital student information is available on the CIT website.

A full list of staff and student policies is available on the CIT website.

Hard copies of all documents may be obtained from the Office of the Chief Executive.

Section 79 Statement

In accordance with section 79(2) of the FOI Act, CIT provides the following information regarding FOI requests received by CIT during the reporting year.

Freedom of Information Requests 2012	
Number of applications made	1
– where full access to the documents was granted	
– where access was refused to all documents	0
– where partial access to the documents was granted	8
Number of applications made for the review of decisions under Section 59	1
Number of applications made to the Tribunal for the review of decisions	0
Particulars of the total charges and application fees collected	0
The number of requests received to amend records under Section 48	0

For more information:

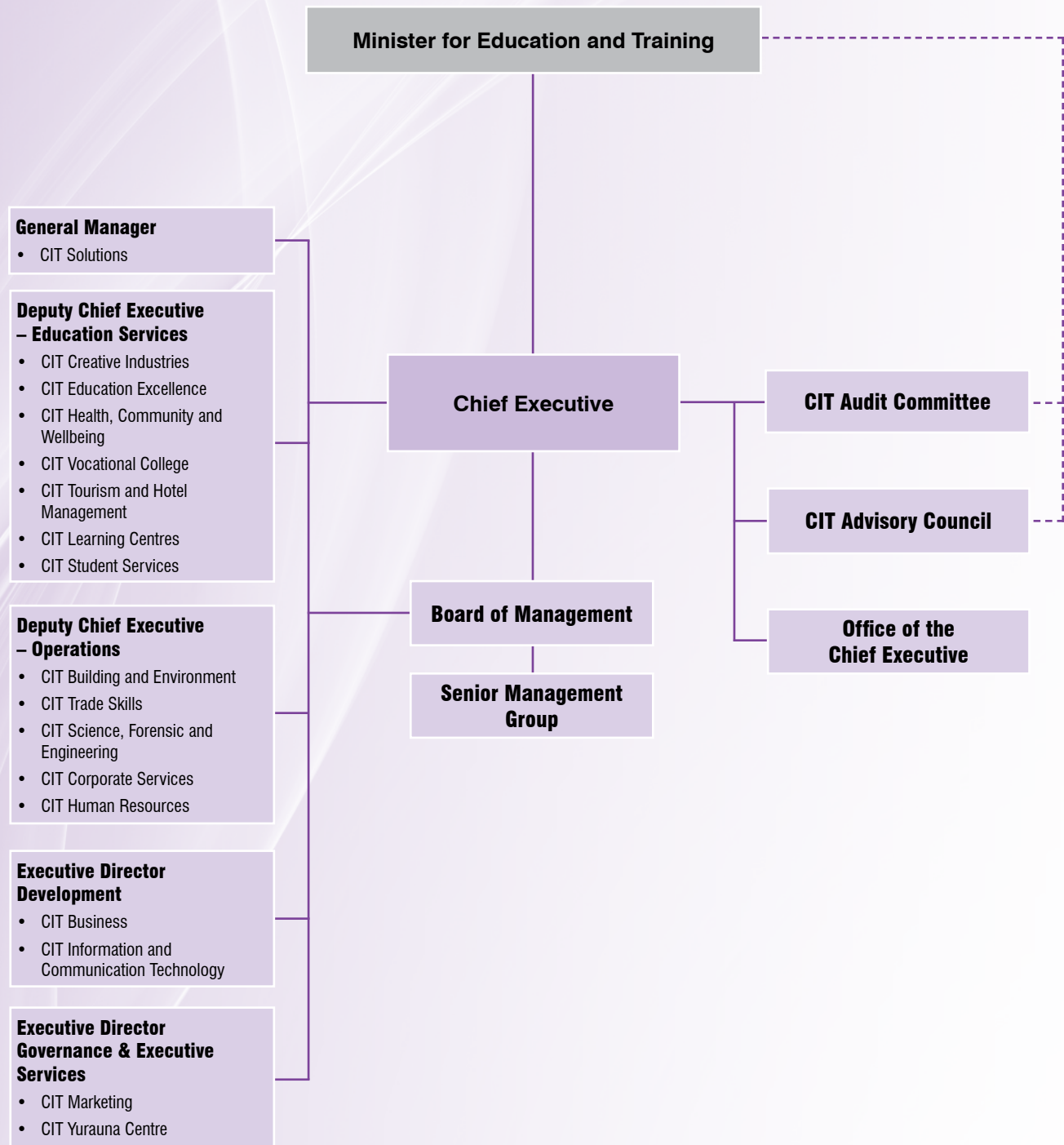
Executive Director, Governance and Executive Services
(02) 6207 3133

CIT Executive Members

The Executive Management Group of CIT for 2012 comprised:

Chief Executive	Adrian Marron
Deputy Chief Executive, Education Services <ul style="list-style-type: none"> – Educational quality and innovation – Academic governance – Higher education relationships – School relationships – Student Services 	Jenny Dodd
Deputy Chief Executive, Operations <ul style="list-style-type: none"> – Finance and CIT performance targets – Facilities and infrastructure planning – Human Resources and industrial relations – Information and communication technology 	Shane Kay
Executive Director, Development <ul style="list-style-type: none"> – Business development – International strategy – Commercial business systems – CIT Solutions relations 	Ian Drayton
Executive Director, Governance and Executive Services <ul style="list-style-type: none"> – CIT governance – Legislation and ministerial staff relations – Strategic planning and audit – CIT Advisory Council – CIT Student Association – Complaints management – International student compliance 	Nicole Stenlake [Carolyn Grayson Acting 23 April to 9 November]
General Manager, CIT Solutions	Paul Ryan

CIT Executive Management Structure



Senior management committees

Board of Management

The CIT Board of Management (BOM) is the key decision-making body of CIT, providing advice and support to the Chief Executive on strategic and operational management issues. The fortnightly meetings of BOM are chaired by the Chief Executive.

Membership of the board comprised the six members of the Executive Group and the Senior Manager, Governance and Ministerial Support. Two centre directors attend on a six monthly rotational basis.

BOM facilitates an integrated approach to policy development and delivery of key government priorities, through monitoring progress, sharing information, and focusing on strategic policy and management issues. The board monitors the overall performance of CIT and provides a forum for discussing activities of key national and ACT Government activities that affect CIT.

Remuneration for executives

Section 10 of the *Remuneration Tribunal Act 1995* requires the tribunal to inquire into and determine the remuneration, allowances and other entitlements of those persons who are executives within the meaning of the Public Sector Management Act 1994, which includes all members of the CIT Executive Group.

CIT Audit Committee

The CIT Audit Committee comprises four independent members, two of which are appointed by the Minister for Education and Training (chair and deputy chair) and three CIT staff members. The CIT Director of Corporate Services and a representative

of the ACT Auditor-General's Office hold observer status. Each Audit Committee member is appointed for a period of two years.

A representative group of Audit Committee members meet annually as a finance sub-committee, to review CIT's financial statements and provide assurance to the Chief Executive on the veracity of CIT's annual financial statements.

More information about the Audit Committee is included in section C1.

CIT Advisory Council

Role

The Canberra Institute of Technology Advisory Council (the Council) is established under the *Canberra Institute of Technology Act 1987* (CIT Act). In accordance with the CIT Act, the role of the Council is to provide advice to the Chief Executive on:

- the educational policies to be implemented in the institute; and the welfare of students at the institute and the management of the institute; and
- the development of relationships between the institute and the community; and
- the planning and programming of educational services to be provided by the institute and the financial policies for the institute.

The council may also provide advice directly to the minister. All members are appointed by the Minister for Education and Training for up to three years.

The council does not have its own budget, but has access to funding through CIT, including access to independent professional or legal advice if requested.

Membership

The council is made up of 12 members. Section 31 of the CIT Act sets out the criteria for Council membership as follows:

- one member who represents an organisation that represents the teaching staff; and
- one member who represents the student body; and
- seven members who represent the interests of industry and commerce; and
- two members, not representing the interests of industry or commerce, who have experience and knowledge relevant to the functions of the Council; and
- one member who has skills in and knowledge of vocational education and training.

In making appointments, the CIT Act requires the minister to have regard to the balance of skills, expertise and gender among Council members. The appointment and retirement of Council members are set out in the CIT Act and the *Legislation Act 2001*. Before appointment, members are required to sign a Code of Conduct and Conflict of Interest declaration.

Council members are not remunerated.

Details of members for 2012 are as follows:

Ms Kathy Kostyrko – (Chair)

Ms Kostyrko is the Director, Public Sector at Hays Recruitment, where she has national responsibility for public sector business including working with clients in the Australian and state and territory governments, not-for-profit organisations and the health and education sectors. Ms Kostyrko sits on a number of boards and councils and is a member of the Australian Institute of Company Directors,

Australian Institute of Management, the ACT & Region Chamber of Commerce and Industry and the ACT Council of the Recruitment Consulting Services Association.

Mr Kevin Patchell – (Deputy Chair)

Mr Patchell has been a member of the CIT Council since 1997. He has held numerous senior executive roles in the Australian Tax Office over many years and has more recently worked in a number of senior consulting and management roles, in both the private and public sectors. He has had a close association with Certified Practising Accountants Australia holding a number of elected positions at both the national and local levels. Mr Patchell is the chair of the audit committees of CIT, the Office of Parliamentary Council, and the National Archives of Australia as well as the independent member of the audit committee of the Australian Institute of Criminology. Mr Patchell also chairs the board of CIT Solutions Pty Ltd.

Ms Lucy Baranovsky

Ms Baranovsky has completed a number of qualifications at CIT including the Year 10 Certificate, Certificate III in Animal Technology and Diploma of Animal Technology. She is a member of the CIT Student Advisory Council, has a strong interest in social justice and believes that all students deserve to be heard. Ms Baranovsky is planning to continue her studies at CIT in 2013 with the advanced diploma in public relations.

Ms Tracey Dodimead

Ms Dodimead is a CIT hairdressing teacher who has worked in the hairdressing industry for 31 years, both as a business owner and an employee. She is the Recognition of Prior Learning (RPL) officer for hairdressing and has acted as a mentor for contract and casual teachers in her program area. In 2011,

Ms Dodimead was the Vice President TAFE, Australian Education Union (ACT).

Associate Professor Paul Dugdale

Associate Professor Dugdale is Director of Chronic Disease Management in the ACT Health Directorate, and Associate Professor of Public Health in the ANU Medical School. He is a director of the National Health Sciences Centre and Biomed North, and a previous director of Musica Viva Australia (all not-for-profit companies). He has longstanding interests in interdisciplinary education and research on health governance and policy, and is on the Advisory Committee for CIT Health, Community and Wellbeing.

Ms Mary Hicks

Ms Hicks is an industry consultant working independently on a range of skills policy issues. She is a board member of WorldSkills Australia and recently retired from the position of Director, Employment, Education and Training with the Australian Chamber of Commerce and Industry where she held a number of key national and international vocational education and training policy positions.

Mr Ken Hogg

Mr Hogg is the Managing Director of Mac1 Pty Ltd Australia. His connection with CIT began twenty years ago when he studied as an apprentice in pre-press printing. He is a keen sponsor of CIT, providing computers for major exhibitions in the graphic arts, technology and media programs, as well as prizes for student competitions and free computers for businesses that take on CIT graphic design students during work placements. Mr Hogg was awarded the CIT Honoured Friend Award in 2007.

Ms Christine Magner

Ms Magner is a Management and Human Resources consultant providing advice and education to small, medium and large organisations. Ms Magner was the General Manager, Government for Noetic Solutions from March 2011. Previous roles include eight years at the Australian Sports Commission, as the Director Corporate Services and General Manager, Human Resources; over seven years with Aspect Computing in Human Resources, Training and Business Development and over seven years with the Communications Information Technology and Printing Industry Training Advisory Council. Ms Magner holds a Bachelor of Arts in Administration and is a certified Australian Human Resources Practitioner. She is a graduate and member of the Australian Institute of Company Directors and has been involved with a number of advisory groups. She is currently a member of the Advisory Committees for CIT's Business and ICT courses, and was awarded the CIT Honoured Friend Award in 2004.

Mr Peter McGrath

Mr McGrath is a solicitor with a background in property and the not for profit sector with a broad range of experience in general commercial law. Prior to being admitted Mr McGrath was a property valuer in Sydney and Canberra. From 1994 to 2005 he was a Director and then Chairman of Brumbies Rugby, and in 2005 was elected to the Board of the Australian Rugby Union becoming Chairman in 2007. He also holds positions on the Council of the International Rugby Board (IRB) and the Executive Committee of the IRB until standing down in 2012. Mr McGrath is a Fellow of the Australian Property Institute, Fellow of the Australian Institute of Company Directors, Director of Daramalan College

Limited, and Director and Deputy Chair of the Physical Activity Foundation limited and Partner of Griffin Legal in Canberra.

Dr Peter Radoll

Dr Radoll is an Assistant Professor in Information Systems at University of Canberra. He previously spent nine years working at the Australian National University, with five years as Director of the Tjabal Indigenous Higher Education Centre. Dr Radoll holds a Doctor of Philosophy in Information Systems from the Australian National University. He has held numerous ministerial appointments and was the recipient of a number of awards, including the Australian National University Vice-Chancellor's Award for Reconciliation in 2011. Before going to university, Dr Radoll spent 11 years as a motor mechanic and holds a number of automotive qualifications including an automotive LPG license obtained in 1991 from the ACT Institute of TAFE.

Mr Craig Robertson

Mr Robertson is the Head of Division, Industry Skills Division in the Department of Industry, Innovation, Science, Research and Tertiary Education leading policy and programs designed to support the skilling strategies for Australian industry. Mr Robertson has policy experience across the school and VET sectors as well as labour market policy and programs. He has also served on the Australian Qualifications Framework Council and on the VET sector's National Quality Council, and is the Chair of CIT's Accreditation Committee.

Ms Cindy Young

Ms Young is the Manager of the National Convention Centre, Canberra. She has worked in various parts of the hospitality and business events industry in Canberra since 1987, including the

Crowne Plaza Hotel and the Canberra Convention Bureau. Ms Young has a Bachelor of Arts from the Virginia Polytechnic Institute and State University (USA) and is a member of a number of professional organisations including Meetings & Events Australia, and ACT Business Leaders innovative Thoughts and solutions (BLITS), and Disability ACT's Advisory Board. Ms Young is a member of the Advisory Committee for CIT Tourism and Hotel Management; and an avid Dragon-Boater.

Mr Brendan Church

Mr Church is the Chief Executive Officer of the Aboriginal Justice Centre. He is a member of the Barkindji people of Western NSW, but has always lived in Canberra. In 2003 he completed an apprenticeship in stonemasonry, becoming the only Aboriginal person to do so. In 2005 Mr Church joined the ACT public service, where his work has included four years in the Court Diversion program, and more recently in the Aboriginal and Torres Strait Islander Services Unit within the former Department of Disability, Housing and Community Services. He has also completed a Bachelor of Health (Mental Health) degree through Charles Sturt University. Mr Church resigned from the Council in June 2012.

Meeting attendance

Council members' meeting attendance during 2012 is shown in the following table:

	21 Feb	3 April	19 June	7 Aug	17 Oct	4 Dec
Lucy Baranovsky					Y	A
Brendan Church	A	A				
Tracey Dodimead	A	A	A	A	Y	Y
Paul Dugdale	A	A	Y	A	Y	A
Mary Hicks	Y	Y	A	Y	Y	A
Ken Hogg	Y	Y	Y	A	A	Y
Kathy Kostyrko	A	Y	Y	Y	Y	Y
Christine Magner	Y	A	Y	Y	Y	Y
Peter McGrath					A	Y
Kevin Patchell	Y	Y	Y	Y	Y	Y
Peter Radoll					Y	Y
Craig Robertson	Y	A	A	A	Y	Y
Cindy Young	Y	Y	Y	Y	Y	Y

Y = Attendance

A = Apology / Absent

Shading = Not a member at this time

Activities

The CIT Council held six main meetings throughout 2012. Further to this, the council established a strategic sub-committee, working with the Chief Executive to set strategic direction for CIT, which met on three separate occasions as well as Council members ongoing involvement on CIT Centre Advisory Committees and other internal CIT boards and committees. Council members were also involved in the CIT planning day this year.

A major initiative for the council during 2012 was the introduction of a business breakfast series to build on and develop new partnerships across industry and business with CIT. The first CIT Council business breakfast was held in April and focused on Developing new solutions to enduring skills challenges. The second business breakfast,

held in partnership with VET Network Australia, was held in October and focused on Australian apprenticeships. Both breakfasts were well received and Council plans to continue with the business breakfast series in 2013.

The Council has increased its public profile this year with a dedicated space on the revamped CIT website and the internal CIT staff information site. This also includes a specific site for CIT Council Honoured Friends Award, which was established in 2003 to recognise community members who have made a significant contribution to the CIT community and/or the quality of CIT's service to its students and the Canberra community.

The council sponsored Staff Achievement Awards held on 13 December featured the newly established Council Innovation Award.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

CIT recognises the need for strategic positioning of the organisation within the changing education market both locally, nationally and internationally. For CIT to remain competitive in these markets, it requires flexibility in its employment framework and its ability to meet the needs of the various external clients and stakeholders. The CIT People Plan reflects these aims.

Delivering for the future

During 2012, CIT continued to develop workforce skills relevant to a leading tertiary education provider and:

- held regular training programs for teaching staff in teaching pedagogy, online learning, curriculum development, sustainability, digital literacy, mentoring, assessment and CIT's online learning environment, eLearn
- held online interactive management forums
- provided online training resources accessible to all staff
- delivered customised workplace-based training for CIT staff, for example, in training and assessment.

Strengthening organisational resilience

Meeting the requirements of a new national TAFE regulatory system, increased contestability of funding and increased competition for students following the abolition of university quotas have all presented continuing challenges for CIT. A range of short and long term actions were developed to ensure continued resilience in the context of an evolving tertiary education sector and increased competition. For example, CIT:

- increased communication of resources available to staff feeling stressed or harassed, such as the Employee Assistance Program (EAP)
- promoted a range of health and wellbeing initiatives, including flu vaccinations, mini health checks and a healthy breakfast
- provided a Client Service Liaison Model to give centre directors and managers relevant and timely HR information and support
- re-released the workforce planning tool to enhance managers' ability to access and update information relating to critical roles and critical staff, and support their succession planning
- ensured that all staff understood bullying behaviour and its prevention, achieved through the completion of an online training program
- undertook a highly participative process to redevelop policies on Discrimination, Harassment & Anti-Bullying and Resolving Workplace Issues.

Sustaining community confidence

During 2012, CIT was again recognised as the ACT's Large Training Provider of the Year, endorsing the quality of the education and training that CIT provides, and reflecting the skills of its teachers and of the organisation's development programs.

CIT also recognises the need for community confidence in its corporate governance. To that end, CIT:

- conducted procurement, business and fraud risk training
- improved staff and management understanding of the *ACTPS Respect, Equity and Diversity (RED) Framework* through a series of workshops and

presentations, and implemented the 'open door' protocol for executives and senior managers to receive staff members with RED issues.

Working collaboratively

CIT is committed to pursuing forward thinking partnerships with industry, the community, and government by stimulating collaborative approaches to industry development, actively engaging with community groups and increasing CIT's ability to communicate and partner effectively with government. During 2012, CIT:

- held Moodleposium 2012, jointly with the ANU and UC, outlining the latest developments and capabilities of the Moodle teaching and learning tool
- contributed to various community organisations through events and functions, such as Harmony Day
- continued its ongoing relationship with Advanced Personnel for the placement of people with disabilities into the CIT workforce.

Enhancing skills and capabilities

As an educational institution, CIT takes seriously the business of skills development and enhancement for its workforce. Examples of initiatives during 2012 are:

- conducting Academic Board Conversations on improving completions, and also pedagogy and practice in the UK
- providing extensive in-house training for teachers in the updated Banner 8 student enrolment software, particularly in entry and management of their teaching load through the Faculty Load component.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

The following data reflects CIT staff information as at payday 6 December 2012.

FTE and Headcount

	Female	Male	Total
FTE	458.4	312.2	770.6
Headcount	611	395	1,006
% of Workforce	61%	39%	100%

Classifications

Classification Group	Female	Male	Total
Administrative Officers	171	38	209
Executive Officers	3	4	7
General Service Officers & equivalent	11	24	35
Professional Officers	22	4	26
Senior Officers	31	19	50
Technical Officers	10	19	29
VET Teacher Managers	33	15	48
VET Teachers	330	272	602
Total	611	395	1,006

Employment Category by Gender

Employment Category	Female	Male	Total
Casual	180	125	305
Permanent Full-time	257	188	445
Permanent Part-time	78	18	96
Temporary Full-time	51	45	96
Temporary Part-time	45	19	64
Total	611	395	1,006

Average Length of Service	Pre-Baby Boomers		Baby Boomers		Generation X		Generation Y		Total	
	F	M	F	M	F	M	F	M	F	M
0-2	1	1	36	34	53	33	38	21	128	89
2-4	1	2	46	22	35	29	19	14	101	67
4-6	5	1	35	34	50	23	24	8	114	66
6-8	2	0	23	20	27	16	5	3	57	39
8-10	1	1	32	14	17	15	4	3	54	33
10-12	1	1	39	16	15	6	1	0	56	23
12-14	0	0	11	6	4	3	0	0	15	9
14+ years	4	5	67	53	15	11	0	0	86	69

Age Profile

Age Group	Female	Male	Total
<20	3	2	5
20-24	21	7	28
25-29	39	24	63
30-34	44	32	76
35-39	47	36	83
40-44	94	50	144
45-49	99	53	152
50-54	114	51	165
55-59	67	73	140
60-64	61	48	109
65-69	17	13	30
70+	5	6	11
Total	611	395	1,006

C7 – Staffing Profile

Agency Profile

Branch/Division	FTE	Headcount
CIT Building and Environment	53.7	71
CIT Business	44.1	71
CIT Corporate Services	54.0	57
CIT Creative Industries	54.0	77
CIT Education Excellence	29.4	31
CIT Health, Community and Wellbeing	78.8	121
CIT Human Resources	21.4	23
CIT ICT	33.2	36
CIT Learning Centre	34.4	38
CIT Marketing	11.5	12
CIT Science, Forensic and Engineering	39.9	64
CIT Student Services	101.7	113
CIT Tourism and Hotel Management	49.1	61
CIT Trade Skills	59.3	72
CIT Vocational College	77.0	126
CIT Yurauna Centre	7.9	11
Executives and Support Staff	21.2	22
Total	770.6	1,006

Agency Profile by Employment Type

Branch/Division	Permanent	Temporary	Casual
CIT Building and Environment	30	13	28
CIT Business	27	6	38
CIT Corporate Services	50	7	0
CIT Creative Industries	38	11	28
CIT Education Excellence	28	3	0
CIT Health, Community and Wellbeing	48	23	50
CIT Human Resources	19	4	0
CIT ICT	17	4	15
CIT Learning Centre	29	7	2
CIT Marketing	8	4	0
CIT Science, Forensic and Engineering	31	6	27
CIT Student Services	94	12	7
CIT Tourism and Hotel Management	26	13	22
CIT Trade Skills	32	14	26
CIT Vocational College	47	20	59
CIT Yurauna Centre	3	5	3
Executives and Support Staff	14	8	0
Total	541	160	305

Equity and Workplace Diversity

	A	B	C		
	Aboriginal and/ or Torres Strait Islander	Culturally & Linguistically Diverse	People with a disability	Employees who identified in A, B or C*	Women
Headcount	23	164	23	207	611
% of Total Staff	2.3%	16.3%	2.3%	20.6%	60.7%

*NB: employees who identify in more than one equity and diversity category are only counted once.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT strongly supports continuous improvement in staff capability by providing employees with the resources for professional development. CIT encourages staff to access professional development opportunities in ways that support their learning style. Many staff members have expressed the need for flexibility and providing professional development in ways that fit in with their work practices. CIT adopts the 70:20:10 model for staff development:

- 70% from on-the-job experiences, tasks, and problem solving
- 20% from feedback and from working around good or bad examples of the need
- 10% from courses and reading.

Key outputs for CIT and CIT staff are to:

- provide excellent vocational education and training in the ACT and in growing national and international markets as well as meeting the needs of business
- be innovative in its approach to partnership development with industry, business, universities and schools
- implement strong coordinated processes of market analysis, business intelligence, organisational capability, industry engagement, partnerships
- be an employer of choice, renowned for professionalism, high morale and commitment to skilled staff.

To achieve this, CIT staff professional development in 2012 included innovative practices such as virtual workshops, forums and meetings with a focus on business development, training and assessment and online learning.

Leadership and business development

Leadership and management development is seen as a critical component of CIT's Strategic Plan and includes a need for an improved competitive focus. In 2012, CIT further developed its leaders by conducting targeted forums, professional development for middle managers as well as business development workshops. Leadership development took a number of different forms that included:

- four **leadership forums**. These had various topics including leading: staying afloat to energise others, client feedback, teams within teams, and the relationship between higher education and further education. Some of these forums were offered virtually, concurrent with the live forum.
- **Human Resources Masterclasses** were offered to 20 managers at CIT. This program was piloted by the ACT Chief Minister and Cabinet Directorate (CMCD) and was aimed at experienced managers who wished to enhance their people management skills with the latest human resource management theory, and learn new ways to practically apply it in the workplace.
- CIT also launched a pilot program of a webinar series of **Management Simplified**. This program allowed managers to develop practical skills, tools and techniques making managing staff easier. Three members of middle management attended this webinar training.

One-on-one workplace coaching is regarded as a valuable option and is made available to staff on a needs basis. In 2012, six staff members were supported through the internal CIT staff coaching program, whereby coach-trained staff members coach other staff.

CIT-wide professional development

The ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 - 2013 ensures that all full-time and part-time teachers have access to an accruable professional development allocation. Currently this amounts to 1% of the combined salary of all teachers. This provision enables teachers to receive professional development identified in their approved performance management plan and allows them to save for and undertake professional development.

Procurement training was offered to all staff in June. This training introduced participants to detailed information about CIT Financial and Procurement Policies and Frameworks.

CIT Respect, Equality and Diversity (RED)

Concern training was a two day workshop designed to improve the capability of staff members seeking to improve their knowledge, skills and confidence in dealing with workplace harassment.

Bullying Awareness and Prevention online training has been completed by 96% of CIT staff members. An informal information and question and answer session in relation to anti-bullying and harassment at CIT was also offered to employees across all CIT locations. One-to-one training sessions were also offered across CIT, with online discussions also available.

Conduct in the workplace guided employees through CIT's expectations concerning behaviour and the behaviour expected from others. The information provided aimed to empower employees to communicate with colleagues respectfully and in a way that complies with the ACTPS Code of Ethics and the RED Framework. This workshop was provided across CIT.

In November, the Human Resource Centre offered the You Won't Die Laughing seminar to all CIT staff members. This workshop focused on building relationships and personal resilience through embracing humour in the workplace. This seminar was extremely well received by staff members who attended.

Teacher professional development

CIT supports the educational development of its teaching workforce through structured formal courses as well as a range of informal workshops, one-on-one tuition, individual support and mentoring. CIT is focussed on high quality teaching and adheres to the qualification requirements that are determined by the National Skills Standards Council (NSSC) and regulated by the Australian Skills Quality Authority (ASQA), and in the case of higher education, the Tertiary Education Quality and Standards Agency (TEQSA).

To meet these qualification requirements in 2012, CIT delivered the following courses to CIT teachers:

- **Certificate IV in Training and Assessment.** This is the minimum qualification required for CIT teaching staff and 226 CIT teachers completed this qualification during 2012
- **Diploma of Vocational Education and Training.** This is a new qualification implemented in June 2012, which bridges the certificate IV and the new Advanced Diploma of Adult Learning and Development to commence in 2013. The diploma was completed by six teachers
- **Advanced Diploma of Adult Vocational Education.** Completion of this qualification (or an equivalent qualification) is required to enable

CIT teaching staff to increment from Teacher Band 1.6 to Teacher Band 1.7. This qualification is also required for Senior Teaching Post, Advanced Skills Teachers and any promotional teaching positions above this level. In 2012, 10 CIT teachers completed this qualification.

In addition to the formal courses listed above, a range of other professional development opportunities were provided via workshops, structured courses and individual learning and support including:

- Extensive training around online learning technologies and strategies with a strong focus on CIT eLearn. This training included two professional events organised by CIT, one on the Flipped Classroom concept, and the second on mobile learning, attended by both CIT and staff from other education institution.
- Ongoing training for teachers in management of their teaching load through the faculty load component of Banner.
- Assessment practices, including RPL.
- Twenty three CIT staff, both teachers and managers, attended the Australian VET Research Association (AVETRA) OctoberVET session organised by CIT. Speakers from Victoria University and the LH Martin Institute presented on topics of industry currency and competencies

versus capabilities respectively. Representatives from other educational institutions also attended the event resulting in robust discussion and a valuable networking opportunity.

- The Higher Education Network (HEN) met four times with the focus of meetings being around scholarly activity and fostering creative and critical thinking in learners. HEN also visited the Inspire Centre at UC, and discussed the use of space to support learners to develop creative thinking strategies that lead to the creation of new knowledge.
- A lunchtime *Further Education* conversation took place in term four with a speaker from the Centre for the Study of Higher Education at the University of Sheffield. The speaker led a discussion that considered the similarities and differences of teaching higher education in colleges and institutes in England and Australia. This was open to all CIT staff and approximately 25 people from across CIT attended the session, including both teachers and managers.

ACT Public Sector training

- 21 staff members accessed programs of study through the ACTPS Training Calendar.
- 13 staff members undertook programs approved under the CIT studies assistance program.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT demonstrated its ongoing commitment to workplace health and safety during 2012, by continuing the implementation of the CIT Workplace Health and Safety and Injury Management Improvement Strategy 2009-2012. This strategy identified key actions for 2012, which have contributed to continuous improvement in the health and safety of CIT's employees.

The issuing of an improvement notice by WorkSafe ACT in April 2012 resulted in an intense focus on, and revision of workplace health and safety practices throughout the year, particularly in relation to the management of workplace issues.

The Chief Executive has also been directly involved in raising management commitment of the harmonised Work Health and Safety legislation that came into effect on 1 January 2012.

Worker consultation

CIT currently has a total of 37 trained Health and Safety Representatives (HSR) across all its campuses. HSRs were elected in 2010 by employees within a designated workgroup to undertake this role for a period of two years. All CIT HSRs were provided with training and support to undertake their role. In 2012, CIT appointed 14 new HSRs to fill positions that had become vacant.

HSRs attended quarterly Workplace Health and Safety Committee meetings, which are based on each of the major campuses. These committees, chaired by centre directors, ensure management involvement, understanding and responsibility for workplace health and safety matters across CIT.

In 2012, a comprehensive consultation process was conducted prior to the redevelopment of the *Staff Complaints and Anti-Bullying and Harassment* policies as required by the WorkSafe ACT

Improvement notice. This included face-to-face meetings with HSRs and other groups of CIT staff and their unions, an online eLearn forum, and individual interviews as requested.

Two HSRs were nominated by each of the campus based Workplace Safety Committees to attend the CIT Work Safety Policy Committee. The policy committee, chaired by the Deputy Chief Executive, Operations had responsibility for the oversight of workplace health and safety initiatives and policy across CIT. The committee has an advisory role to the Chief Executive and Board of Management. The policy committee includes representation from management and unions.

Health, safety and wellbeing initiatives/programs

CIT has implemented a number of health and safety initiatives during 2012. These included:

- updating, developing and implementing of work, health and safety policies and procedures. This included the development of new policies for *Resolving to Workplace Issues and Discrimination, Harassment and Anti-bullying*.
- all staff have been provided with the opportunity to undertake training in prevention of bullying (on-line or face-to-face). 100% of all supervisor/managers and 96% of all staff completed this training by December 2012.
- providing an Employee Assistance Program
- facilitating an initial/refresher training of HSRs
- ensuring initial/refresher training of First Aid Officers
- organising HSR and First Aid network meetings
- providing an early intervention session for managers to review the process, roles and responsibilities within the workplace

- developing a risk register, providing register training and encouraging attendance at broader risk management training
- undertaking risk assessments of corporate events, such as CIT Open Day, graduation ceremony, staff achievement awards day
- conducting a CIT health survey to capture input from staff on ways to improve the organisations current health and wellbeing program
- brokering ongoing ergonomic /workstation assessments
- providing stretch-break software for at-risk staff
- ongoing promotion of Work, Health and Safety which included a healthy breakfast for staff and students and the dissemination of Safetybytes to all CIT staff on workplace health and safety matters
- conducting a men's health seminar on depression and how to identify and provide support and advice
- presenting *YouWwon't Die Laughing*, a humour and stress management seminar
- organising influenza vaccinations, mini health checks and eyesight testing
- facilitating access to gyms at selected CIT campuses.

Reporting requirements under Work Safety Act

During 2012, an improvement notice (ISCE 001/2012) was issued by WorkSafe ACT. The contravention identified with Work Safety legislation was that CIT did not have an adequate system for preventing or responding to allegations from its workers of bullying and harassment. The improvement notice comprised of ten directions.

CIT undertook a comprehensive body of work in response to the WorkSafe Improvement notice. This work included the implementation of a deliberate and considered program that addresses systems, policies and procedures as well as work on establishing a baseline assessment of CIT culture, values and staff behaviours, specifically to test staff confidence in the bullying and harassment complaints process.

Training in prevention of bullying behaviour is a mandatory requirement that is articulated in the *Discrimination, Harassment and Anti-bullying Policy* and is included in the CIT staff induction process. The mandatory requirement to undertake refresher training annually is included in the performance management template, and must be included in the performance management plan for each (non-casual) staff member. CIT provided a report to the Commissioner on 14 September 2012. Additional documentary evidence was provided to WorkSafe ACT on 29 October 2012.

CIT received notification on 3 December 2012 that WorkSafe ACT is satisfied that CIT has complied with the requirements of Improvement Notice ISCE001/2012.

Serious events

Section 38 of the *Work Safety Act 2011* outlines conditions under which a serious event at or near the workplace must be reported to Work Safe ACT. During 2012, CIT was required to notify three incidents under Section 38.

Injury prevention and management targets

The following tables represent CIT's performance against the Injury Management and Prevention targets for the ACT Public Service.

Target 1 – Reduce the number of claims reaching 5 days incapacity by 40%

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
# new 5 day claim	15	9	8	5	8	5	4	2	6	12	2
Rate per 1000 employee	20.1	13.6	10.6	6.7	10.2	5.9	5.6	2.5	7.4	14.5	2.3
CIT Target	20.1	19.3	18.5	17.7	16.9	16.1	15.3	14.5	13.7	12.9	12.0
ACTPS #new 5 day claim	412	473	448	440	459	379	291	330	333	355	179
Rate per 1000 employee	23.8	26.0	24.5	24.5	25.0	21.0	15.7	17.1	16.9	17.2	9.1
ACTPS Target	23.8	22.8	21.9	20.9	20.0	19.0	18.1	17.1	16.2	15.2	14.3

Target 2 – Eliminate all fatalities due to workplace injuries

There were no fatalities during the reporting period.

Target 3 – Reduce the average lost time rate by 40%

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Weeks incap	167	316	337	195	264	346	196	128	169	557	303
Rate per 1000 employees	223	476	448	263	338	412	272	161	209	675	350
CIT Target	223	215	206	197	188	179	170	161	152	143	134
ACTPS Target	801	769	737	705	673	641	609	577	545	513	481

Target 4 – reduce average time taken for rehabilitation intervention by 90%

This target measures date of injury to the start of Comcare identified rehabilitation and may not accurately reflect agency early intervention responses.

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Rehab intervention delay	33.3	22.9	10.4	13.1	24.7	49.7	24.7	50.1	49.9	40.8	90.9
CIT Target	33.3	30.3	27.3	24.3	21.3	18.3	15.3	12.3	9.3	6.3	3.3
ACTPS Target	18.6	16.9	15.3	13.6	11.9	10.2	8.6	6.9	5.2	3.5	1.9

CIT has introduced new initiatives to achieve its target above, including:

- working with managers to enhance their awareness of the criticality of completing Accident and Incident Reports within prescribed timeframes
- promoting the maxim of “5 days away, call rehab today”
- providing presentations on the importance of early intervention and how it works
- reformatting work health and safety information on the CIT intranet for ease of use.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

Teaching staff within CIT are covered by the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013. General staff are covered by the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

The following tables outline Special Employment Arrangements (SEAs) and Australian Workplace Agreements (AWAs) that were in place during 2012.

Special Employment Arrangements	No. of Individual SEAs A	No. of Group SEAs B	Total employees covered by Group SEAs C	TOTAL (A+C)
Number of SEAs as at 31 December 2012	3	0	0	3
Number of SEAs entered into during period	0	0	0	0
Number of SEAs terminated during period	0	0	0	0
The number of SEAs providing for privately plated vehicles as at 31 December 2012	0	0	0	0
Number of SEAs for employees who have transferred from AWAs during period	0	0	0	0

Australian Workplace Agreements	No. of Individual AWAs A	No. of Group AWAs B	Total employees covered by Group AWAs C	TOTAL (A+C)
Number of AWAs as at 31 December 2012	0	0	0	0
Number of AWAs terminated/lapsed (including formal termination and those that have lapsed due to staff departures)	0	0	0	0

	Classification Range	Remuneration as at 31 December 2012
Individual and Group SEAs	SOG A	\$127,700 – \$133,600
AWAs (includes AWAs ceased during period)	N/A	N/A

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

The ACT was the first jurisdiction in Australia to enact human rights legislation, with the *Human Rights Act 2004* taking effect on 1 July 2004. The Act provides an explicit statutory basis for respecting, protecting and promoting civil and political rights. CIT is committed to ensuring the human rights of all its students and staff.

CIT's *Equity and Diversity Strategy 2009-2013* sets out the vision and commitment to valuing the differences among employees and ensuring that all CIT staff have fair access to opportunities.

A Reconciliation Action Plan for Aboriginal and Torres Strait Islander peoples was launched in August 2012.

CIT staff positions of an equity officer, migrant and refugee support officers, and four disability education advisors demonstrates CIT's commitment to its responsibilities with regard to human rights and anti-discrimination. Respect, equity and diversity (RED) contact officers are also available to staff to provide information and raise awareness about bullying, harassment and discrimination.

Human Rights training for staff and students

CIT Yurauna Centre delivered Aboriginal and Torres Strait Islander cultural awareness training to CIT staff and students. Training for staff and students is also provided by the student support services team, through its Counselling and Equity unit, whose work is underpinned by human rights and anti-discrimination concerns.

Training provided by the student support services team during 2012 included workshops on anti-discrimination; gender inclusiveness; and respectful and culturally appropriate behaviours. The Migrant Support unit also provided training seminars on cultural competence and sensitivity. All staff were required to complete an online bullying awareness and prevention training program.

Internal dissemination of Human Rights information

CIT policies and procedures are designed to provide staff and students with a learning and work environment which is supportive, respectful, meets diverse needs and protects health and safety. Compliance with the *Human Rights Act 2004* is referenced in many of the CIT student and staff policies. Policy reviews include ensuring that policies comply with the requirements of the *Human Rights Act 2004*.

Access to information on a range of human rights topics is available to all CIT staff through Conversations with Counselling and Equity – an internal online service utilising CIT's MicroBYTES. Topics covered in 2012 included: international student culture; creating a positive classroom climate; reasonable adjustments; modified passes; and student perspectives on success.

Liaison with Human Rights, Coordination and Scrutiny Group

CIT had no need to liaise with the Human Rights, Coordination and Scrutiny Group.

Litigation

A complaint of unlawful discrimination on the grounds of age in employment lodged in 2011 was closed by the Human Rights and Discrimination Commissioner in 2012, on the basis that the complaint lacked substance. The complainant made a late lodgement with the Australian Capital Territory Civil and Administrative Tribunal and later withdrew the complaint.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

CIT has an evacuation plan for bushfire management as required by the Emergency Services Agency. This plan is only related to and required for CIT Bruce. The Bushfire/Local Disaster Evacuation Plan can be found on CIT's Staff Information Site in the *Emergency Procedures all Campuses* document.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

Assets Managed

CIT manages land and building assets with a land area of 47.25 ha, a total floor area of 134,574m² and a total value of \$203.985 million.

CIT's largest infrastructure assets are located on four operational campuses:

- CIT Reid
- CIT Bruce
- CIT Trade Skills (Fyshwick)
- CIT Woden.

Additional assets at other locations include:

- CIT Tuggeranong
- CIT Gungahlin
- Sutton Road Training Facility
- Watson Campus sub-leased to Academy of Interactive Entertainment
- Monterey Student Residences
- Bowman House
- Woden Childcare Centre.

The infrastructure assets comprise a diverse range of buildings, grounds and building services of varying age and condition. They range from the first building at CIT Reid constructed in 1960 to CIT Gungahlin at Gungahlin Town Centre completed in early 2011. CIT's buildings incorporate a mix of function types including specialist facilities, workshops, general-purpose classrooms and ancillary office areas. The average age of all CIT buildings is 31 years.

No new buildings were added to the asset register during 2012. As at 31 December 2012, CIT had no nominated surplus properties.

In 2012 CIT completed the design phase for a new 1,150m² CIT Learning Centre at Tuggeranong Town Centre. This project follows on from a 2010 feasibility study which established the future needs of the Tuggeranong community. A master plan for CIT Trade Skills was completed in June 2012 and established how future development of the campus can best meet future learning needs in the trade skills sector and demand for flexible learning in the inner south suburbs of Canberra.

The CIT vehicle fleet consists of 31 passenger vehicles.

Asset Maintenance and Upgrade

A facilities identification and data input program commenced in 2011 was continued through 2012. The data is used to populate the CIT Facilities Management System to facilitate asset management and maintenance.

CIT conducts ongoing condition audits and the results are incorporated in CIT Capital Upgrades and Minor New Works programs.

Expenditure on minor works undertaken outside the capital works program totalled \$56,000.

Expenditure on repairs and maintenance was \$2.07 million. No audits were carried out on CIT properties during 2012.

Asset Utilisation

Because of the diverse nature of operations throughout CIT, most buildings have multiple usage including classrooms, specialist teaching rooms (workshops, laboratories, etc), support areas (stores, preparation rooms) and offices.

CIT undertakes comparisons of utilisation rates with similar state and territory educational institutions on an annual basis.

The dynamic nature of CIT functions makes it difficult to determine the exact quantum of office space and usage at any one time. Utilisation of office space is always close to 100% as office space is created or removed, subject to demand.

CIT's space allocation rate for office accommodation is estimated to be approximately 13.9 m² of floor space per office employee, which is lower than the ACT Government's target rate of 15 m² per employee.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT's capital works program was focussed on providing new and upgraded facilities to support students' learning experiences, campus planning and improved assets management.

Completed projects

CIT completed the design and final sketch plans for a new learning centre in Tuggeranong. CIT expects to make a construction budget bid for the ACT Government 2013-2014 Budget.

CIT finalised a Master Plan Study of Fyshwick Campus. The study established the best options for future infrastructure development at Fyshwick campus to meet forecast increases in education delivery, particularly with the development of the Eastlake Precinct.

CIT completed the Data Population of its Building Asset Management System to assist with the management of CIT assets.

CIT completed the Removal of Asbestos from H block at the Watson Campus.

Works still in progress

CIT has no outstanding capital works still in progress.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

Statement of Capital Works Income and Expenditure

			Prior Years	
Project	Original Project Value	Revised Project Value	Prior Year's Expenditure	Prior Year's Financing
NEW WORKS and WORKS IN PROGRESS				
New Tuggeranong Learning Centre - Design	700	700	57	50
ACT Capital Upgrades 2012-13	2,336	2,336	0	0
Total Works in Progress	3,036	3,036	57	50
COMPLETED PROJECTS				
ACT Capital Upgrades 2011-12	2,279	2,279	877	823
Asbestos Removal & Remediation Watson Campus	815	815	33	24
Data population of Building Asset Management System	250	250	78	70
Total Completed Projects	3,344	3,344	987	917
GRAND TOTAL	6,380	6,380	1,044	967

* This program has been financed outside the ACT Government Capital Injection framework.

Statement of Capital Works Income and Expenditure – continued

Current Year						Completion Date	
Budgeted Financing	Revised Financing	Budgeted Expenditure	Actual Expenditure	Total Financing to date	Total Expenditure to Date	Original	Revised
650	343	650	326	393	383	Jun 12	Jun 13
480	184	480	153	184	153	Jun 13	Jun 13
1,130	528	1,130	479	578	536		
1,343	1,456	1,343	1,336	2,279	2,213	Jun 12	Jan 12
791	791	791	785	815	817	Jun 12	Jun 12
180	180	180	165	250	243	Jun 12	Jun 12
2,314	2,427	2,314	2,286	3,344	3,273		
3,444	2,955	3,444	2,765	3,922	3,809		

Procurement processes within CIT comply with the procurement legislative framework including the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and subordinate guidelines and circulars. Under whole of government procurement arrangements, Shared Services Procurement continues to provide advice and support in relation to procurement and contract management issues, and undertakes higher value procurement activities on behalf of CIT.

CIT engaged external organisations and individuals to undertake a range of services during 2012. The contracting of these external parties occurred for the following reasons including; the need for specialist skills and services, the lack of suitable in-house resources, and the need for independent review or facilitation.

Details of individual contracts with expenditure of greater than \$20,000 during 2012 are listed below. Expenditure over \$20,000 for external sources of labour and services was incurred in 32 contracts, totalling \$8,034,216.

The largest expenditure item was for CIT's document and printing solution (\$2.183m) with other large expenditure items including cleaning at Reid (\$1.400m) and Bruce (\$0.553m) Campuses and electrical, mechanical and general building maintenance across all sites (\$0.600m).

The processes used to select and manage the various consultancies and contractor services were consistent with the ACT Government procurement guidelines and circulars. CIT continues to be responsible for the management of contracts and ensures that these obligations are met and that incidents of non-compliance by contractors are followed up by the nominated agency officer.

External sources of labour and services

1.	ACT Boiler and Burner Service	Maintenance of Boilers and Burners	\$72,464	26/02/2005
2.	AHI Carrier	Repairs and Maintenance Chillers and Cooling Towers	\$73,603	24/11/2006
3.	Air Plant Sales	Panel of Contractors for Electrical, Mechanical and General Building Maintenance Services	\$599,563	15/12/2009
4.	A-Line Electrical Solutions	Panel of Contractors for Electrical, Mechanical & General Maintenance Services	\$104,663	17/12/2009
5.	C.F.C Holdings PTY LTD Trading as Construction Equipment Australia	Purchase of a Caterpillar 432D Backhoe Loader	\$54,545	17/09/2012
6.	Custom Security Services	Security Services	\$189,437	17/02/2010
7.	E Palic and L Palic Trading as Palic's Maintenance Services	Panel - Electrical, Mechanical & General Maintenance Services	\$222,134	15/12/2009
8.	Elegans Health and Beauty Pty Ltd	Purchase of Beauty Equipment for CIT	\$33,375	24/05/2012
9.	Fuji Xerox Australia Pty Ltd	Printing MDF Services	\$2,183,029	25/01/2008
10.	Gibson Harridan Carpentry	Repairs & Maintenance to all CIT Campuses 2012	\$52,866	1/11/2008
11.	Gleason Cranes Australia Pty Ltd	Purchase of Mobile Crane for CIT	\$264,000	25/06/2012
12.	HBA Consulting Pty Ltd	Provision of Human Resource Advice and Assistance	\$33,000	23/07/2012
13.	Laerdal Pty. Limited	Purchase of Simbaby and Servicing Agreement	\$81,446	31/10/2011
14.	Millswest Plumbing	Plumbing Maintenance to all CIT Campuses	\$215,871	30/05/2007
15.	National Cleaning Services Australia Pty Ltd	Provision of Cleaning Services to Bruce Campus	\$553,169	5/04/2012
16.	National Cleaning Services Australia Pty Ltd	Provision of Cleaning Services to Reid Campus	\$1,400,148	6/03/2007
17.	National Cleaning Services Australia Pty Ltd	Provision of Cleaning Services to Monterey Apartments and Bowman House	\$37,768	22/08/2009
18.	National Cleaning Services Australia Pty Ltd	Provision of Cleaning Services to Woden Campus	\$375,043	8/07/2003
19.	National Fire Solutions	Fire Protection inspection and maintenance	\$120,753	24/11/2006
20.	NetSpot Pty Ltd	Online Learning Environment and Digital Learning	\$58,280	24/08/2009
21.	Rallcom Pty Ltd Trading as Regional Wholesale Fruit Market	Supply and Delivery of Fresh Fruit & Vegetables	\$58,170	27/05/2011
22.	Rodney Hyman Asset Services Pty Limited	Provision of Asset Revaluation Services	\$65,327	18/11/2011
23.	SAI Global Limited	Annual Renewal of Subscription for Australian Standards Online	\$33,941	3/04/2012

External sources of labour and services

24.	Schindler Lifts Australia Pty Ltd	Provision of Lift Maintenance Services	\$53,293	26/08/2009
25.	Simeco Pty Limited	Panel of Contractors for Electrical, mechanical and General Maintenance Services	\$308,913	15/12/2009
26.	Starmex Pty Limited trading as Belconnen Refrigeration Services	Maintenance of all System & Refrigeration Compressors	\$107,425	27/02/2007
27.	SWETS Information Services BV	Supply of Serial Publications and Services for the Library and Learning Centre	\$36,999	10/09/2012
28.	Transpacific Cleanaway Ltd	Waste Disposal - CIT	\$128,885	17/12/2009
29.	UniCard Systems P/L	Rental of ID card capture and print stations	\$86,552	19/02/2004
30.	Universal Office Cleaners (ACT) Pty Ltd	Provision of Cleaning Services to CIT Bruce Campus	\$127,735	4/07/2011
31.	Vast Security	Installation & Maintenance of security systems	\$84,194	25/05/2006
32.	VNT Services Pty Ltd	Cleaning Fyshwick Campus	\$217,626	1/04/2009
			\$8,034,216	

For more information:

Deputy Chief Executive Operations
(02) 6207 3106

A key aspect of CIT's role is to support industry and the community and to promote awareness and appreciation of technical and further education. Community grants and sponsorship are important in this regard.

CIT Community Grants, Sponsorships, Scholarships - 2012

No.	Organisation/Recipient	Project Description	Date	Amount
1.	Live in Canberra	Sponsorship of the ACT Government Live in Canberra Project	1/1/12	\$5,000.00
2.	Illawarra & South East Region 2012 NSW Training Awards	Illawarra Vocational Training Awards, silver sponsorship	30/4/12	\$600.00
3.	ACT Education and Training Directorate	ACT Training Excellence Awards, silver sponsorship	9/5/12	\$5,000.00
4.	CIT Student Managed Project	Katrina Ramm, Alex Mandziy, Gideon Hallam-Walsh. <i>Naked! A collection of Australia anti-nuclear protest items</i>	16/5/12	\$300.00
5.	CIT Student Managed Project	Annika Frawley, Rebecca Negri, Chris Wright, Barbara Howarth. <i>The Illustrations for 'My Dog'</i> .	16/5/12	\$300.00
6.	CIT Student Managed Project	Bruce Do, Michael Wynd, Rhiannon Baulch, Helen Tse. <i>Discipline at school – the rules and the ruler.</i>	16/5/12	\$300.00
7.	CIT Student Managed Project	Lara Montebello, Helen Bennett, Mary Michalas. <i>Thread of Life.</i>	16/5/12	\$300.00
8.	CIT Student Managed Project	Elizabeth Kehoe, Pam Owen. <i>Learning Options for Women</i>	16/5/12	\$300.00
9.	Country Education Foundation of Australia (CEFA)	Matching of CEFA student grants.	8/6/12	\$18,590.00
10.	CITC Awards	Apprenticeship Award – CIT Building and Environment	July 2012	\$1,500.00
11.	CITC Awards	Apprenticeship Award – CIT Fyshwick Trade Skills	July 2012	\$1,500.00
12.	ACT & Region Chamber of Commerce and Industry	Sponsorship of the 2012 Chamber Golf Day	6/8/12	\$200.00
13.	Tertiary Open Day	Sponsorship of the 2012 ACT Tertiary Open Day	25/8/12	\$12,000
14.	CIT Student Managed Project	Learning Options for Women, Thank you lunch and mini-graduation	31/8/12	\$300.00
15.	CIT Student Managed Project	Wes Faulkner, Blue Gum Community School, work experience student at CIT Trade Skills	31/8/12	\$300.00
16.	CIT ICT Awards	CIT/ICT Robert Perry Memorial Scholarship	18/9/12	\$1,500.00
17.	CIT ICT Awards	CIT/ICT Software Development Scholarship	18/9/12	\$500.00

CIT Community Grants, Sponsorships, Scholarships - 2012

No.	Organisation/Recipient	Project Description	Date	Amount
18.	Canberra International Film Festival and Aus Dance	Sponsorship of 2012 Festival	20/11/12	\$5,000.00
19.	CIT Student Managed Project	Forensic Research Showcase 2012	20/11/12	\$300.00
20.	CIT Student Managed Project	Students with a Disability, National Pathways 11 Conference	21/11/12	\$300.00
21.	CIT Student Managed Project	3rd year forensics project expenses, Emma Sheehan and Michael Davies	23/11/12	\$50.00
22.	UC/CIT Pathway Scholarship	Lauren Kirkland and Amanda Strickland, recipients	2012	\$1,000.00
23.	CIT Scholarship for Vocational Excellence in 2012	Erin Morgan, Lake Ginninderra College, recipient. Winnie Dennis, Canberra College, recipient	19/12/12	\$500.00
24.	CIT Business Scholarship	Best Business Student at Hawker College	2012	\$500.00
25.	Nestle/ACT Australian Culinary Federation	Golden Chefs Hat Cookery Competition – Apprentice competition for the ACT and surrounding region.	2012	\$1,400.00
26.	Hospitality Training Network (HTN)	HTN Competition – Apprentice competition for the ACT and surrounding region.	2012	\$1,400.00
27.	Floriade	Cooking demonstrations carried out at Floriade	2012	\$350.00
28.	WorldSkills	Hospitality student training for the WorldSkills National Competition	2012	\$300.00
29.	CIT Creative Industries – Music	Golden FAT (Film and Television) Award, Janine Kaiser, recipient.	2012	\$400.00
30.	CIT Creative Industries – Music	School Stars Competition – Best Individual Performer	2012	\$400.00
31.	CIT Creative Industries	Internship with the United Nations, Fiji – Elise Bartram, recipient	2012	\$1,300.00

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

CIT has a recognised Records Management Program (RMP) that has been approved by the agency principal officer and submitted to the Director of Territory Records.

CIT has specific approved procedures in place which are implemented in conjunction with the RMP.

Appropriate training and resources are available to staff throughout the agency.

CIT has included in its RMP arrangements for preserving records that contain information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage.

CIT has responded to the commencement of Part 3 of the *Territory Records Act 2002* – Access to records, including details of the assessment of those records to which Section 28 of the act may apply. CIT continues to develop tools which will help members of the community to interpret CIT's older records which are open for public access.

Table 13: Approved agency-specific records disposal schedules

Records Disposal Schedule Name	Effective	Year and No.
Territory Records (Records Disposal Schedule – Tertiary Student Management Records)	9 October 2007	NI2007-313
Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records)	9 October 2007	NI2007-314

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT was not required to provide any information to the Office of the Commissioner for the Environment during 2012.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

In order to reduce greenhouse gas emissions, CIT has a strategy to reduce the overall consumption of electricity and switch to natural gas and solar energy. CIT has operational policies in place for the monitoring of energy usage. Each campus has building monitoring systems and metering equipment in place to monitor energy usage and make savings where possible. In 2012, CIT's electricity consumption decreased by 19.6%. Total energy consumption (electricity and gas) per square meter has decreased by 20.7%.

CIT has ongoing eco-workplace recycling schemes that include paper, cardboard, comingled waste, organic waste, concrete, bricks and metals.

In 2012, CIT reduced potable water consumption by 22.5%.

In 2012, a more efficient solar hot water system was installed for student residences at CIT Bruce. More efficient lighting systems were installed on all CIT campuses.

C19 – Ecologically Sustainable Development

	Indicator as at 30 June	Unit	2010-11		2011-12	
Line	General		Office	Total	Office	Total
L1	Occupancy – staff full-time equivalent	Number (FTE)	805.5	805.5	724.5	724.5
L2	Area office space – net lettable area	Square metres (m ²)	13,225	122,345.9	13,225	122,345.9
	Stationary Energy		Office	Total	Office	Total
L3	Electricity use	Kilowatt hours	1,322,594	12,235,459	1,076,703	9,960,702
L4	Renewable energy use (GreenPower + EDL land fill gases)	Kilowatt hours	449,682	4,160,056	366,079	3,386,638
L5	Percentage of renewable energy used (L4/L3 x100)	Percentage	34	34	34	34
L6	Natural Gas use	Megajoules	4,192,822	38,788,253	3,124,239	28,902,677
L7	Total energy use	Megajoules	7,335,305	81,680,347	7,000,373	64,761,204
L8	Energy intensity per FTE (L7/L1)	Megajoules/FTE	9,106.5	101,403	9,662.4	89,367
L9	Energy intensity per square metre (L7/L2)	Megajoules/m ²	554.6	667.6	529.3	529.6
	Transport		Office	Total	Office	Total
L10	Total number of vehicles	Numeric	35	35	31	31
L11	Total vehicle kilometres travelled	Kilometres (km)	821,651	821,651	547,463	547,463
L12	Transport fuel (Petrol)	Kilolitres	58.4	58.4	45.1	45.1
L13	Transport fuel (Diesel)	Kilolitres	14.6	14.6	11.9	11.9
L14	Transport fuel (LPG)	Kilolitres	0	0	0	0
L15	Transport fuel (CNG)	Kilolitres	0	0	0	0
L16	Total transport energy use	Gigajoules	2,560	2,560	2,006	2,006
	Water		Office	Total	Office	Total
L17	Water use	Kilolitres	5,960	55,137	4,618	42,727
L18	Water use per FTE (L17/L1)	Kilolitres/FTE	7.4	68.4	6.37	58.97
L19	Water use per square metre (L17/L2)	Kilolitres/m ²	0.45	0.45	0.35	0.35
	Resource Efficiency and Waste		Office	Total	Office	Total
L20	Reams of paper purchased	Reams	15,430	15,430	29,232	29,232
L21	Recycled content of paper purchased	Percentage	60	60	60	60
L22	Estimate of general waste (based on bins collected)	Litres	49,312	49,312	47,062	47,062
L23	Estimate of commingled material recycled (based on bins collected)	Litres	13,314	13,314	12,699	12,699
L24	Estimate of paper recycled (based on bins collected)	Litres	367,000	367,000	695,278	695,278

	Indicator as at 30 June	Unit	2009-10		2010-11	
Line	General		Office	Total	Office	Total
L25	Estimate of organic material recycled (based on bins collected)	Litres	430	430	430	430
	Greenhouse Efficiency and Waste		Office	Total	Office	Total
L26	Total stationary energy greenhouse gas emissions (All scopes)	Tonnes CO ₂ -e	1,688	15,623	1,346	12,452
L27	Total transport greenhouse gas emissions (All scopes)	Tonnes CO ₂ -e	20.74	191.92	14.35	132.75
L28	Greenhouse gas emissions per person (L26/L1)	Tonnes CO ₂ -e FTE	19.39	19.39	17.19	17.19
L29	Greenhouse gas emissions per square metre (L26/L2)	Tonnes CO ₂ -e	0.127	0.127	0.102	0.102
L30	Transport greenhouse gas emissions per person (L27/L1)	Tonnes CO ₂ -e FTE	0.238	0.238	0.183	0.183

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

C20 Climate Change and Greenhouse Gas Reduction Policies and Programs

Canberra Institute of Technology continued to pursue initiatives aimed at delivering the ACT Government's targets as set out in Part 2 of the *Climate Change and Greenhouse Gas Reduction Act 2010*. This included strategies to address climate change and greenhouse gas emissions such as:

- reviewed and updated CIT's Environmental Policy
- installed solar hot water systems in E and H blocks at CIT Bruce as part of an ongoing phase-out of electric hot water systems
- through building upgrades, refurbishment and maintenance programs, CIT is taking initiatives to improve energy efficiency and water conservation. This includes installation of LED lighting, waterless urinals and improvements to building management systems
- in 2012, the CIT Sustainable Skills Training Hub was certified by the Green Building Council of Australia as a 6 Star Green Star Education Design B1 facility.

CIT promoted staff and public education about climate change and sustainable technologies through:

- updating the CIT website and Staff Information Site - this website provides information and resources for staff on environmental sustainability within CIT. It is a means of increasing staff awareness of the environmental impacts associated with daily work practices and provides environmentally friendly alternatives. The website is evolving and is updated regularly with features on what environmental initiatives are being investigated and implemented, how

each staff can help, competitions and posters that can be downloaded

- developing, implementing and monitoring sustainable practices through a dedicated environmental reference group 'CIT Green'. CIT Green met four times in 2012.
- holding the CIT Green Exposium, on 1 August 2012, for staff and students. Highlights of the Exposium were sustainable CIT designer clothing, organic waste management and general waste recycling
- hosting the Solar Hot Water Systems Forum which was organised by the Environment and Sustainable Development Directorate and held at the CIT Sustainable Skills Training Hub at CIT Bruce. The forum was attended by representatives from various ACT Government Directorates. CIT Corporate Services delivered a presentation on solar hot water system installation in a large government owned facility including highlighting the benefits and lessons learned from the installation of solar hot water systems
- participating in Sustainable House Day 2012: CIT again participated in Sustainable House Day with over 300 visitors inspecting CIT's sustainable house at CIT Bruce
- hosting Renewable Energy Day – CIT was a host and a participant in Renewable Energy Day held at the CIT Bruce Sustainable Skills Training Hub
- providing public tours of CIT's Sustainable Skills Training Hub – in 2012, CIT conducted eight tours of Sustainable Skills Training Hub at CIT Bruce.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

CIT is committed to 'closing the gap' in educational outcomes through policy and practices that seek to improve education and training outcomes for Aboriginal and Torres Strait Islander people.

During 2012 CIT proudly launched a three year Reconciliation Action Plan which is founded on the belief that quality, respect and integrity should permeate all facets of our relationship with one another and the world in which we live. The CIT RAP is our commitment to providing learning opportunities for people to overcome social, cultural and economic obstacles to fulfilling their potential.

CIT has an advisory committee that includes Aboriginal and Torres Strait Islander members who advise on program delivery and key strategies.

In encouraging meaningful change in the lives of Aboriginal and Torres Strait Islander people, CIT has an established and dedicated centre, CIT Yurauna Centre.

CIT Yurauna Centre

CIT Yurauna Centre provides Aboriginal and Torres Strait Islander education and student support at CIT. It is committed to developing opportunities that enable Aboriginal and Torres Strait Islander people to access vocational opportunities.

CIT Yurauna Centre is dedicated to meeting community and industry demand by developing

and delivering customised Indigenous-specific training. The centre's goals are to facilitate access to further education, prepare individuals for the workforce, and offer retraining in a culturally appropriate environment that is committed to individual needs.

CIT Yurauna Centre offers a unique holistic approach working with individuals to reach their potential. It is a community focused multi-functional cultural education centre that brings individuals together to learn in a culturally appropriate environment.

The staff members of CIT Yurauna Centre are Aboriginal and Torres Strait Islander people who are highly qualified and flexible, teachers that bring a wealth of community experience and skills across a range of disciplines enhanced through professional development. Utilising a holistic approach, culturally sensitive staff work with individuals and groups to enable them to reach their potential. This is instrumental in creating a positive cultural learning environment.

Aboriginal and Torres Strait Islander enrolments

The following table provides a breakdown of Aboriginal and Torres Strait Islander student enrolments.

Aboriginal and Torres Strait Islander Students	2010	2011	2012
Total clients (headcount)	388	521	534
Total enrolments	602	830	922
Enrolments in support programs*	167	267	46
Enrolments in apprenticeships/traineeships	26	49	109
Enrolments in non awards/ statement of attainment	263	395	443
Enrolments in certificate I and certificate II	126	101	129
Enrolments in certificate III and certificate IV	124	214	273
Enrolments in diploma, advanced diploma and degrees	89	120	77

* Includes all literacy and numeracy programs, Learning Options and Access10 (Year 10 alternative program)

Progress against strategic areas for action

Transition to adulthood

CIT Yurauna Centre provides a range of programs including enabling courses to improve literacy and numeracy, confidence and pride. Through learning about Aboriginal and Torres Strait Islander history, politics and culture students gain an understanding of self and their roles within families and community. Participants include Bimberri and Alexander Maconochie Correctional Centre clients who transition to CIT Yurauna Centre.

Students are encouraged to pursue career development opportunities by developing personal pathway plans with cultural and literacy support thus encouraging transition into the world of work, further education or skill development.

Other programs that are specific to Aboriginal and Torres Strait Islander people and encourage work transition include:

- **Road Ready** offered through the Learning Options and Access 10 programs
- **Ls to Ps Program** in collaboration with the ACT Justice and Community Services Directorate and the ACT Aboriginal Justice Organisation

(Both these programs enable disengaged and disadvantaged individuals to access their learner drivers' licence as a path to independence and employment.)

- **ACT Health Nursing Scholarships**
- Short courses such as a **barista course**, **Responsible Service of Alcohol** and **Responsible Conduct of Gambling**
- **Aboriginal and Torres Strait Islander Community Justice** which is a Galambany Circle Sentencing Court Training Program

- **Interview Friends** Training Program
- **Aboriginal Mental Health First Aid Training.**

A highlight in 2012 was the strengthening of a special project with CITSA. Every three weeks CIT Yurauna Centre students worked with a qualified chef employed by CITSA, to cook a communal lunch funded by CITSA.

Resilient families and communities

Programs and student support services are specifically culturally-sensitive and respectful of equality and diversity of cultures to assist individuals, families and communities to break the cycle of poverty. This is facilitated through pathway planning plans and individual learning plans that establish goals and expectations over which students have control. They gain a greater sense of confidence in their learning capability and empower families and communities by their successes.

In 2012 CIT Yurauna Centre provided three Aboriginal and Torres Strait Islander Mental Health First Aid programs in the ACT, specifically for community members so as to strengthen families and community and raise awareness. The Mental Health First Aid course teaches members of the community how to assist someone developing a mental health problem, or experiencing a mental health-related crisis.

Participants of this program are:

- better able to identify mental illness
- more confident in offering help
- more likely to recommend professional help
- more knowledgeable about the evidence-based treatments for mental illness
- have more realistic and less stigmatising attitudes towards people with mental health problems.

Economic participation and development

The CIT Indigenous Scholarship program administered by the CIT Yurauna Centre is a key strategy to encourage participation in vocational education, and access to pathways to employment. Staff members across CIT are encouraged through the RAP and Business Plans to work in partnership with the CIT Yurauna Centre to develop strategies to ensure recruitment and retention of Aboriginal and Torres Strait Islander people in mainstream programs.

CIT Yurauna Centre provides cultural awareness training programs to organisations to raise consciousness of Aboriginal and Torres Strait Islander Cultures, to mitigate misunderstanding that may otherwise lead to racism and discrimination.

CIT employs 12 Aboriginal or Torres Strait Islander Australians.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

CIT is a key contributor to the multicultural richness of the Canberra community. This effort is primarily focussed through the CIT Vocational College. CIT Vocational College's commitment to people of culturally and linguistically diverse backgrounds is underlined by the college's Adult Migrant English Program (AMEP); Language, Literacy and Numeracy Program (LLNP); the English for Employment, Study and Life Program (EESL); and the English Program for international students.

Focus Area	Progress
Languages	<p>CIT offered accredited programs in French, Spanish, Japanese, Chinese Mandarin and Auslan.</p> <p>CIT Solutions offered a range of language programs, including Arabic, Danish, Dutch, French, German, Hindi, Italian, Japanese, Mandarin, Polish, Portuguese, Spanish and Russian.</p> <p>CIT offers English as a Second Language from beginners to advanced levels.</p> <p>CIT offers customised support in English as a Second Language for students enrolled in vocational studies at CIT.</p>
Children & Young People	<p>CIT's childcare service is provided as part of AMEP and is available to all AMEP students who need childcare, including humanitarian entrants.</p> <p>CIT partners with the Multicultural Youth Service to provide information about educational opportunities for young people. The partnership also provides social and recreational opportunities.</p>
Older People and Aged Care	<p>CIT provides a skills recognition service to assist people who do not hold formal qualifications.</p>
Women	<p>CIT Vocational College has provided support to community groups providing a service to migrant and refugee women. For example in 2012, CIT staff members continued to work with a group of volunteers for the "Knit and Natter" group, and provided a meeting space for them. This group offers an opportunity for people to meet and practice their English conversation while sharing their crafts.</p> <p>The home tutor scheme provides support to migrants and refugees who are unable to attend class but want to learn English.</p>
Refugees, Asylum Seekers and Humanitarian entrants	<p>CIT Vocational College works closely with Companion House, the Migrant and Refugee Settlement Service, Canberra Refugee Support and the Multicultural Youth Service. The resulting common client-base allows for the coordinated flow of information to clients/students, which is essential for making education and information accessible to people of diverse backgrounds, who may feel vulnerable due to their experiences prior to arriving in the ACT.</p> <p>CIT offers programs to refugees to improve their English and other basic skills to secure employment. The safe learning environment helps remove barriers to learning, with many students returning to undertake mainstream CIT courses.</p>

Focus Area	Progress
Refugees, Asylum Seekers and Humanitarian entrants (cont)	<p>In 2012, CIT Vocational College continued to work with refugee support agencies and the Office of Multicultural Affairs to deliver a special service for asylum seekers on bridging visas awaiting a decision on their status from the Department of Immigration and Citizenship (DIAC). Asylum seekers may arrive in Australia with little or no English language skills, and often are in financial difficulties, but they are not eligible for mainstream funded English programs. It is essential for their wellbeing that they enter English language training so that they can deal with their daily needs, interact socially and cope with emergencies. To this end CIT has introduced a fee waiver for asylum seekers and a policy of continuous intake for these students, ensuring that they have quick, easy access to essential language training.</p> <p>CIT continues to provide English classes for asylum seekers in community detention or released from detention on bridging visas within the ACT. CIT staff work in close collaboration with Red Cross caseworkers and volunteers to ensure that this special program addresses the very difficult and distressing circumstances facing these people. This program has expanded in 2012.</p>
Intercultural Harmony and Religious Acceptance	<p>CIT hosted over 1,000 international students from more than 80 countries.</p> <p>CIT Student Services share through email and the staff information system conversations with staff which aim to offer insights and strategies to enable more effective student support. Topics in 2012 included:-</p> <ul style="list-style-type: none"> - <i>cultural and religious prohibitions which may impact on learning & assessment procedures</i> - <i>driven by hope...</i> - <i>understanding our refugee students at CIT.</i> <p>CIT continued to employ a dedicated Cultural Diversity Officer and delivered training in cultural diversity and discrimination legislation to groups of CIT students and staff members.</p>

CIT employs 164 people from culturally and linguistically diverse backgrounds who comprise 16.3% of the CIT workforce.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

The ACT Strategic Plan for Positive Ageing provides the opportunity for a coordinated approach across ACT Government to maximise the quality of life of people as they age and assist them to be actively engaged in the community. The plan has seven focus areas and CIT is a contributor to two of the focus areas.

Progress against the focus areas in 2012:

Focus Area	Progress
Respect, Valuing and Safety	
<i>Action 21. Promote positive inter-generational relationships</i>	CIT Yurauna Centre also participates in community activities designed for elders such as Boomanulla Oval's National Aborigines and Islanders Day Observance Committee (NAIDOC) and Christmas luncheons.
Work and Retirement	
<i>Improvements in the retention rates of ACT Government staff aged over 55 years.</i>	CIT employs 150 workers of 55 years of age or older accounting for 14.9 % of the workforce. Of these, 93 are employed as casual teachers. This flexible work option provides an opportunity to transition to retirement and benefits the ACT by utilising their skills, knowledge and experience. The Centre for Adult Education at CIT Solutions enrolled 1,126 participants 55 years of age and over.
<i>Promote educational and recreational opportunities</i>	In 2012, an expanded range of courses was offered during the day, including Saturday, to meet the needs of seniors. Courses included art, crochet, sewing, iPad (broad range of course offers), iPhone, digital photography and photo editing (broad range to suit all needs), scanning family history, computing for beginners, Facebook, first aid, a broad range of home gardening courses such as composting and growing and preserving your own vegetables, home improvement courses, leisure activities such as bird watching and caravanning, and the very popular cake decorating.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

The ACT Women's Plan provides the opportunity for a collaborative approach across ACT Government agencies, to improve the status of women and girls through its three key priorities. CIT is a significant contributor to the plan's economic and social priorities.

CIT's progress against this plan is demonstrated in a diverse range of ways, including support for women in the workforce, the appointment of women to strategic decision-making committees, the delivery of vocational education and training to students, and benchmarking of female participation in non-traditional areas.

Workforce participation

With a significant female representation in its workforce, CIT is committed to ensuring women have ample opportunity to contribute to the economic, social, and environmental aspects of the workforce. This is demonstrated through CIT's flexible working environment, and the provision of suitable, safe and secure facilities for working mothers such as facilities for child care.

As at December 2012, women represented a high proportion of CIT staff:

- 61% of all staff (permanent, temporary and casual) employed in CIT
- 62% of CIT's permanent workforce
- 58% of all permanent full-time staff
- 81% of all permanent part-time staff
- 53% of all temporary full-time staff
- 70% of all temporary part-time staff
- 59% of all casual staff.

This data compares with 62% female representation of all staff in 2011.

Leadership and opportunities for advancement in the workplace

Women's representation at the managerial level (SOG C and Teacher Band 2 and above) is at 63 %, which is consistent with the overall proportion of women in the total CIT workforce. This is an increase of 2% on 2011, demonstrating CIT's commitment to increasing opportunities for the advancement of women in the workforce. CIT provides opportunities for its staff to access mentoring and leadership programs. Three of the six executive positions at CIT are held by women (compared with two out of six in 2011) and nine of the 16 centre directors are women.

Responsive education and training – enrolment in CIT programs

In 2012, there were 14,021 female enrolments at CIT, with women making up 47 % of total enrolments. In terms of qualification level, women made up the majority of enrolments in diplomas and advanced diplomas. Overall, in higher level qualifications (certificate IV to bachelor degree) women made up the following proportion of enrolments for each level:

- bachelor degree (34%)
- advanced diploma (57%)
- diploma (56%)
- certificate IV (45%)

CIT has concentrated on retaining female students on their training pathways. A part-time equity officer is employed to assist in promoting gender inclusiveness and respect on campus and in the workplace to ensure women's full access and participation.

Benchmarking of female participation in non-traditional areas

In 2011, CIT provided benchmarking data to the ACT Women's plan. The table below shows the shifts in female participation from 2011 to 2012. Highlights from this data include an increase of 7.7% in IT programs at certificate III and above and almost a 1% increase in building programs. Female participation in non-traditional trades remains steady, but there is a noteworthy increase in the Certificate III Painting and Decorating trade from 4% to 12%.

Discipline	2011 % female participation cert III and above	2012 % female participation cert III and above	2011 % female participation below cert III	2012 % female participation below cert III
Non-traditional trades	2.5	2.5	12.0	3.0
Horticulture	24.2	25.1	28.3	33.3
Engineering	9.8	7.9	NA	NA
Spatial Science	16.5	12.3	NA	NA
Building	7.5	8.4	35.0	42.0
Culinary Skills	30.2	31.0	76.2	43.2
IT	27.5	35.2	45.1	36.8
Forensic Science	53.8	42.2	NA	NA
Science	61.2	56.1	NA	NA

Recognition for women in non-traditional areas

During 2012, CIT recognised the achievement of two women working in non-traditional areas by nominating them for awards. Angela Tyrrel was successful in winning the National Association of Women in Construction (NAWIC) ACT chapter's *Construction Support Woman of the Year* award. CIT also nominated a female electrical trades student for ACT Apprentice of the year in the ACT Training Excellence Awards. Michele was a finalist in this category.

CIT is represented on the National Association of Women in Construction (NAWIC) ACT Chapter Council.

Support for women returning to the workplace

The Learning Options for Women program is specifically customised for women who wish to prepare to enter the workforce and/or go on to further study. Over the past 11 years the program has been successful in building students' confidence and work readiness. The course features resume creation, addressing selection criteria and interview techniques, plus there is a work placement component which has proven to be particularly valuable.

Two groups of students completed the program in 2012. In December 2012, certificates were presented by the Creative Director of the 2013 Centenary of Canberra celebrations, Robyn Archer.

Support for women in non-traditional areas

During 2012, a female electrical trade teacher at CIT set up the Canberra branch of Supporting and Linking Tradeswomen (SALT). This is a non-profit incorporated organisation which began in 2009 in NSW. The primary aims of the Canberra branch of SALT are to provide support to apprentices and tradeswomen in the Canberra region and to provide avenues for women to meet other tradeswomen and apprentices and share experiences.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Amendments made to the *Law Officer Act 1992* by the *Law Officer Amendment Act 2009* introduced a legal obligation in performing territory legal work to comply with Model Litigant Guidelines.

CIT ensures compliance with the Model Litigant Guidelines by engaging the legal services of the ACT Government Solicitor in litigation matters. CIT relies on the ACT Government Solicitor to identify matters where a question arises as to compliance with the Model Litigant Guidelines, and to address them or elevate them within CIT as appropriate.

The Chief Executive is advised of all legal disputes and is provided with regular updates as necessary.

No breaches of the Model Litigant Guidelines were identified in the reporting period.

For more information:

Executive Director, Governance and Executive Services
(02) 6207 3133

Section 200 of the *Dangerous Substances Act 2004* requires agencies to provide a statement on the number of notices of non-compliance serviced and the matter to which each notice related. CIT did not receive any notices during 2012.

For more information:

Deputy Chief Executive, Operations
(02) 6207 3106

Appendix 1

Awards received by CIT and its staff and students in 2012

CIT

- **ACT Large Registered Training Organisation of the Year** at the ACT Training Awards
- **Tourism Education and Training Provider of the Year** at the Canberra and Regional Tourism Awards.
- **Tourism Education and Training (Bronze)** by CIT Tourism and Hotel Management at the QANTAS Australian Tourism Awards.
- **ACT Volunteer Team of the Year** won by the CIT Vocational College at the National Volunteer Week Awards.
- **Innovation in Practice Award** won by CIT Vocational College at the ACT YOGIE Awards hosted by the Youth Coalition of the ACT.

Staff

- **Kathy Korsch**, Centre Director at CIT Health, Community and Wellbeing received the **Norm Fisher Award** for outstanding and extensive contribution to vocational education and training at the ACT Training Awards.
- **Angela Turrell**, construction industry trades liaison officer at CIT Building and Environment won the **Construction Support Woman of the Year Award** from the National Association of Women in Construction (ACT Chapter).
- **Geraldine O'Connor**, CIT home tutor, won the **Education, Science and Technology Award for Volunteers** at the National Volunteer Week Awards.

Students

- **ACT Training Awards**
 - ACT Aboriginal and Torres Strait Islander Student/ Trainee of the Year.
 - ACT Apprentice of the Year.
 - ACT Vocational Student of the Year.
- **Australian Training Awards**
 - Australian Apprentice of the Year.
 - Australian Vocational Student of the Year.
- **Worldskills National 2012**
 - A CIT student won Gold in the Wall and Floor Tiling section of the awards.
- **UN Information Centre Photographic Competition**
 - A CIT student won the competition, themed the International Year of Sustainable Energy for All. The prize was an internship with the United Nations in Fiji.

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Acronyms and Abbreviations

ACE	Adult and Community Education
ACER	Australian Council for Educational Research
ACUMA	Australian Campus Union Managers Association
ACT	Australian Capital Territory
ACTPS	ACT Public Service
ACU	Australian Catholic University
ADFA	Australian Defence Force Academy
AFP	Australian Federal Police
AGIMO	Australian Government Information Management Office
AIATSIS	Australian Institute for Aboriginal and Torres Strait Islander Studies
AIE	Academy of Interactive Entertainment
AMEP	Adult Migrant English Program
ANU	Australian National University
APSC	Australian Public Service Commission
AQF	Australian Qualifications Framework
ASBA	Australian School-Based Apprenticeships
ASEAN	Association of South East Asian Nations
ASNZS	Australian Standard/ New Zealand Standard
ASQA	Australian Skills Quality Authority
ATSI	Aboriginal and/or Torres Strait Islander
AWA	Australian Workplace Agreement
BEV	Battery Electric Vehicle
BLITS	Business LeadersInnovative Thoughts and Solutions
CALD	Culturally and Linguistically Diverse
CISA	Council of International Students Australia
CIT	Canberra Institute of Technology
CITAC	Canberra Institute of Technology Advisory Council
CIT Act	Canberra Institute of Technology Act (1987)
CITSA	CIT Student Association
CMCD	Chief Minister and Cabinet Directorate (ACT Government)
COAG	Council of Australian Governments
CRM	Client Relationship Management
CSD	Community Services Directorate (ACT Government)

Acronyms and Abbreviations

CSS	Commonwealth Superannuation Scheme
CSU	Charles Sturt University
DEEWR	Australian Government Department of Education, Employment and Workplace Relations
DIAC	Australian Government Department of Immigration and Citizenship
eLOR	eLearn Digital Object Repository
ESL	English as a Second Language
ESOS	Education Services for Overseas Students
ETD	Education and Training Directorate (ACT Government)
FAQ	Frequently Asked Question
FLAG	Flexible Learning Advisory Group
FOI	Freedom of Information
GA	Google Analytics
GAAP	Generally Accepted Accounting Practice
GFS	Government Finance Statistics
GPO	Government Payment of Outputs
GST	Goods and Services Tax
HEV	Hybrid Electric Vehicle
HR	Human Resources
HSR	Health and Safety Representative
ICT	Information and Communication Technology
ISO	International Organisation for Standardisation
IT	Information Technology
KAMSC	Kimberley Aboriginal Medical Service Council
LLNP	Language, Literacy and Numeracy Program
MIC	Music Industry Centre
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAIDOC	National Aborigines and Islanders Day Observance Committee
NAWIC	National Association of Women in Construction
NBN	National Broadband Network
NCFS	National Centre for Forensic Studies
NDIS	National Disability Insurance Scheme

NGA	National Gallery of Australia
NSSC	National Skills Standards Council
NVR	National VET Regulator
NWDF	National Workforce Development Fund
OH&S	Occupational Health and Safety
PID	Public Interest Disclosure
PPP	Productivity Placements Program
PSSAP	Public Sector Superannuation Scheme Accumulation Plan
PSS	Public Sector Superannuation Scheme
RAP	Reconciliation Action Plan
RMP	Records Management Program
RED	ACTPS Respect, Equity and Diversity (RED) Framework
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SCOTese	Standing Council on Tertiary Education, Skills and Employment
SEA	Special Employment Arrangement
SEE	Skills for Education and Employment
SLE	Simulated Learning Environment
SOI	Statement of Intent
TAFE	Technical and Further Education
TAG	Tertiary Access Group
TEQSA	Tertiary Education Quality and Standards Agency
TGA	Therapeutic Goods Administration
UC	University of Canberra
UNIC	United Nations Information Centre
VET	Vocational Education and Training
W3C	World Wide Web Consortium
WCAG	Web Content Accessibility Guidelines
WELL	Workplace English Language and Literacy Program

Contact Officer

Dr Nicole Stenlake

Executive Director
Governance and Executive Support
Canberra Institute of Technology
GPO Box 826
CANBERRA ACT 2601

Email: nicole.stenlake@cit.edu.au

Telephone: (02) 6207 3133

Facsimile: (02) 6207 3109

Website Address

www.cit.edu.au



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