



Canberra Institute
of Technology

Annual Report

22

Canberra Institute of Technology



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Canberra Institute of Technology



Acknowledgement of Country

Dhawura Nguna Dhawura Ngunnawal
Ngunnawalwari Dhawurawari
Nginggada Dindi Yindumaralidjinyin
Dhawura Ngunnawal Yindumaralidjinyin

This is Ngunnawal Country.

We always respect their Elders, male and female.

We always respect Ngunnawal Country.

CIT acknowledges the cultural host nation of the ACT, the Ngunnawal people as Canberra's first inhabitants and Traditional Custodians of the ACT and Region. We recognise the special relationship and connection to Country that the Ngunnawal people have with this area since time immemorial.

Prior to non-Indigenous arrival Ngunnawal were a thriving community whose cultural practices were and still are core to their physical and spiritual wellbeing. We acknowledge the historical dispossession of the Ngunnawal people and recognise the long lasting, profound and ongoing impact to their health and well-being that invasion has had on their livelihoods, cultural practices and families as well as the continuation of their laws/lore.

CIT respectfully acknowledges the significant contribution of the Ngunnawal people to the life of Canberra.

We also acknowledge other Aboriginal and Torres Strait Islander peoples that have made this place their home.

Canberra Institute of Technology

Annual Report 2022

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CONTENTS

PART A:	TRANSMITTAL CERTIFICATE	7
	FROM THE CIT BOARD CHAIR	8
	FROM THE CIT CHIEF EXECUTIVE OFFICER	9
PART B:	ORGANISATION OVERVIEW AND PERFORMANCE	11
	Organisational Overview	12
	Performance Analysis	32
	Scrutiny	56
	Risk Management	57
	Internal Audit	58
	Fraud Prevention	60
	Freedom of Information	61
	Community Engagement and Community Support	63
	Aboriginal and Torres Strait Islander Reporting	65
	Work Health and Safety	70
	Human Resources Management	73
	Ecologically Sustainable Development	80
PART C:	FINANCIAL MANAGEMENT REPORTING	83
	Financial Management Analysis	84
	Financial Statements	89
	Capital Works	153
	Asset Management	157
	Government Contracting	159
	Statement of Performance	161
	ACRONYMS AND ABBREVIATIONS	170
	COMPLIANCE INDEX	171
	CONTACT OFFICER	172



Part A

Transmittal Certificate



Transmittal Certificate

Mr Chris Steel MLA
Minister for Skills
ACT Legislative Assembly
London Circuit
Canberra ACT 2601

Dear Minister,

We present the 2022 Canberra Institute of Technology (CIT) Annual Report.

This report has been prepared in accordance with section 7D of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements under the *Annual Reports (Government Agencies) Directions 2022*.

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

We certify that the information in the attached Annual Report, and information provided for whole of government reporting, is an honest and accurate account and that all material information on the operations of CIT has been included for the period 1 January 2022 to 31 December 2022.

We certify that fraud and prevention has been managed in accordance with Part 2.3 of the *Public Sector Management Standards 2006 (repealed)* (see section 113 of the *Public Sector Management Standards 2016*).

Section 13(1) of the *Annual Reports (Government Agencies) Act 2004* requires that you present the report to the Legislative Assembly within 15 weeks after the end of the reporting year, by 14 April 2023. As there is no sitting of the Legislative Assembly at that time, Section 13(4) of the Act provides that you must give the report, and a copy for each member of the Legislative Assembly, to the Speaker before the end of the 15-week period.

Yours sincerely



Kate Lundy
Board Chair, CIT
March 2023



Christine Robertson
Interim CEO, CIT
March 2023

FROM THE CIT BOARD CHAIR



Kate Lundy
CIT Board Chair

CIT plays a central role in skilling the ACT workforce. The challenge for CIT is to grow in response to the skills shortages being experienced in many sectors of the economy. This will see CIT strengthen its relationship with industry and respond to the challenge of supporting the training required for emerging skills demands. The strength of CIT is our people and their commitment to obtaining the best outcomes for students.

In 2022 the quality of the teaching at CIT was recognised with CIT winning the Bronze award at the Australian Training Awards for National Large Training Provider of the Year.

In addition, Richard Lindsay won the VET Teacher/trainer of the year for his implementation of innovative online platforms with simulated practicals within each apprentice's workplace to keep his students learning. 2022 also saw Rachel Crawford, a previous CIT student, winning fourth place at the International WorldSkills baking competition, held in Switzerland. The success of our students recognises the high standard of our teaching and support staff.

The Board is pleased to acknowledge the commitment of CIT teachers and administrative staff in continuing to focus on our core business and supporting students in their learning journey and thanks them for their hard work.

On behalf of the Board, I also thank the mostly new Executive Team for their support in helping to provide leadership to firstly reset, and now rebuild business systems and processes to strengthen the support for teaching staff and improve accountability during this challenging year. In particular, I would like to thank Ms Christine Robertson who stepped in as the Interim CEO working to provide leadership to the CIT and support for CIT staff.

The Board has been strengthened with the addition of a Governance and Nominations Committee, chaired by Ms Natalie Howson, the new CIT Board Deputy Chair. I also acknowledge the new Chair of the Audit and Risk Committee, Ms Ros Jackson, and all the Board members for their ongoing hard work during the year in providing strategic direction and strengthening governance and accountability.

In August 2022 the Minister provided a direction to the CIT in regard to efficient and effective financial management, procurement, and review of the Board Charter and policies. This direction was welcomed by the Board and the Board has responded to this direction through implementation of a range of governance and financial management changes that will put CIT in good stead going forward.

Mid-year the Board undertook a feedback process to provide staff with the opportunity to provide feedback as part of CIT's commitment to continuous improvement. A report, based on the feedback, was received and it will guide improvements for staff.

Digitalisation and campus renewal at all CIT campuses will continue to be a focus in 2023, highlighted by the Woden campus development. Teachers and students have been engaged on this project and I am looking forward to seeing the building starting to take shape.

The Board appreciates the commitment of staff, and the Woden team's leadership and coordination efforts, in responding to requests and design challenges, always with students at the centre.

FROM THE CIT CHIEF EXECUTIVE OFFICER



Christine Robertson

Chief Executive Officer
(Interim)

In 2022, we have continued to deliver our core business of high-quality Vocational Education and Training, while progressing a modern future focussed program aligned to our Strategic Compass, CIT Futures 2025, which underpins our commitment to excellence in the development of contemporary VET. We have developed a place based and local intelligence about what employers need. Our graduates therefore become key contributors in growing the local economy.

Skills shortages and increasing change in work environments have highlighted workplace challenges in the short, medium, and long term. As the labour market has tightened, and we have come closer to 'full employment', we are delivering qualifications in demand by students. CIT's expertise in providing VET at school, at work, on campus, virtually and in the workplace, enables us to develop the skilled workers businesses need to grow.

Jobs and Skills Australia was stood up in November 2022 to provide expert advice to the Australian Government on skills, labour market and workforce challenges. One of the first tasks of Jobs and Skills Australia, is to identify the jobs that are needed now, and into the future, to achieve net zero emissions by 2050. CIT, as a foundation provider of VET in Canberra, delivers skills that respond to the workforce challenges of the nation. CIT is a lighthouse provider in skills and vocational training suitable to emerging technologies in Cyber-security and space tech. We are providing leading edge programs in the clean energy industries of wind and solar generation, applications and distribution. We are also building and delivering VET skills for the maintenance of electric vehicles.

We are aligned with the objectives of Jobs and Skills Australia through collaboration with our research partners, business partners, students and teachers. We cannot yet know what all the apprenticeship and skills education requirements will be to fill skills shortages in these industries by 2050, but we are well prepared and ready to respond. Our graduates' performance and contribution to the sustainable economies where they work, their plans for continuous learning, future upskilling and attaining expert transferrable skills are part of the important sustained promise of CIT as the sole public VET provider for our local community, and important contributor to national, and global community.

CIT's engagement with Jobs and Skills Councils and refreshed skills measures will deliver qualified employees to areas of critical skills shortages that businesses need. They include the care economies, technology, cyber security, space, digital and creative industries, hospitality and tourism, and construction.

We also enthusiastically step into our part in advancing economic gender equity in training and job pathways to better paying careers for women.

In 2023, CIT is set to deliver up to 2,530 fee-free TAFE places. This program is funded jointly by the Australian and ACT governments and provides tuition free vocational education and training to eligible ACT students who want to train, retrain or up-skill. This program combined with the existing policies of the ACT Government around Skills and Connection means that CIT can foster growth in apprenticeships and trainees, and further our social contract with Canberrans. Fee-free TAFE will very likely boost graduates across skills and education by

First Peoples, women, people who have been long term unemployed, people living with disability and people whose first language at home is not English.

Since coming to CIT as interim CEO in July 2022, I have been able to witness daily the commitment of our teaching and student support staff teams, and the adaptability of CIT corporate services personnel. I would like to thank all staff for the passionate, inspiring, practical, and considered work which they deliver. I'd also like to thank our students, who are at the centre of all we do.

I acknowledge, too, the Board for its stewardship through a period of change, under the assured leadership of the Chair, Ms Kate Lundy.

As we enter a new year, it is one of great promise, and CIT will embrace the opportunities ahead of us, to continue to be the provider of choice for students, employers, industry, and government.

B

Part B

**Organisational overview
and performance**

ORGANISATIONAL OVERVIEW

ORGANISATIONAL OVERVIEW

Canberra Institute of Technology (CIT) is the cornerstone of the local skills and training system. CIT's Strategic Compass supports the ACT Government's economic development priorities as set out in CBR Switched On, and skills priorities articulated in Skilled to Succeed. Solid Vocation and Education Training (VET) aligned to the policies above sets Canberra as a place of high employment and job creation, a place of knowledge and innovation, and a place to invest and do business. Alongside the university sector, research bodies, businesses, and schools, CIT is also part of the wider system that drives knowledge-based economic growth.

CIT plays a pivotal role as the ACT's public VET provider at the centre of the skills and training system. CIT is supported through direct ACT Government investment, and joint funding between the ACT Government with the Australian Government in expanding fee-free TAFE places, and industry partnerships and support.

We deliver:

- > occupation specific skills that support qualified entry to the labour market and job mobility
- > higher level training to drive innovation and entrepreneurship and growth in knowledge intensive sectors
- > inclusive provision of foundational learning that equips students with English language proficiency, literacy, numeracy and digital skills. These skills are a solid basis for workplace entry, and a solid basis for lifelong learning and skills acquisition.

On 23 June 2022, the ACT Integrity Commission announced that it would undertake an investigation into 'the circumstances surrounding the awarding of over \$8.5 million worth of consultancy contracts by the CIT to ThinkGarden and Redrouge Nominees Pty Ltd'. CIT is supporting this investigation. As of 31 December 2022, the Commission's investigations were continuing.

On 18 August 2022, the Minister gave a direction to CIT relating to efficient and effective financial management, procurement, and review of the Board Charter and policies. CIT has put in place arrangements to meet these requirements.

Roles, Functions and Services

CIT is the sole public provider of VET services in Canberra and makes an important contribution to Canberra's social and economic wellbeing and development.

The provision of VET through CIT is central to the ACT government's objective to assist the people of Canberra and the region participate in a well-trained and highly skilled workforce in a growing ACT economy.

CIT supports the ACT Government and the Minister for Skills, Chris Steel MLA, to meet his obligations for the delivery of publicly funded VET and delivery of the CIT campus re-development.

Corporate Objectives

The CIT Corporate objectives, as outlined in the CIT Statement of Intent 2022-23 ACT Budget Statements B, *Chief Minister, Treasury and Economic Development Directorate* (page 135), are to:

- > create a more agile CIT that can effectively respond to the changing VET environment
- > be the provider of choice for students, employers, industry, and government
- > improve educational outcomes of disadvantaged groups
- > operate as a customer centric organisation through an increased focus on the student experience
- > operate as the public provider of VET in the ACT
- > operate with greater commercial and entrepreneurial focus in the increasingly contestable marketplace
- > meet industry needs by providing the highest quality contemporary training in a variety of flexible modes

- > grow the capability and capacity of Canberra's changing workforce for employers and industry
- > contribute to the ACT's growing economy and the ACT's reputation of being one of the world's most liveable cities by attracting high-achieving students and delivering quality training and education that skills the ACT and regional workforce.

Stakeholders

The key stakeholders essential for CIT to meet its corporate objectives include students, employers, industry, unions, governments and the ACT community.

Industry and business partnerships are critical in the delivery of bespoke courses, including specialist skill development for emerging industries.

CIT is secure in its position of inter-relationships with schools and with universities. There is a high demand for increased digital literacy among our stakeholders in industry and education sectors.

CIT uses its product developments in micro-credentials and stackable skill sets to balance the market demand for agility and speed, with our promise to deliver quality VET training that is relevant, flexible and accessible. Stakeholder relationships critically inform this practice by giving us a reliable local intelligence about what industry needs now, and in the future.

Vision, Mission and Values

Our Vision

To be the leading provider of vocational education and training in the ACT and Australia.

Our Mission

Changing lives through quality education and skills development for individuals, industry, and community.

Our Values

CIT believes quality in education is achieved through the values of: Respect, Integrity, Collaboration, and Innovation.

Respect at CIT rests on a foundation of fundamental decency in our dealings with our colleagues, our learners, employers, other clients, society, and the world in which we live.

Integrity at CIT means doing what we say we will in an honest and open manner, recognising achievement, not shirking from uncomfortable conversations and being consistent in our relationship with others and being accountable.

Collaboration at CIT means actively sharing information and resources, working together towards shared goals, and seeking opportunities to work as a team across CIT. Collaboration relies on genuine engagement with others in CIT, with our business and other partners and with the broader community.

Innovation at CIT means empowering colleagues at all levels to raise new ideas and to be creative as teams as we actively look for new and better ways of doing what we do (as well as better things to do), and not settling for how it has always been.

CIT is committed to excellence in the development and delivery of VET training. The education services CIT provides are grounded in what industry needs now and in the future. CIT will prioritise industry engagement along with government and community collaboration. CIT shares the ACT Public Service Values of respect, integrity, collaboration, and innovation.

Inclusion for all is a lived value at CIT. Some students need help with reading, writing, digital communications and speaking skills to be able to get their first job, re-enter the workforce, or participate as a newly settled resident from a diverse cultural and language background. We meet students where they are in their education, skills and life domains. We deliver supported vocational skills and education which helps to remove barriers to securing work. CIT has an assured practice in foundational learning for students. CIT is a practiced deliverer in foundational learning practice for students.

Strategic Compass 2025 – CIT Futures

Our Strategic Pillars

The four themes of the CIT Strategic Compass are:

- > **Leading change** - raising our ambitions to meet new expectations
- > **Growing our region's economy** - adapting our courses and means of delivery to provide skills for the future
- > **Advancing Canberra's workforce** - Supporting jobs, economic resilience, and future prosperity
- > **Transforming our business** - investing in our business for viability and value

Strategic Pillars

STRATEGIC COMPASS 2025



Leading change

Raising our ambitions to meet new expectations



Advancing Canberra's workforce

Adapting our courses and means of delivery to provide skills for the future



Growing our region's economy

Supporting jobs, economic resilience, and future prosperity



Transforming our business

Investing in our business for viability and value

Strategic Compass 2025 — Strategic Pillars

By implementing the strategic compass, CIT will enhance our industry and community engagement, our digital capacity, our adaptive ability and our collaborative culture. Our partnerships with stakeholders in government, business and unions, including current and emerging businesses, who work in local and national markets will help us foster economic growth for Canberra and the region.

Our Strategic Priorities

- > Student Experience
- > Contemporary Skills
- > Campus Renewal
- > Digitalisation
- > Our People
- > Partnerships
- > Sustainability

CIT as the public provider of vocational education and training is uniquely placed to contribute to the prosperity and sustainability of Canberra's future.

We must:

- > Be experts at collaborating, connecting and fostering partnerships with multiple stakeholders to capture, create and nurture new possibilities
- > Be influential, developing and trialling cutting edge practices, leading by example to demonstrate what is possible in vocational education and training

- > Be recognised and acknowledged as an economic and social enabler vital for sustainable economic growth
- > Be inclusive for all members of our community, with a focus on empowering traditionally marginalised cohorts and supporting those facing disadvantage
- > Be trusted as agile and responsive to emerging industry, business, and community needs, and to deliver quality vocational education and training for the jobs of the future.

CIT's Business and Planning Environment

A well-educated community is the basis of Canberra's social and economic wellbeing. There is a clear link between the provision of VET and economic and social development. The ACT Government's provision of VET through CIT is an important commitment to the local population to be part of a highly skilled and trained workforce which makes Canberra a dynamic, knowledge-based economy.

CIT delivers the CIT Board priorities through the Strategic Compass. CIT delivers its obligations under the *Canberra Institute of Technology Act 1987* and government priorities.

CIT complies with requirements set by VET and Higher Education regulators, including the Australian Skills Quality Authority (ASQA), the Tertiary Education Quality and Standards Agency (TEQSA). CIT delivers 28 national training packages across the Australian Qualification Framework (AQF), from certificate I to graduate certificate levels and all fields of education.

Measuring Success

STRATEGIC COMPASS 2025

Create positive effects on skills development, community wellbeing and the growth of the ACT economy.

- Learning for life
- Employment
- Digital access
- Sense of belonging and inclusion

Strategic Compass 2025 — Measuring Success

As of December 2022, CIT's scope of registration included 187 current training package qualifications, 16 VET-accredited courses and 1 Higher Education course.

CIT has registration status with the Australian Skills Quality Authority (ASQA) as a Registered Training Organisation (RTO). This includes delegated authority for CIT to amend its scope of registration for until July 2024.

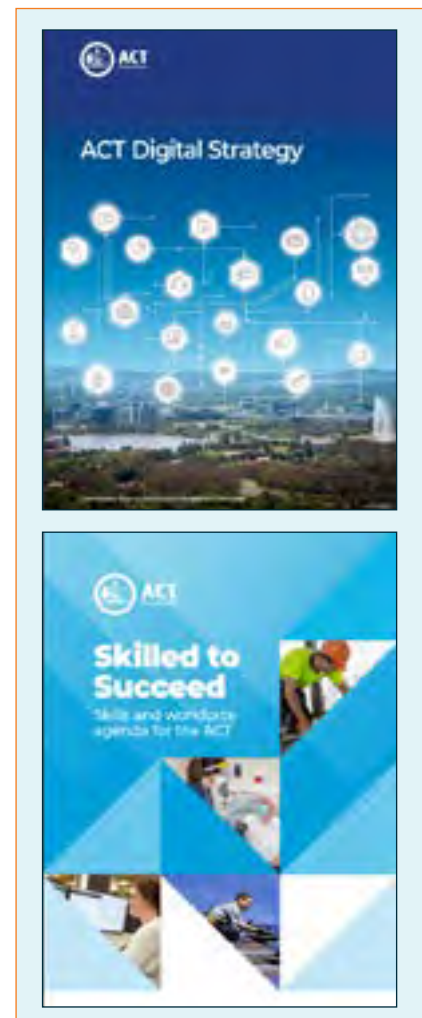
The Tertiary Education Quality and Standards Agency (TEQSA) has granted CIT accreditation as a Non-University Higher Education Provider until 31 December 2026.

As the sole public provider of VET in the ACT, CIT is committed to continual improvement supported by ongoing monitoring and auditing to ensure delivery of nationally consistent, high-quality training and assessment services required to meet the VET Quality Framework and Higher Education Standards. CIT also specialises in the delivery of the ACT Senior Secondary Certificate to mature age students.

CIT is delivering under JobTrainer, a joint initiative of the ACT and Australian governments, offering fee-free VET to school leavers, young people, and job seekers to support the post COVID 19 economy. Places in JobTrainer were delivered in 2021 and 2022.

In 2023, CIT will deliver 2,530 fee-free TAFE places for eligible students in course qualifications that are nominated as areas of workforce challenges. This is an initiative of the ACT and Australian governments.

CIT aligns with ACT government strategies including Skilled to Succeed, A Globally Connected City, and Switched-on Canberra.



CIT actively adopts the principles and objectives of the ACT Wellbeing Framework, and contributes to a range of indicators under the framework, particularly:

- > learning for life
- > employment
- > digital access
- > sense of belonging and inclusion.

CIT is represented on the Board of TAFE Directors Australia and contributes to national policy debates on the future of VET.



CIT Foundation Skills students continue to flourish and succeed in this innovative and inclusive program

These skills include a combination of language, literacy, numeracy, and digital literacy (LLND) as well as employability skills. Arezoo Shahriari (above) completed a Masters in Physics in France and is now studying to improve her workplace English and reading skills after completing a work experience program with the ACT Government.

“I moved to Australia and this course has given me a greater understanding of work in Australia,” Arezoo said. “I have found the course and teachers extremely helpful. English is my third

language and I need to improve my reading and writing to work in Australia.”

CIT Foundation Skills teacher Fran Handoko takes pride in helping her students and works hard to ensure she incorporates many different learning styles to support them. “Every cohort of students is different. I like to give support and advice to the students about careers and scholarship options which might be available to assist them,” Fran said.

Summary of Performance 2022

CIT and its subsidiary, CIT Solutions, delivered training to **21,500 students** across all programs in 2022. Of these just **over 3,500** were non-accredited learners enrolled in recreational courses, professional workshops, and foreign language tuition at CIT Solutions. Most CIT students (**54.5%**) were aged 26 years and over and **89.3%** studied part-time.

A brief summary of highlights from 2022 follows with further information and details of accountability Indicators under the strategic priorities of the *Strategic Compass 2025-CIT Futures* in the section on Performance Analysis.



CIT teacher wins at national training awards

CIT is celebrating the success of one of its automotive teachers, Richard Lindsay, who won the national VET Teacher/Trainer of the Year Award at the Australian Training Awards.

Richard's efforts and enthusiasm have seen countless students receive the highest quality training and support while they build new careers.

With over 25 years of experience in the automotive industry, Richard has brought a wealth of knowledge to CIT. He has developed

and delivered new training, including the nation-leading Electric Vehicle Program and the Toyota TNT Apprenticeship Program, both of which have been successful.

Richard said it is a great honour to win this award.

"I am so pleased to receive the 2022 Australian Teacher of the Year Awards. I want to thank my colleagues here at CIT for all their support," Richard said.



CIT Staff and Students win at ACT Training Awards

The Canberra Institute of Technology once again excelled at the 2022 ACT Training Awards, winning in six categories:

- > ACT Large Training Provider of the Year
- > ACT Industry Collaboration Award
- > ACT VET Teacher/Trainer of the Year – Richard Lindsay
- > ACT Aboriginal and Torres Strait Islander Student of the Year – Justin Drew
- > ACT Australian School-based Apprentice of the Year – Josh Haynes
- > John Scott Memorial Award – Jane Clark

Interim CIT CEO, Christine Robertson, said the teachers, staff and students at CIT were key to the organisation's success at the Awards, noting that the awards are a fitting recognition of the talent, perseverance, innovation, dedication, and passion of the CIT's students, teachers and staff.

Key Performance Achievements for 2022 include:

- > Winning the ACT large training Provider of the Year in the ACT Training awards
- > CIT students being recognised for excellence winning the ACT Aboriginal and Torres Strait Islander Student of the Year Award - Justin Drew
- > ACT Australian School based Apprentice of the Year Award – Josh Haynes
- > John Scott Memorial award which recognises outstanding contribution by an individual in VET and the ACT business sector - Jane Clark CIT Hairdressing
- > Provision of training to 4869 apprentices and trainees including 308 Australian School Based Apprenticeships
- > Provision of 417 JobTrainer places in the priority areas of Aged Care, Disability, Children's Education and Care and Digital
- > 23% increase in the Certificate IV Cyber Security Course to 692 enrolments in 2022
- > Successfully installed bird boxes throughout the Bruce Campus providing additional sanctuary for native bird species. The 2021 bushfires had decimated native bird habitats
- > Delivery of 30 Mental Health First Aid Training sessions providing training to 354 participants from the public, government, and private organisations
- > Partnering with the Environment, Planning and Sustainable Development Directorate and Origin Energy, CIT has installed electrical charging stations for electric vehicles at Bruce, Reid and Fyshwick Campuses
- > Working with Major Projects Canberra on the redevelopment of Woden CIT
- > Extensive consultation with staff and other stakeholders on the design of the CIT Campus at Woden

- > Grind to Ground, an initiative which transforms coffee grounds and sawdust into compost, collected an estimated 175.5 tons of sawdust and coffee grounds. This is an on-going project
- > Development of the blueprint for the CIT Digital Strategy
- > Developed a prioritised upgrade and maintenance plan for our teaching spaces for Fyshwick, Reid and Bruce
- > Winner of the ACT Industry Collaboration award
- > Winner of the ACT and Australian VET Teacher/Trainer of the Year - Richard Lindsay
- > Committed to providing training in the sustainability sector, CIT expanded its training offer to include courses in sustainable construction, waste management and renewable energy systems
- > CIT partnered with Tesla to provide training for electric vehicle technicians.



Grind to Ground



Meet Harrison Jasper, a new CIT apprentice Student, hosted by Ayden Hunt a CIT graduate, employer and mentor in Automotive Repairs and custom restoration

OUR PEOPLE

STUDENT DEMOGRAPHICS - ACCREDITED PROGRAMS

7.2%
(1,286)

self-identified as
Aboriginal and/or
Torres Strait Islander

12.5%
(2,241)

identified as living
with disability

18.7%
(3,365)

self-identified as speaking
another language other
than English at home

43.7%
(7,840)

identified as female

2.7%
(485)

were international
students from **60**
countries

54.5%

↑
26 years
AGE



25 years

↓
45.5%



3,719

individual students undertook
apprenticeships/traineeships (including
308 number of Australian School -based
Apprenticeship (ASBA student enrolments)

69.3% from ACT

18.9%
from NSW

9.0%
from other
states

2.8%
from
overseas



89.3%
studied part-time



CIT student wins ACT nursing award

Canberra Institute of Technology student, Rei Edge won the Nursing Student Recognition award at the ACT Nurses and Midwives 2022 Excellence awards.

These awards recognise the achievement and dedication of nurses across all areas of the ACT health system, and Rei has demonstrated all the qualities of an extraordinary student from the beginning of her training.

Rei started her journey into nursing over 20 years ago, when she undertook a nursing course in the UK. After working as a beauty therapist for many

years, and a move to Canberra two years ago, Rei decided on a career change. “I thought I would give nursing another go. It has always been my passion.” Rei said.

“As a mature student, I thought it would be challenging. The teachers at CIT have been amazing. They are motivated, dedicated and committed. The course was great.”

2023 Outlook

CIT priorities and focus areas are set out in the Strategic Compass 2025 – CIT Futures. By delivering on the Strategic Compass, CIT will adapt and align to the regulatory and commercial environment of ACT and Australian governments. CIT is clear on its role as the sole public provider of VET in the ACT, that it provides students opportunities to get training and skills for the jobs in demand now and in the future and delivering to business the skilled workers they need to grow the economy.

Responsiveness, flexibility and adaptability are the bywords marking the CIT 2023 outlook. CIT is alive to building additional capacity in emerging industries

and areas of government demand in industries that face workforce challenges. Enhanced training for CIT staff in digital technologies will support their role in smart environments, for multi-platform distribution. Staff wellbeing is a priority piece of sustained work for 2023, as CIT must competitively retain and attract staff in a tight market.

In 2023, CIT will offer fee-free TAFE for a range of courses. Fee-free TAFE is a jointly funded initiative of the Australian, State, and Territory Governments. The initiative provides tuition-free vocational education and training to eligible ACT students wanting to train, retrain or upskill in particular courses.

CIT has a social contract with ACT residents in the

provision of inclusive learning to anyone who needs it. Focussing on CIT students will include priorities centred on digitalisation and campus renewal at all CIT campuses. Significant continuing projects include the ongoing preparation towards CIT Woden, and Yurauna moving to Bruce.

The work challenges in the national economy and the structural changes underway to meet net zero emissions by 2050 form the context for the 2023 outlook.

Implementation of the Strategic Compass will include:

- > review of course offerings
- > review of assessment performance indicators to reflect the current VET environment
- > workforce development for all staff
- > confirmation and agreement on the role of CIT as the public provider and the relationship with government and the community.

Nationally, public VET providers and governments are adapting to a variety of reforms to ensure long term sustainability and relevance in a re-energised, and accountable systems framework set by the Australian Government.

Jobs and Skills Australia has been established to provide expert advice to the Australian Government on skills, labour market and workforce challenges. It has a role in providing advice to other governments and stakeholders in the skills system about future skills needs and how the existing systems can be enhanced to meet those needs. It's about establishing a world class skills system for Australia where the skills are well defined, connected to the VET system and the skills measuring frameworks ensure quality integrity for students and industry.

There is an aspiration that the re-organising of VET structures, their course design and qualifications reforms will contribute to the future of work and the labour market. There is a keen interest in monitoring the impact of VET in the context of structural changes in the economy, including:

- > the apprenticeships, and qualifications and skills that will be needed for net zero emissions by 2050
- > the ACT priority skills classifications in short skills supply now
- > the effects of improved skills structurally on industries that previously have been low paid, highly volatile, and have an insecure workforce.

CIT will work closely with sectors with skills shortages, including:

- > Technology industries – building on our knowledge capabilities in areas like space, cyber security, renewables, and digital technologies. Tomorrow's technology jobs will call for a mix of skills, from the best of the university and vocational education sectors
- > Building and construction industries – especially sustainable building
- > Caring industries – Significant Commonwealth and ACT Government commitments in aged care, early childhood education and care, disability services and health care more broadly, will drive increased investment in these sectors in years to come
- > Experience industries – re-building vibrant and innovative tourism, hospitality and arts businesses after the Covid-19 epidemic will provide jobs for flexible and adaptive employees

CIT will maintain its close sectoral relationships with industry through the Minister's Skills Advisory Council, and the new Jobs and Skills Councils which are a refinement on past structures where industry and peak bodies had critical roles in projecting the skills education requirements for their industry futures. A major feature for VET training in the coming years will be the dynamism of developed, delivered, tested and assessed skills across categories linked to net zero 2050 and areas of workforce and skills shortages.



CIT Board

The CIT Board, established in 2015 under Section 9 of the *Canberra Institute of Technology Act 1987* (CIT Act), consists of a minimum of seven and no more than 11 members, appointed by the ACT Government Minister for Skills. The CIT CEO is a Board member in accordance with Section 80 (4) of the *Financial Management Act 1996* (FMA).

As required by Section 56 of the FMA, the CIT Board is liable, under the responsible Minister, for the efficient and effective financial management of CIT. The CIT Board Charter outlines the roles and responsibilities

of board members, code of conduct, conflict of interest and other information relating to meetings, subcommittees, and administration. The CIT Board Charter is available on the CIT website. Appointments to the CIT Board are conducted in accordance with the ACT Government Boards and Committees Handbook.

In 2022 there were some changes to the Board. On 1 July 2022, outgoing Chair Craig Sloan was replaced by Kate Lundy who was the previous Deputy Chair. A new member, Ms Natalie Howson joined the Board as Deputy Chair.

CIT Board Members



Kate Lundy
Chair



Natalie Howson
Deputy Chair



Christine Robertson
Interim CIT CEO



Raymond Garrard
Member



Paul McGlone
Member



Roslyn Jackson
Member



**Professor
Frances Shannon**
Member



Jane Madden
Member



Tahlia-Rose Vanissum
Member



Sam Mills
Staff Member
(elected)



Louise Starr
Student Member
(elected)

During 2022 there were five ordinary Board meetings. In addition, the Board conducted a series of extraordinary and special meetings to discuss matters of interest such as cloud campus and the Woden CIT Development application. The table below shows board meeting attendance for ordinary meetings.

Board Meeting Attendance in 2022

Name	Position	Meetings
Craig Sloan (term expired 30 June 2022)	Chair	2
Kate Lundy	Deputy Chair and Chair	4
Natalie Howson (appointed 1 July 2022)	Deputy Chair	2
Raymond Garrand	Member	5
Professor Frances Shannon	Member	5
Jane Madden	Member	4
Tahlia-Rose Vanissum	Member	4
Paul McGlone	Member	4
Roslyn Jackson	Member	4
Louise Starr	Student Member	3
Sam Mills	Staff Member	5
Leanne Cover	CIT CEO	2
Christine Robertson	Interim CIT CEO	2

CIT Board Subcommittees

The CIT Audit and Risk Committee is a subcommittee of the CIT Board. It was established by the CIT Board in accordance with the ACT Government Internal Audit Committee and Function Framework and Sections 56 and 77 of the *Financial Management Act 1996*. Its role is to provide independent, objective assurance and assistance to the CIT Board on CIT's risk, control and compliance framework, internal audit function and its external accountability responsibilities. The Audit and Risk Committee oversees the preparation of the financial statements on behalf of the CIT Board. For further information on the activities of the Audit and Risk Committee see section on internal audit.

During the year, the Board established the Governance and Nominations Committee. This Committee consists of Board members and provides advice to the Board on appointments and governance practices. The Governance and Nomination Committee has its own Charter which sets out the Committee's objectives and includes authority, membership, frequency of meetings and context.

Matters considered by the CIT Board

The Board plays a key role in setting the strategic direction of CIT as well as providing oversight of financial reporting and human resource matters. CIT Board members bring a range of skills and expertise to CIT.

The CIT Board met more regularly in 2022 to enable more in-depth consideration of the strategic direction of the CIT. This included greater focus by the Board on WHS strategy, ICT, cloud campus, stakeholder engagement, educational governance, structure and staff feedback.

To further support the strategic direction of the CIT, the Board established the Governance and Nominations Committee. This Committee focussed on governance, process and strategic policy including reviewing the Board Charter and reviewing legislative obligations. An updated Board Charter has been included on the CIT website. The Committee work program includes areas of focus for 2023.

The Board continued its focus on CIT Woden and plans for Yurauna moving to the Bruce campus. The CEO and Chair participating on Major Projects

Canberra's CIT Woden Project Board to progress the planning and delivery of the new campus. The Board held a special meeting to focus on the CIT Woden development application and was kept abreast of planning and staff and student consultation on the campus.

The Board and CIT executive held a workshop on cloud campus and its application to the whole of CIT, as well as the opportunity to have an integrated approach to the Woden smart campus.

The Board conducted a meeting at the CIT Fyshwick Campus and met with Trade College leaders. This visit reinforced the need for capital and equipment upgrades to keep CIT at the forefront of quality teaching and learning experience.

The Board focused on a strategic rebuild of the CIT including capacity of the CIT executive and responding to staff feedback.

To support efficient and effective financial management, CIT continues to strengthen financial accountability, and reporting including, the introduction of an expenses management system, centralised contracts register, reporting enhancements to the Board and strengthening the financial delegations on the CEO.

The focus of the Board remains on ensuring CIT continues to deliver quality teaching and learning to the ACT community and acknowledges the ongoing dedication and commitment of the CIT community.

Remuneration for executives and board members

All CIT executives are paid in accordance with Determinations of the ACT Remuneration Tribunal and relevant laws and instruments, including the *Public Sector Management Act 1994* and the *Public Sector Management Standards 2006*. Under the Remuneration Tribunal Act 1995, the Remuneration Tribunal determines remuneration for the CIT CEO and members of the CIT Board.

CIT Solutions

CIT Solutions delivers a range of professional development courses and nationally recognised qualifications from the Australian Qualifications Framework under CIT's Registered Training Organisation status (RTO 0101) to government CRICOS and corporate sectors. These programs and consultancy services are delivered to ACT clients and approved international students.

CIT Solutions Pty Ltd (the Company) is an owned subsidiary of CIT that reports to the Australian Securities and Investments Commission under the *Corporations Act 2001*. CIT Solutions audited financial statements are consolidated within CIT's financial statements in this report (see C2).

CIT Solutions provides:

- > Training in an extensive range of foreign languages
- > Marketing services to CIT to recruit international students
- > Professional development and recreational short courses for lifelong learners.

Internal Accountability, Governance and Oversight

Organisational Structure

CIT comprises three divisions, five teaching colleges, and CIT Yurauna, which is a service dedicated to Aboriginal and Torres Strait Islander peoples. Each College, led by a College Director and supported by management teams, provides quality VET in a range of areas. The divisions provide support to all teaching areas which are supported by VET practitioners with current industry qualifications and a broad experience.

The Teaching Colleges are:

- > **Business and Leadership** delivering skills in accounting and law, management and business, and business administration
- > **Health, Community and Science** delivering a range of courses focused on meeting the needs of the community and industry in forensic science, environment, animal technology and science with health and community services disciplines
- > **Technology and Design** works closely and collaboratively with local industry and delivers course in building and interior design, engineering and spatial information, hair and beauty, floristry and horticulture, photography, visual arts and fashion, information, communication technology, communication, media and music
- > **Pathways** delivers the ACT Senior Secondary Certificate, English language skills and Language, Literacy, Numeracy and Digital (LLND) Support for Foundation skills

- > **Trade Skills** aims to produce qualified trade people for the ACT community and region through a range of relevant programs, state of the art training facilities and a collaborative approach to industry engagement and provides foundation skills to help students build essential skills.

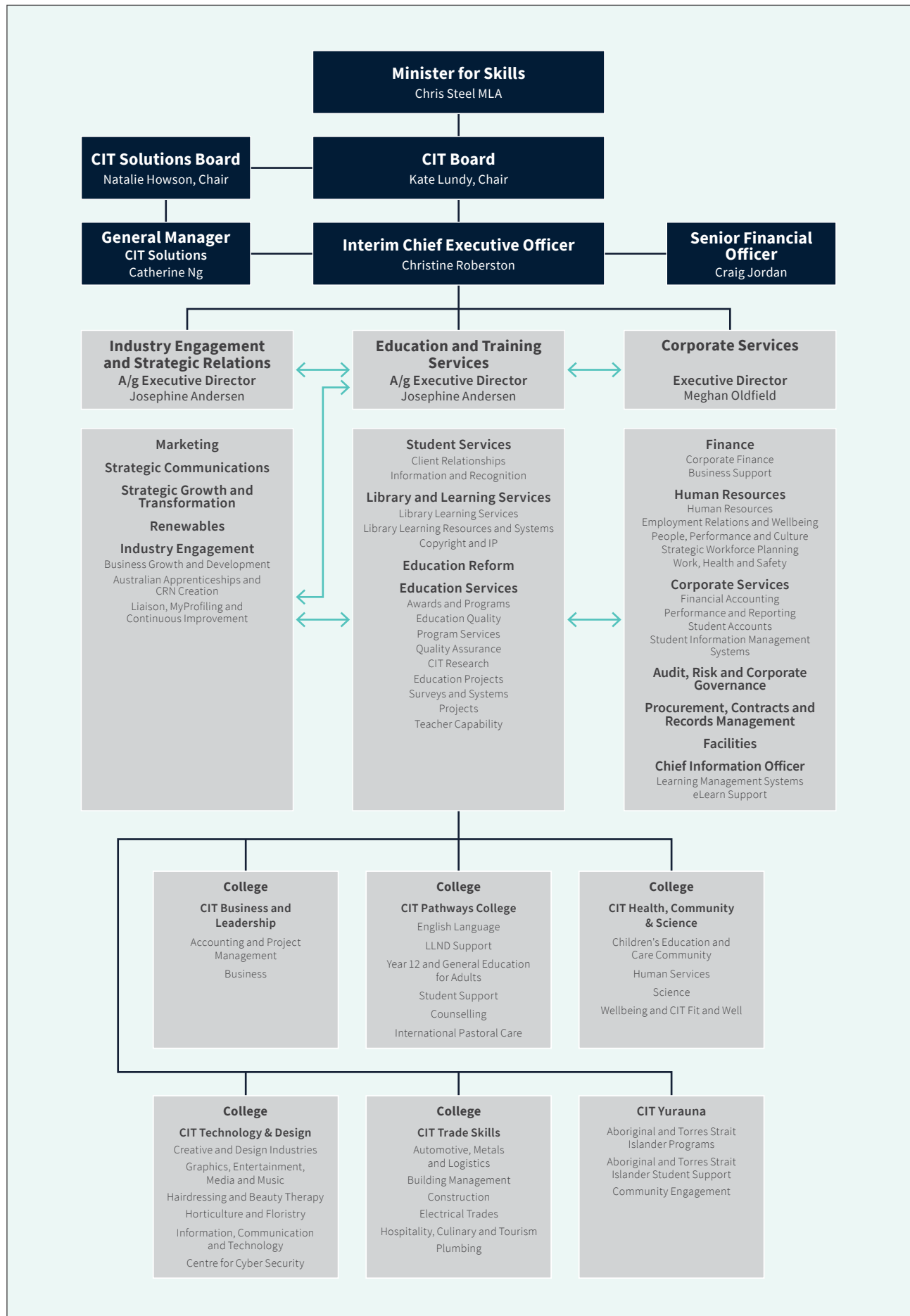
The **Education and Training Services Division** is responsible for the integrity and delivery of teaching and learning across CIT to meet the needs of students and employers in the ACT and regional community. This includes the oversight of CIT colleges, CIT Yurauna, Education Services, Student Services and CIT Library and Learning Services. The Division's objectives are to provide high quality VET which is engaging, innovative and provides students with authentic workplace-based learning experiences. The Division also has a supporting role in ensuring CIT fulfils the compliance requirements set by VET and Higher Education regulators, including the Australian Skills Quality Authority (ASQA), the Tertiary Education Quality and Standards Agency (TEQSA) and the ACT Board of Senior Secondary Studies (BSSS).

The **Corporate Services Division** is responsible for a comprehensive range of support services across CIT in the areas of finance, human resources, industrial relations, corporate governance, audit and risk, facilities management, information technology, records management, work health and safety, student administration system and corporate compliance. Corporate Services is also responsible for ensuring CIT meets its obligations as a Territory Authority, to the ACT and Australian Governments.

The **Industry Engagement and Strategic Relations Division** is responsible for supporting and coordinating the growth of CIT's business by developing broad and effective links with industry; aligning CIT programs with industry expectations and outcomes; and ensuring stakeholders and the community are aware of the contribution CIT makes to individuals, employers and the ACT economy.

In addition, the Division provides ministerial liaison and support to the CIT Chief Executive Officer (CEO) and CIT Board and liaises with the Economic Development section within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) regarding the future economic development of the ACT and the region.

CIT Executive and Functional Structure - as at 31 December 2022



CIT Executive Team (as of 31 December 2022)

The CIT Executive team as of 31 December 2022 comprised the Interim CEO; the Executive Director, Education and Training Services; the Executive Director, Industry Engagement and Strategic Relationships; The Executive Director Corporate Services; The Senior Financial Officer; the Chief Information Officer; the Senior Director Human Resources; The Senior Director Finance; and Executive Branch Managers for FOI & Audit and Policy & Governance. The Executive Team works collaboratively and reports to the CEO.

(Interim) CIT CEO, Christine Robertson, reports directly to the CIT Board and provides strategic leadership across CIT. The CEO is responsible for ensuring, as far as practicable, that the CIT's statement of intent is implemented effectively and efficiently while managing the day to day operations of CIT in accordance with the policies set by the board. The CEO regularly advises the board about the operation and financial performance of CIT.

Senior Financial Officer, Craig Jordan, reports directly to the CIT Board, and provides the Board with strategic and analytical advice. The Senior Financial Officer is responsible for preparation of the annual budget and financial statements for CIT, and strategic accounting and reporting activities to meet external reporting obligations and support business units in meeting their needs. The position takes a lead role in ensuring that CIT's financial position is robust and sustainable.

A/g Executive Director, Education and Training Services, Josephine Andersen, works with CIT's education leaders to ensure the design and delivery of teaching and learning is high quality, relevant and accessible, and meets students' and employers' needs. The position is the primary interface with ASQA, TEQSA and the ACT BSSS, and ensures CIT's education governance meets all regulatory requirements for domestic and international students.

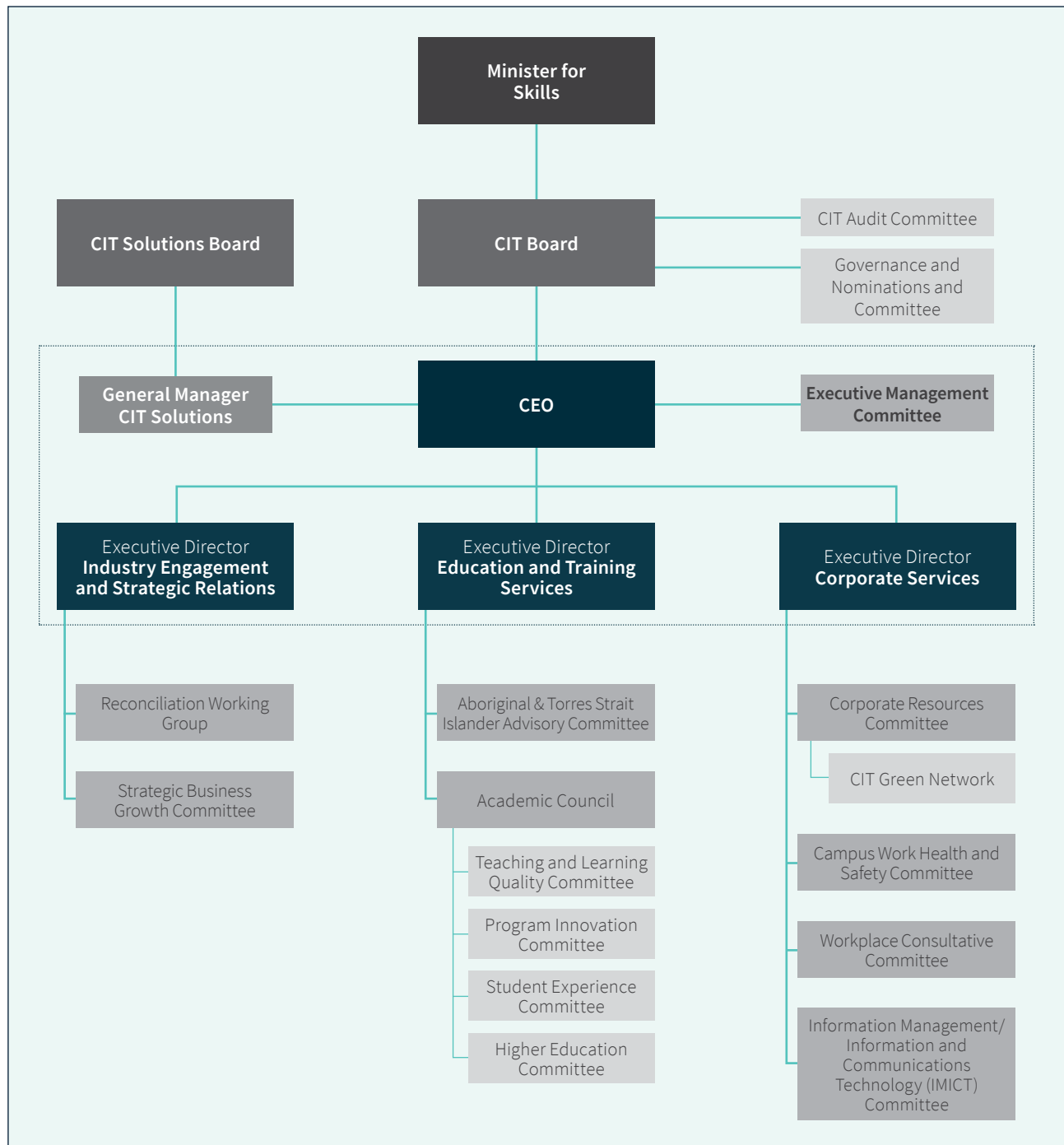
Executive Director, Corporate Services, Meghan Oldfield, has primary responsibility for ensuring the efficient operations of CIT through appropriate business and professional services supporting the strategic and operational needs of CIT. This includes overall management of CIT's budget and finances, human resources, property management, information technology, audit and risk, procurement and corporate compliance. This position is also the key liaison point for other ACT Government services supporting CIT.

A/g Executive Director, Industry Engagement and Strategic Relations, Josephine Andersen, has primary responsibility to ensure CIT has broad and effective links with industry to grow CIT's business; responsibility for the CIT brand and ensuring stakeholders and the community are aware of the contribution CIT makes to individuals, employers and the ACT economy; and responsibility for ministerial liaison and providing support to the CIT CEO and CIT Board. In addition, the position liaises with the Economic Development area of CMTEDD regarding the future economic development of the ACT and the region.

CIT Internal Governance

Under the CIT Internal governance Framework, CIT committees, advisory groups and working groups are accountable to the CEO through the Executive Management Committee.

CIT Governance Framework



Committee	Role
Executive Management Committee (EMC)	To support the CIT Board and the CEO by providing timely, professional and informative advice in relation to key strategic direction setting and the efficient and effective operation of CIT. EMC is accountable for the performance outcomes of CIT through the implementation and monitoring of strategic, operational, educational, people and financial business plans and processes and for ensuring that appropriate frameworks, delegations, policies, procedures and resourcing are in place to support the delivery of CIT strategic and operational objectives. EMC is chaired by the CEO and made up of the executive team.
Corporate Resources Committee	To provide advice on issues relating to oversight responsibilities relating to financial, human resources and corporate governance. This is a subcommittee of EMC.
Academic Council	Academic Council is the principal academic governance body of CIT. Academic governance is the framework of policies, structures, relationships, systems and processes that provide direction and oversight of academic activities (teaching, learning, assessment and research) at CIT. This includes regulation of the quality and standards of performance of CIT VET services. There are four committees (described below) which support and report to the Academic Council. The outcomes of meetings are reported to EMC.
Teaching and Learning Quality Committee	To advise on the development, implementation and review of strategies, policies and initiatives to meet legislative, regulatory and professional requirements and to address quality standards and best practice in teaching and learning.
Program Innovation Committee	To advise on and approve strategies, policies and initiatives that review and enhance current teaching and learning programs and identify new and innovative programs and practices. This committee also identifies innovative practices in program delivery that use technology and work- based models.
Student Experience Committee	To advise on and approve the development, implementation and review of strategies, policies and initiatives to ensure the learning needs and educational experience of students are addressed. This involves analysing key measures of the student experience and identifying actions to improve and enhance students' education experience.
Higher Education Committee	To advise and make recommendations on the review, development and implementation of strategies, policies and initiatives that enable academic enhancements and ensure that CIT meets the Higher Education Framework (Threshold Standards) 2015 and other TEQSA requirements.
Aboriginal and Torres Strait Islander Advisory Committee	To provide advice and guidance on how CIT can meet training needs of industry and the community for Aboriginal and Torres Strait Islander people as well as to provide input into business planning for the delivery and support of Indigenous education at CIT. The Committee also liaises closely with the Reconciliation Working Group. Outcomes of meetings are reported to EMC.
Reconciliation Working Group	The CIT Reconciliation Working Group engages collaboratively with all areas across CIT to advance reconciliation by implementing and monitoring the <i>CIT Reconciliation Action Plan</i> (RAP) and by gathering support and commitment, encouraging all CIT staff to participate in initiatives and events.

Committee	Role
Strategic Business Growth Committee	To provide advice to ensure CIT is able to effectively and collaboratively establish and achieve revenue targets to ensure CIT's financial sustainability and competitive market share. The Committee is also responsible for establishing, leading and reviewing the policies, approaches and frameworks around competitive forces such as pricing and funding arrangements.
Campus Work Health and Safety Committee	To facilitate cooperation between staff and management on the development, implementation and review of Work Health and Safety (WHS) policy and procedures. To monitor compliance with WHS legislation, standards, codes of practice, policies and procedures.
Workplace Consultative Committee	To facilitate effective consultation with employees and their representatives, including union representatives, on workplace matters.
Information Management / Information and Communication Technology (IMICT) Committee	To develop and maintain CIT's vision and strategy for IMICT and to provide governance to the management of the future of IMICT in CIT. The Committee's primary focus is strategy and tactics in line with the Strategic Compass.
CIT Green Network	To engage with staff and students to promote sustainable practices across all CIT business activities and implement the ACT Government's Climate Change Action Plan across CIT business activities.

PERFORMANCE ANALYSIS

PROVISION OF VOCATIONAL EDUCATION AND TRAINING SERVICES

CIT delivers its services under Output class 1.1 Provision of Vocational Education and Training Services, as set in the *2022-23 ACT Budget Statements B, Chief Minister, Treasury and Economic Development Directorate* (page 142). This output involves the provision of places in publicly funded programs at CIT, consistent with training needs for the ACT.

CIT also provides training through commercial or other funding sources that are not covered under this output class but are included in the following commentary on the accountability indicators and the strategic highlights.

CIT delivers a range of national training packages across the Australian Qualification Framework (AQF), from certificate I to graduate certificate levels and all Fields of Education. As of December 2022, CIT's scope of registration included 187 current training package qualifications, 16 VET-accredited courses and one Higher Education course.

CIT has Australian Skills Quality Authority (ASQA) Registered Training Organisation (RTO) registration, including delegated authority to amend its scope of registration for VET training products, until July 2024 and registration with the Tertiary Education Quality and Standards Agency (TEQSA) as a Non-University Higher Education Provider until 31 December 2026.

As the sole public provider of VET in the ACT, CIT is committed to continual improvement supported by ongoing monitoring and auditing to ensure delivery of nationally consistent, high-quality training and assessment services required to meet the VET Quality Framework and Higher Education Standards. CIT also specialises in the delivery of the ACT Senior Secondary Certificate to mature age students.

STRATEGIC PRIORITIES

Student Experience

At CIT, teaching, learning and business planning and development is centred on the Student Experience,

and fulfilling students' needs and aspirations. The Student Experience is a key strategic priority to support the achievement of CIT's Strategic Pillars (shown on page 13).

While students choose to study at CIT for a variety of reasons, 82.5 per cent of students identified their main reason of study being employment related (2022 VET Student Engagement Survey (VETSES) or preparing for a promotion, changing careers into another sector, starting a business, upskilling, or meeting the criteria of a current job.

With a focus on employment outcomes, CIT will continue to partner with government, business and industry stakeholders to provide student experiences that quality assured outcomes and qualifications, accepted by industry.

Our close relationships with external stakeholders and our students will be increasingly important in the coming year of workforce challenges and skills shortages.

Teaching and learning support is vital to the success of all our students including our international students. CIT provides access to:

- > the Student Wellness Hub
- > mental well-being, counselling, disability, tutoring and migrant support

CIT Student Association (CITSA) and CIT Solutions also support students' mental health and well-being through social programs and events.



Community work - Nursing mural students

NATIONAL STUDENT OUTCOMES SURVEY

CIT's key strategic objective is to provide vocational education and training that meets student needs. The National Student Outcomes Survey, conducted annually by the National Centre for Vocational Education Research (NCVER) provides one measure of success. By focusing on students' employment outcomes, the Student Outcomes Survey gauges how well CIT serves individuals and the community.

The Student Outcomes Survey also collects information on VET students' reasons for training, satisfaction with training, and further study outcomes and provides a comparison across other state and territory TAFE Institutes. Areas of assessment include:

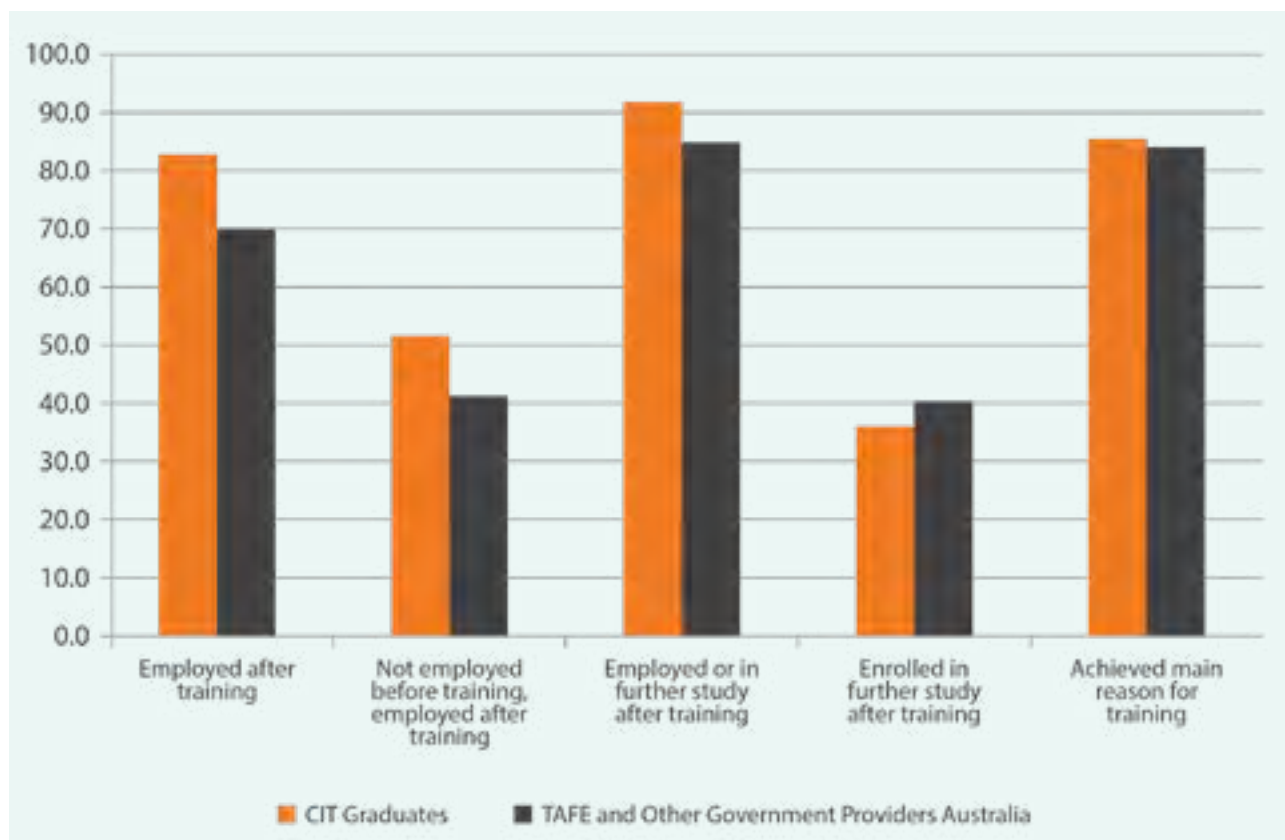
- > employed after training
- > not employed before training, employed after training
- > employed or in further study after training
- > enrolled in further study after training
- > achieved main reason for training (reasons for studying include getting a job, gaining extra skills for current job, changing careers, getting a better job, and developing or starting a business).

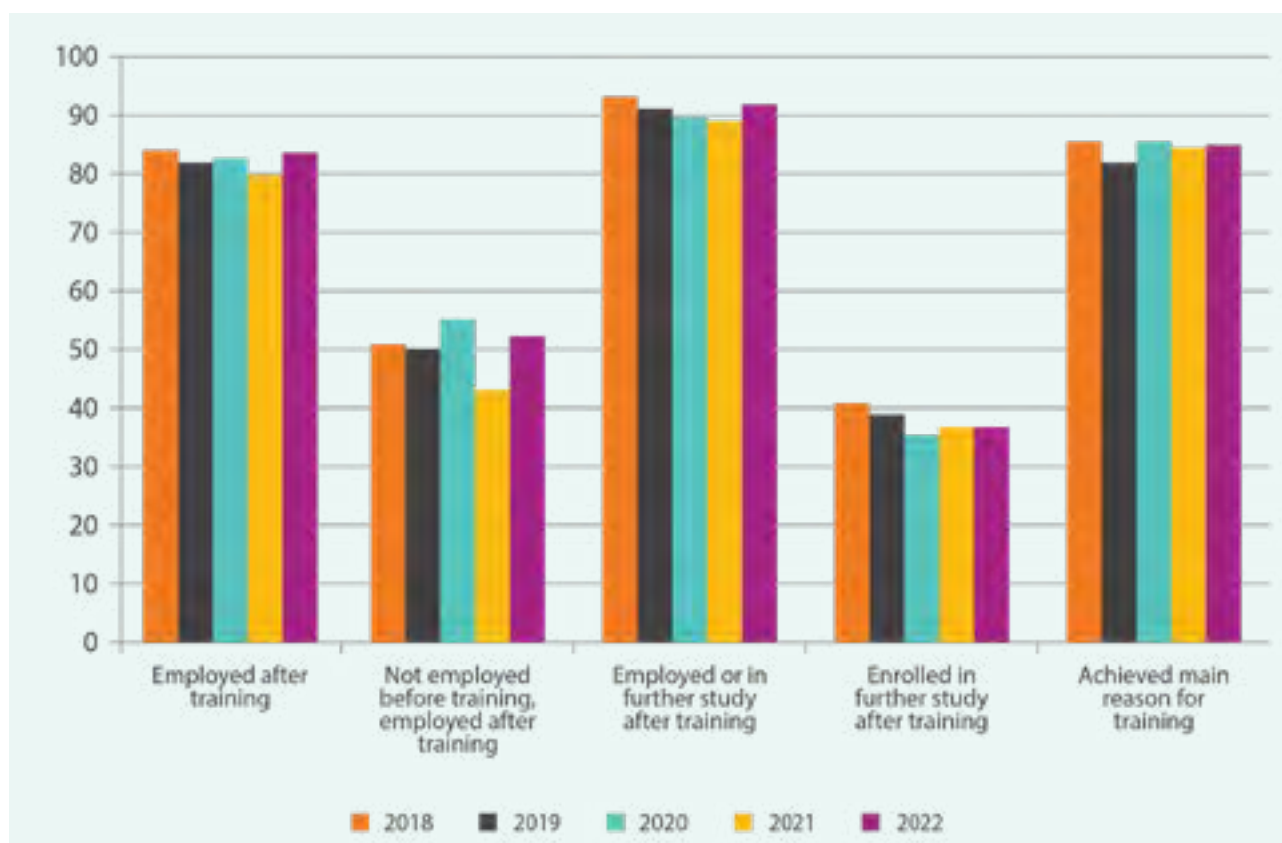
The 2022 performance of CIT graduates against national performance for Australian TAFE graduates is highlighted below. As illustrated, CIT graduates have exceeded the national performance in all but one area, showing an impressive performance in employment related indicators.

In these categories CIT has outperformed the national average in all but one area. For CIT graduates in 2022:

- > 85.0% were employed after training compared with 75.6% nationally
- > 60.9% who were not employed before training, employed after training compared with 49.4% nationally
- > 90.9% were employed or in further study compared with 86.1% nationally
- > 33.2% were enrolled in further study after training compared with 36.1% nationally
- > 88.0% achieved the main reason for study compared with the national average of 85.7%.

NCVER Student Outcome Survey 2022





ACCOUNTABILITY INDICATORS

CIT delivers VET through ACT Government Controlled Recurrent Payment (CRP), the ACT Government Skilled Capital program, funding for Australian Apprenticeships, the JobTrainer Program and commercial activities delivered by CIT and its subsidiary, CIT Solutions.

In 2022, student activity data for the ACT Budget accountability indicators reported in the Statement of Performance focused specifically on the subset of CIT's education delivery that is subsidised by the ACT Government through CRP. This did not reflect the full extent of CIT's training delivery as it did not include students enrolled under other commercial or contestable schemes.

In 2021, CIT introduced two new accountability indicators. 2021: Subject Enrolments and Subject Pass Rate, which includes all students to better reflect the trend in study preferences of students who have moved away from pursuing full qualifications in favour of individual skillsets.

The budget accountability indicators of Nominal Hours, Program Enrolments, Module Pass Rates, Program Completions and Average Controlled

Recurrent Payment per Nominal Hour (reported below) were discontinued from 1 July 2022. These measures only related to training delivered under the default Profile student scheme (see below) and do not include students enrolled under other schemes.

CIT has four accountability indicators for the full 2022 year and four accountability indicators that were discontinued from 1 July 2022. These are described in the CIT Statement of Intent and further information is available in the Statement of Performance on page 161.

Subject Enrolments

Subject Enrolments refers to student enrolments in each Unit of Competency for the reporting period, as opposed to a full qualification. In 2022 there were 93,701 subject enrolments, 6% below the target of 100,000.

The number of subject enrolments for 2021 was 111,464, 3% above the target of 108,000.

This accountability indicator was introduced in 2021. Comparative data across the two years has seen a 15.93% decline with subject enrolments falling from 111,464 in 2021 to 93,701 in 2022 (17,763 less).

The decline in subject enrolments is attributed to a combination of the flow-on effects of reduction

in enrolments post-COVID and the strong local employment market reducing the immediate demand for training.

Subject Pass Rate

Subject Pass Rate refers to the proportion of subject enrolments issued with a grade indicating successful completion of the Unit of Competency during the reporting period.

CIT recorded an 86% subject pass rate in 2022, 1% above the target of 85%. This was the same result recorded in 2021.

Learner Satisfaction Rate

In 2022 CIT replaced the Learner Engagement Survey (LES), used by CIT to measure student satisfaction rates for the past ten years, with the VET Student Experience Survey (VETSES) at the request of ASQA. RTOs (registered training organisations) participating in VETSES are not required to administer the LES.

The VETSES, a joint initiative between ASQA, the Department of Employment and Workplace Relations and the NCVER, is a short online survey that captures information from current students about their training experiences to date, training intentions and satisfaction, pre-enrolment and enrolment processes, and motivation.

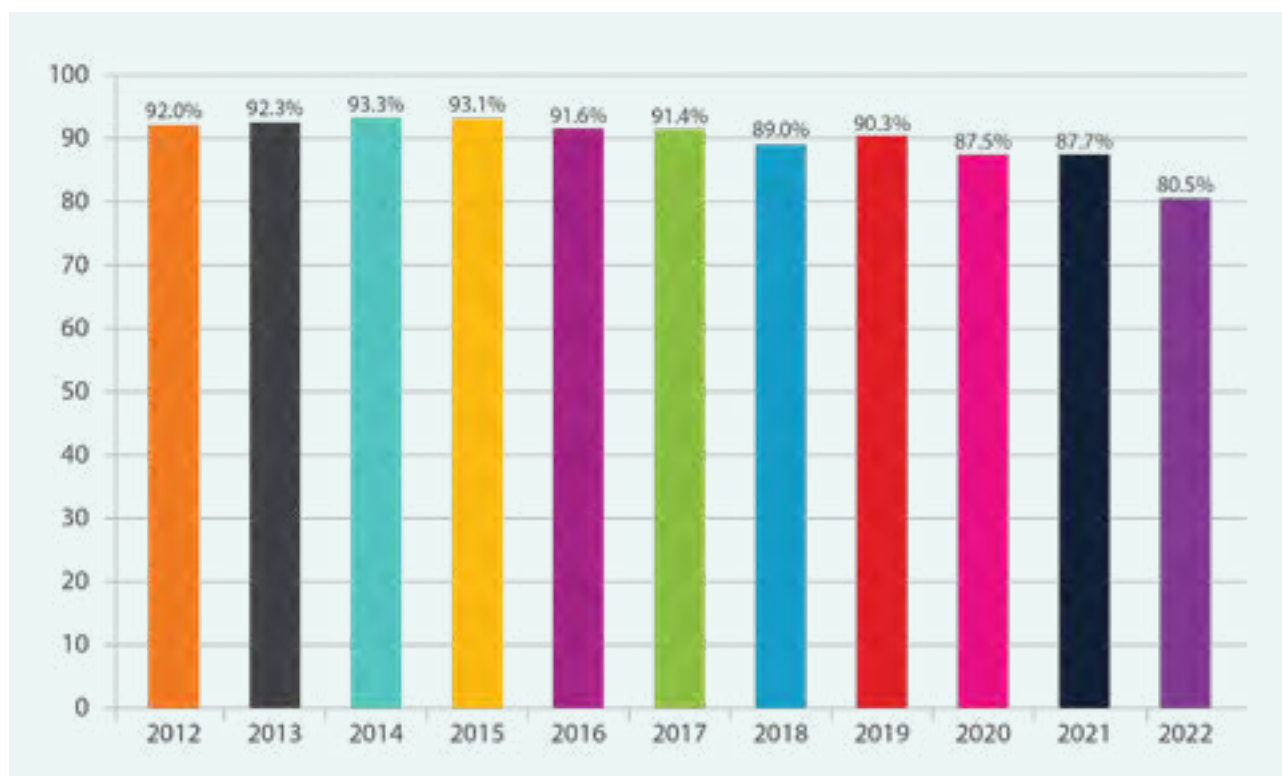
The VETSES retains the LES key indicator question, allowing CIT to collect and analyse longitudinal data and report against ACT Government accountability indicators.

The VETSES was conducted between 12 October and 4 November 2022 with all students enrolled in a qualification level program (Certificate I and above), who were aged 15 years or older able to participate. Responses to the VETSES were received from 349 CIT students, giving an overall response rate of 25.9% (compared to 2021 LES the response rate of 21.3% or 2,015) of students invited to participate in the survey. Most of these students (65.5%) had been undertaking training with CIT for more than six months.

In 2022, CIT's student satisfaction result from the VETSES was 80.5% (rounded up to 81% in the Statement of Performance) for the key indicator question – students are satisfied with the training.

While this is below the target of 85%, and 7% lower than 2021 result, the results from the two different surveys are not directly comparable, and the figure for 2022 cannot be compared with previous years given the smaller number of students responding. CIT will be reviewing the target to determine if it is still appropriate under the new methodology.

Learner satisfaction rates 2012 to 2022 from Learner Engagement Survey and VETSES

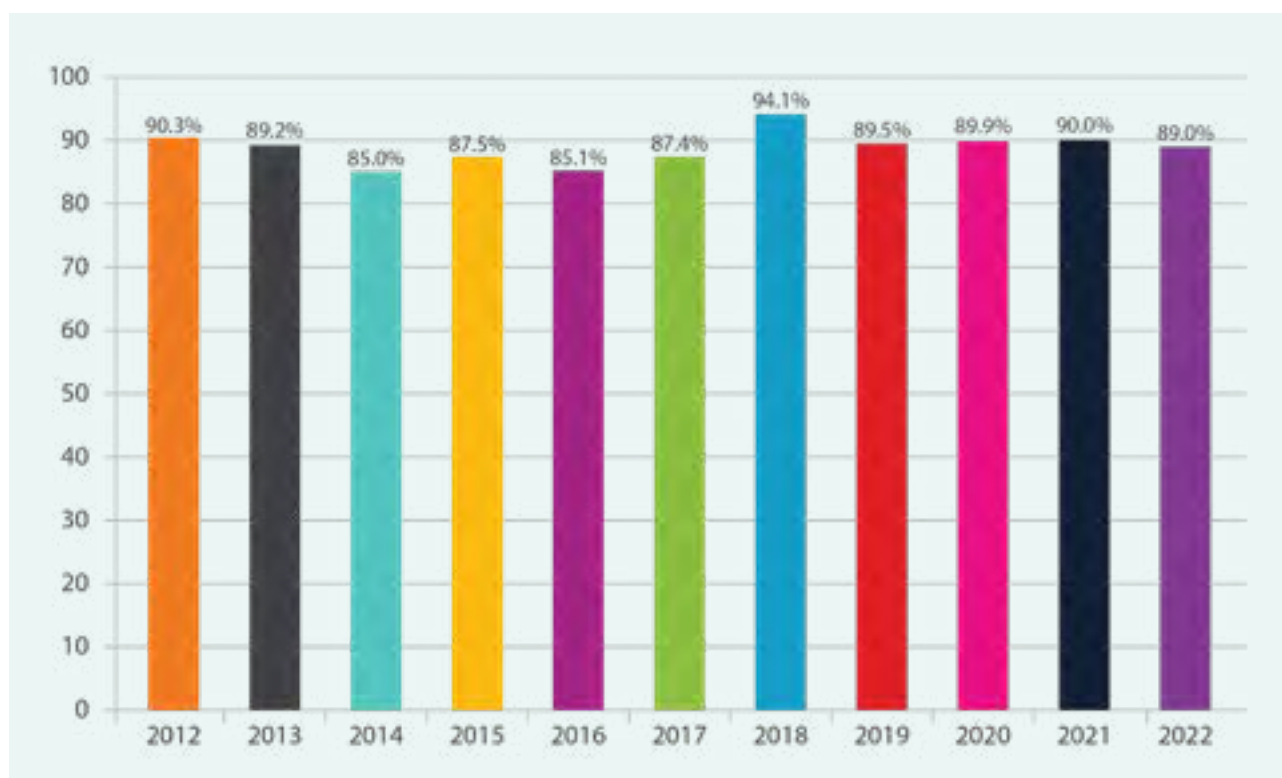


Employer Satisfaction Rate

The Employer Satisfaction Rate is measured through the Employer Satisfaction Survey based on employers of apprentices or trainees at CIT. The 2022 survey, conducted from 29 August to 15 September 2022, returned a response rate of 18.8% with 318 employer responses out of 1,690 employers. Many employers were from large companies (single respondent) with multiple apprentices/trainees.

The satisfaction rate with training at CIT for 2022 was 89% which is above the accountability indicator target of 80%. Employer satisfaction rates have remained positive over 10 years as per the table below.

Employer satisfaction rates 2012 to 2022



Nominal Hours

(discontinued 1 July 2022)

Nominal Hours (training hours) is the nationally accepted quantitative output measure for the VET sector. CIT delivers training under various funding programs and commercial opportunities.

- > CIT delivered a total of 4.2 million training hours in 2022, and while this was a 19% decrease on the 5.2 million training hours in 2021 it was closer the total training hours of 4.4 million hours delivered in 2020.
- > The total training hours includes 2,145,533 hours for publicly funded programs (2,682,167 in 2021). The remaining training hours are delivered through contestable programs.
- > More information regarding this accountability indicator and figures to 30 June 2022 are in the Statement of Performance on page 161.

Program Enrolments

(discontinued 1 July 2022)

- > CIT recorded 26,992 program enrolments (29,245 in 2021). These include Australian Qualification Framework (AQF) qualifications, statements of attainment and Adult and Community Education (ACE) programs.
- > Of these 8,244 were profile enrolments in accredited courses (9,822 in 2021).
- > More information regarding this accountability indicator and figures to 30 June 2022 are in the Statement of Performance on page 161.

Program Completions

(discontinued 1 July 2022)

- > There were 4,366 (3,382) program completions in 2022. (These include qualifications under the AQF and does not include skill sets, statements of attainment and non-accredited training such as ACE programs).
- > More information regarding this accountability indicator and figures to 30 June 2022 are in the Statement of Performance on page 161.

Module Pass Rate

(discontinued 1 July 2022)

- > The module (single accredited unit of competency) pass rate was 86%, 1 above the 2021 target of 75%.
- > Module pass rates were above target due to CIT's continued focus on high-quality and relevant training and support for students.

2022 STRATEGIC PERFORMANCE HIGHLIGHTS

CIT was recognised as the ACT Large Training Provider of the Year Award at the 2022 ACT Training Awards. This award recognises an RTO that offers a broad range of training products and services and demonstrates excellence and high-level performance in all aspects of VET. The award is testament to the high-quality training and services CIT provides.

The Strategic Compass 2025 – CIT Futures articulates the strategic priorities for CIT and all activities conducted at CIT, as described within the following section, are focussed on the enablement of the four strategic pillars of the Strategic Compass. These are demonstrated in many outcomes across CIT and within the ACT community. We serve the community in multiple ways including:

- > partnering with industry to increase productivity and position the new economy for prosperity
- > enabling access and opportunity for social and economic success including the development of the ACT community, services, and infrastructure
- > provision of courses and qualifications to ensure quality within the ACT skilled workforce
- > investing in CIT's long-term future and positioning for relevance and value in all that we do.

CIT's customer focus aims to deliver training to meet student needs and deliver optimal outcomes for students, business, industry and the ACT community. The following performance outcomes align with the strategic priorities of the Strategic Compass and demonstrate achievements and the commitment of CIT's staff, our students, and our partners.

Industry Engagement

CIT is Canberra's public VET provider and has a unique teaching and learning heritage. It is in our core way of doing business to partner with industry to increase productivity and be in touch with changes first evident in markets. This local intelligence allows us to develop a close to customer focus for the benefit of our commercial partners and our students. We do this through:

- > Encouraging and providing access and opportunity for social and economic success for people who may have barriers to engaging with education and work

- > Quality assessed courses and qualifications that ensure quality within the ACT workforce and the opportunity for workers to upskill and gain higher technical and other qualifications in progressing their careers
- > Investing in Canberra's long-term future for a sustained impact and value in what we do in research, innovation, exploration of early markets, and development of skills needed for future decades
- > CIT delivers market relevant skills in a timely way. This provides access to secure and well paid jobs for Canberrans and people in the surrounding regions.

CIT is driving change in the VET sector by working closely with industry to co-design training in new and emerging industries such as electric vehicle maintenance, renewable energy, and cyber security. In a world of uncertainty, the ability to detect industry trends and having the adaptability and agility to respond to emerging needs is required to maintain CIT's relevance to industry.

Assisting students to achieve their main reason for studying at CIT is at the forefront of all CIT teaching, learning and business planning and development. The reason for studying at CIT cited by 83.4% of respondents in the 2022 VET Student Experience Survey is employment related. This includes getting a job or a promotion, changing careers, starting a business, upskilling, or meeting the requirements of a current job.

With a focus on employment outcomes, CIT will continue to partner with government, business, and industry stakeholders to provide student experiences that result in quality assessed outcomes, that meet industry requirements.

The CIT Industry Engagement Division led the development and coordination of a range of training activities with industry throughout 2022. This included forming partnerships with Defence to support students into defence career opportunities, representing as a gold sponsor for the National Association for Women in Construction's ACT Chapter and delivering training activities with Multiplex for the Canberra Hospital Expansion project. Throughout 2022, the division also initiated a consultation process with local industries to have input into a CIT Stakeholder Engagement Strategy. The consultation process involved touchpoints with over 500 key industry stakeholders and the framework received strong endorsement from industry. The Framework consultation process continued through 2022 and will lead CIT's Stakeholder Engagement focuses into the future, with an official release proposed in 2023.



CIT student

Community Partnership

Skills shortages in hospitality were the driving force behind a successful partnership which delivered 28 successful program graduates, and 16 graduates transitioning to full employment. In 2022 CIT, ClubsACT, SPARK, and the ACT Education Directorate partnered to deliver the ClubsACT Pathway Program addressing skills and labour shortages in the ACT hospitality industry.

Delivered over a four-week period, the program provided training to Year 12 graduates and linked participants with employment opportunities. ClubsACT worked with venues to determine work experience opportunities with the aim of transitioning participants into employment. The program provided participants with the opportunity to gain critical skills and qualifications including Responsible Service of Alcohol, Responsible Conduct of Gambling Services and Hygienic Handling of Food.

Twenty-eight participants successfully completed training, with 16 transitioning into employment following the program. Based on the program's success, CIT, SPARK, the ACT Education Directorate and ClubsACT will continue to develop and deliver similar courses in 2023.

The program won the ACT Industry Collaboration Award in 2022.

Hats off - celebrating students from award winning partnership hosted by CIT



Linking to Community

CIT undertook a range of activities in association with community partners focused on people, partnerships, learning for life, sense of belonging and community. These included:

- > Three courses of Certificate II in Workplace Skills to Work Experience Support Program (WESP). The WESP program provides migrants living in Canberra with formal training and workplace skills to assist them to join the workforce. Now, operating for more than twenty years, the WESP program is sponsored by the ACT Government and is unique to the ACT. The program provides four weeks of training through the Business and Leadership College. While the education delivery is of high value to the graduates of this program, they stress how the shared experience and support engagement by CIT is appreciated.
- > Canberra College Cares program saw one student graduate and ten students continue attending and striving to complete their Certificate II or Certificate III.
- > CIT Innovations and Project co-ordination continue working towards pathways to UC (University of Canberra), and, with the Flexible Education Unit within the ACT Education Directorate to assist in Community Outreach to Schools to commence pathways learning of Vocational Education for students at School.
- > Diploma of Community Development students organised an ACT community trivia night for Grind to Ground, a social enterprise initiative. Around 150 people attended raising over \$3000.
- > Thirty mental Health First Aid training sessions were held, providing essential training to 354 participants from the public, government, and private organisations.
- > CIT developed a relationship with Sydney Dogs and Cats to foster and support the adoption of kittens and cats to new homes. CIT students can collaborate with rescued cats' homes as part of their studies in caring for animals.

JobTrainer - Growing our Region's Economy

JobTrainer ACT was a joint initiative of the ACT and Australian governments, and offered tuition-free VET to school leavers, young people, and job seekers across Canberra in areas of employment growth to support the economy and assist in the recovery post COVID-19. CIT was initially allocated 2,500 places at a value of more than \$12.6 million for 2021 and 2022. CIT delivered over 1,500 of those places in 2021 in a combination of full qualifications, online statements, and pre-work bootcamp places for students.

In 2022, 417 JobTrainer places were delivered in the priority areas of Aged Care, Disability, Childrens' Education and Care, and Digital.



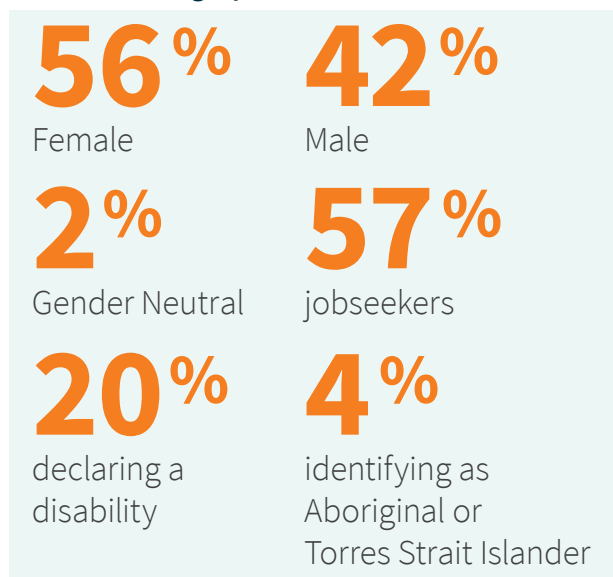
JobTrainer students were provided additional support through weekly Language, Literacy, Numeracy and Digital, (LLND) tutorial sessions to support their learning effectiveness and digital engagement. Students were also able to choose five one-day workshops to complement their study in areas such as:

- > Critical thinking
- > Resilience
- > Wellbeing
- > Digital skills
- > Workplace communication.

CIT continues to see a diverse range of students engaging with JobTrainer:

- > 55 per cent are women
- > 54 per cent are jobseekers
- > 4 per cent identify as Aboriginal or Torres Strait Islander
- > 20 per cent identify as a person living with a disability.

Student Demographics - JobTrainer



VET Engagement and Outreach to School Aged Students

Research from the National Centre for Vocational Education Research (NCVER) indicates that work-based education can lead to better employment outcomes for VET students and provide productivity gains for employers in the form of job-ready workers.

CIT has designed a range of accredited and non-accredited courses specifically for high school and college students. These courses enable an opportunity for school students to experience studies in a particular field or sample different fields to help them discover where they enjoy the most engagement.

In addition, some of the short courses may provide credit for further studies at CIT. School engagement activities include multiple taster programs, 'Come and Try' Days, skills boosters, taste days, and Board of Secondary Studies (BSSS) approved courses.

CIT is actively engaged with the ACT Education Directorate, Catholic and Independent schools to engage and create awareness among school students about vocational education at CIT. The School Engagement Strategy enables students to experience what it is like working in industry. The short course training at CIT enables students to link directly with industry, to achieve long term employment, help address workforce challenges within the ACT, and decide to commence a career in a sector, while earning and learning through their chosen career pathway.

Health Starter Career Pathway Program

The Health Starter Career Pathway program at CIT, run in 2022, provides a particular case example of how in our business model as Canberra's public VET provider, we lead change and advance Canberra's workforce.

This is put into practice through sector needs identification and matching that to demand. We then shape curricular and skills and make vivid career opportunities available to students still at school and deliver these attainments over a defined period. We evaluate the programs to monitor quality and seek improvements.

CIT partnered with the ACT Health Sector Industry to increase productivity and position local economies for prosperity and investment in research to develop the skills needed for the future. As a result, a new Health Starter Statement of Attainment was developed by CIT in conjunction with external stakeholders, the ACT Education Directorate, ACT Health, Canberra Health Services and ACT Emergency Services.

The training opportunity was defined as having a strong demand and limited opportunities.

Three units of training were developed comprising:

- > **CHCDIV001** Collaborate with diverse people
- > **CHCCOM005** Communicate and work in health or community systems
- > **HLTAAP001** Recognise healthy body systems.

A detailed early and ongoing engagement was planned and fulfilled. The course was programmed and delivered in Term Two 2022.

Seventy-one students enrolled in the program across four cohorts. Almost 90% of students who initially enrolled went on to successfully complete the program and obtain their Health Starter Statement of Attainment.

The CIT Year 12 Program

The CIT Year 12 program attracts students year on year due to the flexibility and relevance of course work available to each candidate. In addition, there is time flexibility so that students may spread their course study over a few years, shorten the course study to a single year, while tailoring their practical outcome course work literacies to their VET career or trade preferences. Students may choose to study to achieve an ATAR and take their higher education pathway to university.

In 2022, 69 students graduated from the Year 12 program.

Connecting Students with Employers

Connecting students with employers is a key strategy for improving employment outcomes. CIT hosts a variety of industry events and activities to increase connections between students and employers including employment expos, site visits to Canberra companies (in person or virtual), industry presentations to students and networking events. Some examples for 2022 are provided below.

Industry values CIT students and skills



A group of CIT Certificate IV in Laboratory Techniques (**MSL40118**) students have learned valuable skills and built some great connections to industry following a visit to the Capital Pathology facility in Deakin. Students visited the Histology Department to observe doctors dissecting specimens before scientists prepare them for staining and examination. In the Microbiology Department, students were also introduced to COVID-19 testing procedures. The final stop was

the Blood Bank and Transfusion Department, to learn the correct processes used to ensure a patient receives the right blood transfusion.

Before graduating, eleven students found employment with Capital Pathology. An industry spokesperson commented “CIT graduate students had a good practical understanding and training in Histology and Microbiology which was essential for starting employment in laboratories.”



2022 Graduates at CIT Reid



NETWORKING CIT STUDENTS WITH CYBER INDUSTRY EMPLOYER

Among other community awareness and engagement events CIT hosted cyber security firm Leidos for a career networking event. The event was an opportunity for CIT students to connect directly with a leading employer and learn about building a long-term career in cyber security.

Approximately 50 students from CIT attended a presentation from Leidos and were able to ask questions of four Leidos Executives as part of a panel discussion. The event successfully delivered insightful career information to students and allowed Leidos to identify students for future work placement and employment opportunities. The event highlighted CIT's collaborative relationship with industry and supports CIT's ongoing commitment to address skills shortages in the Canberra region.

WorldSkills 2022

WorldSkills raises the profile and awareness of skilled people and shows how skills are relevant to economic growth. Skills based competitions are held at regional, national and international level. Our student competitors have the chance to compete for gold, silver, and bronze medals at a national level, and if selected for international competition may go on to represent Australia as a Skillaroo.

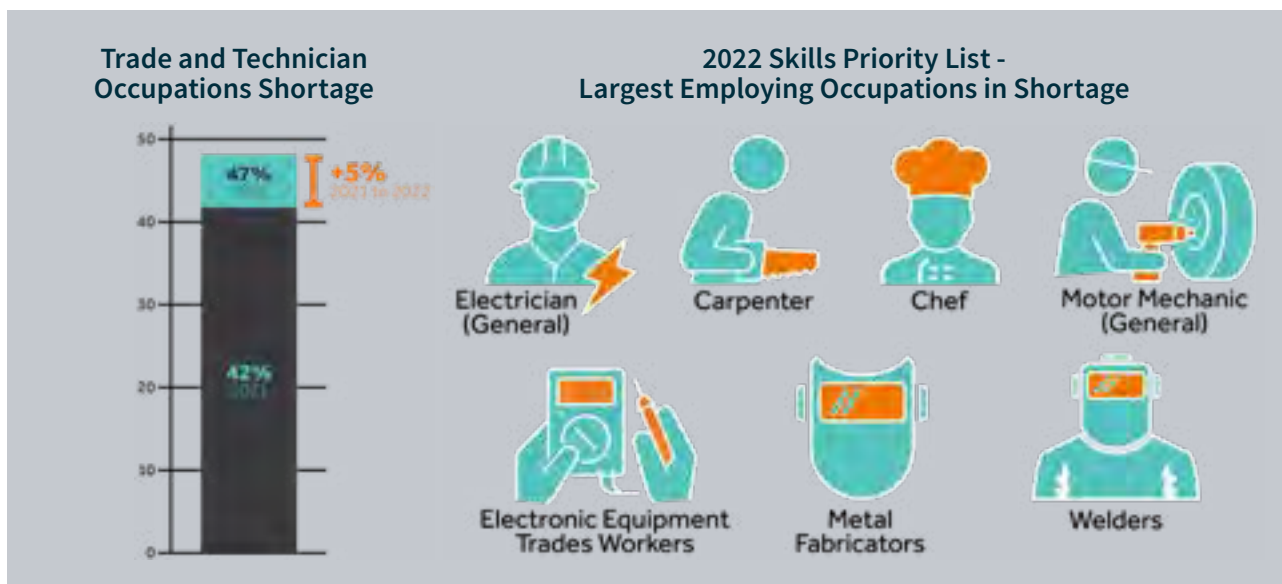
There are over 60 Trades and Skills available in competition in Australia. CIT Trade Skills hosted 12 WorldSkills Competitions across the College in 2022.

Course Offerings

In line with the Strategic Compass, CIT commenced a major review of current courses, transforming course offerings to ensure that all courses offered reflect current and emerging industry employment needs. All course development is focused on delivering employment outcomes for students and increased flexibility in delivery options. This work will continue to be prioritised in 2023.

Apprenticeships and Trainees

There is a national shortage of trades workers and apprentices. The 2022 National Skills Commission analysis shows 47 per cent of trade and technician occupations are in shortage, up from 42 per cent in 2021. The 2022 Skills Priority List reveals that the largest employing occupations in shortage were Electrician (General), Carpenter, Chef, and Motor Mechanic (General). Electronic Equipment Trades workers, Metal Fabricators and Welders were also listed.



Trades Skills are a vital delivery point by CIT for the ACT population and economy. Apprenticeships and traineeships combine working, practising skills on the job with structured training to learn a trade or skills and receive a nationally accredited qualification. In 2022, CIT delivered 4,869 apprenticeships and traineeships including 308 Australian School Based Apprenticeships (ASbAs).

Trades subject student headcount enrolments increased to 7,800 students in 2022 compared to 7,580 in 2021.

Women in Trades

The Women in Trades effort is still a focus of joint government funding and policy settings to address gender inequality in trades. CIT as a public VET provider in the ACT, alongside employers has set out to lead change and grow our region's economy where women can access more secure work with better pay. The context driving the policy, funding of places, and targeting women as apprentices for traditional industries was shown by the NSW Productivity Commission in 2021.



The Women in Trades Program aims to:

- > champion women in trades
- > create informed, accessible, and supported pathways from start to finish
- > increase awareness of gender discrimination in trades workplaces, including helping workplace supervisors manage conscious and unconscious bias
- > improve access and opportunities so women can take the first step into a trades career.

Seriously Begun - the 2022 snapshot CIT Women in Trades

Not all Trades students are apprentices or trainees. A student's motivation to enrol in a course may be to satisfy a condition of employment, for example the certification of awareness of asbestos, or safe manual handling, or a required ticket to start, or professional development or because of encouragement by an employer or a family member.

A graduate student in this context means they have completed all required courses to gain their trade qualification at a Certificate III or industry standard. Other students in the same cohort may be studying different single or combined units for different purposes.

Further Insights 2022 - Women:

- > Electrical and Electronic Trades forty-seven students - eight Graduates
- > Diploma of Building and Construction (Building) 17 enrolled - four completed Building and Construction Management Cert IV and Diploma 34 students - four graduates

- > 13 students enrolled in the Certificate II - Construction Pathways with 11 students graduating
- > An additional 23 women enrolled and completed specialist units from the Certificate II - Construction Pathways Course
- > Certificate IV in Building and Construction (Building) - 13 enrolled
- > Certificate IV in Building and Construction (Contract Administration) - three enrolled Certificate IV in Building and Construction (Estimating)
- > There are two women currently enrolled in Construction Trade as scholarship recipients
- > One student enrolled in the Plumbing pre-Vocational Course, and one student enrolled in the Plumbing Post Trade Course
- > 263 students enrolled in the Construction High Risk Programs, which are short courses across the discipline, other than apprenticeships
- > One hundred and twenty-five students enrolled in various Cert III courses (other than apprenticeships) including commercial cookery, bakery, bread baking, cake, pastry, and patisserie

- > Thirty-nine students graduated in 2022 across commercial cookery, bakery, and patisserie.

Try a Trade Day

100 female students had first-hand experience in various career options including painting, tiling, bricklaying, and other trade-based industries.



Female students at CIT's 'Try a Trade Day'

ACT Australian School Based Apprentice of the Year - Josh Haynes

Year 12 student Josh Haynes was awarded ACT Australian School-Based Apprentice of the Year. Josh received the award at the 2022 ACT Training Awards. Josh, who is completing a Certificate III in Plumbing, works on his ASBA (Australian School Based Apprentice) two days per week, which involves one day of plumbing work with Platinum Plumbing Canberra and one day of study at CIT, but he also does an additional day of work on a Saturday. "It's unreal, I'm so happy and I really didn't expect it," Josh said. "I'm planning on making plumbing my career and I know this qualification will set me up for life."



Meet Gabrielle Witenden - Licensed Electrician, CIT Graduate 2022



Grace graduated from CIT as an Electrician in 2022. She generously acknowledges her employers for encouraging her to consider becoming an electrician as part of her future. On the strength of that little push and inspiration Gabrielle started her Electrical trade journey. It was during the apprenticeship training that Gabrielle was exposed to the renewables sector, and that provided the extra motivation to complete her apprenticeship. Gabrielle said, "It was the realisation that this industry is such a positive and beneficial one for all involved."

Gabrielle plans to continue working in the renewables sector, growing her knowledge and skill in both electrical and solar. Gabrielle enjoyed the culture created by the teaching and support staff at CIT. "It was an enjoyable place to be, knowing that you were learning from people who had firsthand knowledge and experience with exactly what you were doing."

"Since graduating from CIT, and I am still able to ask for help and guidance throughout my career. This ongoing support has given an extra level of confidence and has really helped me to get out there and grow."



Chill experience at Open Day

The 2022 CIT Open Day brought large crowds back to the CIT Bruce campus after a hiatus from in-person events, with people enjoying the market like atmosphere, gathering information, and enjoying the music and food provided.

Promoted through an advertising campaign using radio, Spotify, digital and social media, letterbox drop and roadside and outdoor signs, there was a great buzz in our trades hall.

This open house event enabled people considering study to attend a campus and speak with teaching staff about courses, eligibility and student life.

Prospective students:

- > Explored their career options and received advice on courses, CIT, and vocational education and training
- > Met our friendly teachers and staff
- > Learned about future developments (CIT Woden).



Visitors relaxing during Open Day 2022, Bruce Campus

Outstanding contribution by an individual in VET and the ACT business sector-the John Scott memorial Award won by CIT teacher Jane Clark



Jane Clark receives her award from Minister for Skills Chris Steel

Jane Clark, CIT hairdressing teacher, was awarded the John Scott memorial award recognising an outstanding contribution by an individual in VET and the ACT business sector. Jane has been a hairdresser for over 20 years owning qualifications in Certificate III and Certificate IV in the trade. Further on she ran her own business for five years where she employed apprentices. Deciding that she wanted to further give back to the industry she pursued a formal education and has now been

working at CIT for the past 12 years. After starting as a casual teacher while still working in industry, and after some time off having children, she returned to CIT in the role of an apprentice mentor. This role was created to support apprentice retention by providing additional support. Jane then taught fulltime and during this past year she has also been working as the program coordinator for hairdressing.

Healthier work at CIT

The Health and Community Services College has been a recognised participant of the ACT Government Healthier Work Initiative for over seven years, achieving platinum status, the highest level. In 2022, the College revitalised the program to support the staff's health and wellbeing-particularly pertinent given the impact of COVID-19. Innovations included the establishment

of a working group for greater staff engagement, and staff delivery of newsletters and communications. Also established was a walking group, provision of one-off health checks, and promotion of health and fitness services and facilities within the college and CIT more broadly.

TEACHER OF THE YEAR AWARD

– an activity of CITSA (CIT Student Association)



Collection of CIT teachers at the Teacher of the Year awards

CIT's dedicated teachers, highly experienced in their industry fields, often go above and beyond in assisting students to meet their goals. The annual Teacher of the Year awards, run by the CIT

Student Association, are a chance for students to recognise their teachers. In 2022 over 700 students voted for their favourite teachers, culminating in a memorable evening in November.

Electric Vehicle Training

CIT officially opened its EV (Electric Vehicle) training lab in May 2022. The lab comprises state-of-the-art simulators allowing students to learn safely on high voltage electric, hybrid and fuel-cell systems in a controlled environment. With its new EV training lab, CIT delivered accredited training to 75 students upskilling existing automotive technicians in high-voltage battery electric and hybrid vehicle safety, and battery electric diagnosis and repair including, Transport Canberra diesel bus mechanics, in readiness for the arrival of the ACT Government's zero emissions bus fleet. CIT is the only provider of EV training in the Canberra region, and one of a handful of providers in Australia, delivering nationally accredited EV training. In 2023, CIT will deliver the new Certificate III in Automotive Electric Vehicle Technology for light vehicles (cars) apprenticeship, and the new Certificate III in Automotive Electric Vehicle Technology for heavy vehicles apprenticeship (for trucks and buses). These courses have been developed with industry partners to ensure CIT is at the forefront of delivering high-quality and relevant training.



CIT Electric Vehicle lab



CIT Electric Vehicle lab

Forensic Training

CIT Science worked with WorkSafe ACT to deliver a customised training course in forensic photography in June 2022. The non-accredited 3-day course was designed to upskill WorkSafe ACT inspectors and improve the photographic recording of scenes where a serious incident has occurred. The course took place in CIT's specialised facilities including the Crime Scene house with assistance from CIT construction to set up training scenes.

Cyber Security Training

Demand for cyber security courses continued to grow. A total of 692 students participated in cybersecurity Courses on offer at CIT in 2022, an increase of around 23% on 2021. High demand in all skill levels offered by CIT in Cyber Security is expected for 2023 and beyond.



TRANSFORMING OUR BUSINESS

Investing in our business for viability and value (Strategic Compass)

For the last five years, CIT has invested in the successful upgrade of physical ICT (Information, Communication and Technology) infrastructure and in the provisioning of IT platforms and applications to enhance the online experience of staff and students.

In 2021 CIT launched a major review of all current courses on offer, to ensure all courses reflected current and emerging industry employment needs.

This work continued to have priority in 2022, due to the speed that workplace challenges and skills shortages became explicit, in conjunction with the need to continue multimodal and platform delivery of education for students. CIT delivers remotely on campus, at work, at work placements, and virtually while offering the crucial literacy, language, numeracy and digital skills for students. More options for flexibility are being explored.

Net Zero Emissions

CIT will continue its leading position in upskilling and developing training applicable for the national aspiration for jobs and skills growth in the renewable energy sector. CIT first partnered with industry in the renewables sector in 2015 to deliver industry relevant skills and training in:

- > solar installation and maintenance
- > battery storage systems
- > wind turbine technical and safety training.

CIT has been internationally recognised by the Global Wind Organisation (GWO) Safety Training Awards. CIT continues to deliver in demand safety training and emergency procedures for the wind turbine industry. These are foundation credentials for the safety and evolution of the wind industry workforce. A workforce marked for growth.

Upgrading Campuses

While the online delivery of courses continues to evolve, access to state of the art training facilities is still an essential component for the delivery of practical skills and assessment for many vocational courses. CIT currently operates from five campuses. While the flagship CIT Woden campus is the overarching feature of future campus renewal, ensuring state of the art facilities at all campuses remains a priority.

Campus Renewal and Digitalisation

CIT has been engaged on a solid upgrade of physical infrastructure and the provisioning of IT platforms. The outcome of better digital interface for students, and teachers and across CIT entirely is that it places us at a competitive point for the delivery of practical skills and assessments of many vocational courses.

- > Digital skills literacy and functionality are critical for teachers and learners
- > CIT provides students with skills to understand digital media
- > CIT, especially through the development of smart classrooms at Woden will provide experiences of digital interdependence and connectedness between one form of media and another
- > The use of social media and the curation of digital media for social media usage and distribution is part of digital competence.

2022 has been a year of consolidated documentation of desired upgrades, and repair to keep existing infrastructures, fit, and safe for purpose while conducive to innovative VET.

These planned updates and expenditures are prioritised for action in 2023, and critical work to maintain our built assets where the average age is 38 years.

CIT Yurauna

CIT continues to work collaboratively with Major Projects Canberra (MPC) on the establishment of a new CIT Yurauna at Bruce Campus. In 2022, consultation with CIT Yurauna, Yerrabingin and Ngannawal stakeholders including the United Ngannawal Elders Council (UNEC) contributed to the architectural planning requirements, design principles, siting requirements and general building requirements of the draft functional design brief.

The CIT Yurauna request for tender will be released early 2023 through a design tender followed by a construction tender in late 2023.

CIT Woden Campus

The CIT Woden project is delivering a contemporary, flexible, smart, and sustainable CIT campus in the heart of Woden, having an ongoing and positive impact on the delivery of vocational education and training in the ACT and surrounding regions and providing a significant contribution to extending the innovation and entrepreneurial culture of industries to the South of Canberra.

The campus is being designed to accommodate up to 6500 students. Specialist learning spaces will simulate and inspire training in existing and new industries and spaces which are created to showcase new technology and provide opportunities for students and industry to come together in collaborative spaces. A youth foyer, with easy access to services will be integrated into the campus and provides valuable opportunities for educational pathways.

In 2022, significant milestones were reached with LendLease announced as the contractor to deliver the CIT Woden Campus. CIT worked closely with LendLease, Major Projects Canberra (MPC) and the ACT government on the design development, continuing consultation with students, staff, Ngannawal stakeholders, industry, and the broader community. CIT facilitated student workshops and participated in Specialist Working Groups with external stakeholders to provide input in the design development of the campus. The feedback received from the working groups and workshops provided information that continues to underpin the ongoing design development, creating a culturally diverse dynamic educational environment. The 50% and 80% design development and phase two will be endorsed in 2023.

The connection with Ngannawal Country is key to the design development. Workshops with Yerrabingin, have informed the building façade, inspired by local fauna and the Brindabella ridgeline landscape, featuring smooth lines and a recessive colour palette, along with opportunities for outdoor recreation. Consultation with Ngannawal stakeholders and CIT Yurauna has led to the integration of indigenous artwork within the fabric of the building. Working with CIT Yurauna students guided the design of the interior spaces which has led to the inclusion of quiet spaces, liminal spaces, and design that encourages inclusivity.

Following consultation, CIT continues to explore different ways of working in the lead up to the new state-of-the-art campus, developing prototypes and digitally focused learning environments and workspaces at CIT campuses. The prototyping has created spaces for industry collaboration, grown learning opportunities and is embedding training initiatives in the design and construction phase of the project.

More than 520 local jobs will be created during construction of the CIT Woden Campus, a key objective of the project to improve employment and social outcomes in the construction industry.

LendLease in collaboration with CIT has set training and diversity to increase the participation of women, young people, and Aboriginal and Torres Strait Islander participation in the construction workforce. In October 2022, the Women in Construction Program was delivered to 15 students who successfully completed the program. The opportunities to exceed training and diversity targets continues into 2023 and for the life of the project. Students are expected to be welcomed to the CIT Woden campus in 2025.



SOCIAL OUTCOMES PLUGGED IN TO CIT WODEN CONSTRUCTION WITH BUILDER LENDLEASE

- > LendLease has committed to training and diversity targets for the CIT Woden Project in collaboration with CIT, as a part of social and education commitments.
- > The targets are:
 - » Fifteen new Australian School Based Apprenticeships for women under the age of seventeen
 - » Fifteen new Apprenticeships/Traineeships for women
 - » A 15% female workforce target during the delivery of the CIT Woden Project
 - » A minimum of a 10% apprentices/trainees workforce target to undertaken on the project in trade related roles
 - » A minimum of a 4% First Nations workforce target during the delivery of the CIT Woden Project
 - » Providing a minimum 6300 hours of skilling, training, and employment opportunities for CIT staff and students.
- > The Exchange is LendLease's strategy, designed to connect the public, jobseekers, employers, CIT students & staff & community partners with the CIT Woden Project

- > The Exchange will leverage project activity and presence to achieve significant community and socioeconomic engagement and uplift for the area
- > LendLease will work with CIT to deliver five key initiatives of the Exchange to meet the targets of the project, these are:
 - » Construction Employment Hub (the Shopfront)
 - » CIT Learning Tool
 - » The Retail Hub
 - » Apprentices
 - » Community Partnerships.

Construction Employment Hub (the Hub) Opportunities

- > The hub is in the centre of the Woden precinct. CIT has an opportunity to use the hub to create awareness about CIT and our offerings
- > CIT is considering branding and marketing for the hub, promoting a CIT Woden presence
- > To increase CIT's presence in Woden it is proposed that CIT will host student exhibitions and events highlighting the industry area's moving to CIT Woden
- > An opportunity exists for CIT to deliver training at the hub.

CIT Learning Tool Opportunities

- > The CIT Learning Tools has four key aspects, these are:
 - » Site tours for CIT students and staff
 - » Work experience
 - » Professional development
 - » Special projects.
- > Site tours will include a presentation at the hub on the CIT Woden project, background on LendLease and a site walk lead by LendLease's Diversity and Inclusion Coordinator and an onsite LendLease project team member
- > On 20 March 2023 the first CIT Woden site tour will take place with CIT Business Growth and Development, CIT Woden Project and Strategic Communication teams
- > LendLease has scheduled two site tours per month for staff and students and if there is demand will look to increase frequency
- > LendLease's subcontractors and consultants will be providing a range of unpaid work experience placements for CIT students during the construction of the CIT Woden Project

- > Opportunities for work experience are on offer in areas such as, but not limited to, building design, interior design, engineering drafting, project management, and WHS
- > A range of personal development opportunities with LendLease subcontractors will be on offer for CIT staff. Subcontractors and consultants will facilitate sessions on site at the hub to highlight specific industries and the scope of works being delivered
- > The CIT Woden project will be used as a live training site opportunity for CIT students and staff, special project and opportunities could include -
 - » CIT Creative & Design industries competitions for artwork for/ the CIT Woden Project
 - » CIT Media/photography students, videos, and storytelling as the project progresses.

Retail Hub Opportunities

- > The Retail Hub is a concept which integrates the construction of three retail spaces (shipping containers) and a publicly accessible courtyard, located in the Southwestern corner of the CIT Woden project site
- > The retail hub will be used by CIT to train students by delivering services such as hair and beauty and food and beverages to the Woden community including the CIT Woden project workforce.

Apprentices

- > In October 2022, the Women in Construction Program was delivered to fifteen students who completed the 5-week bootcamp in November 2022. Out of the fifteen graduates, eight have commenced traineeships in Certificate II in Construction Pathways, the remaining graduates have commenced traineeships or an apprenticeship in a different area or are continuing to study
- > In February 2022, eight Australian school-based apprentices (ASBAs) commenced the Certificate II in Construction Pathways. In December 2022, prior to commencing their ASBA, students completed construction related tickets including Silica, White Card, and Asbestos Awareness.

Community

- > LendLease and CIT are leveraging existing and creating new relationships with the Canberra community and industry organisations to maximise and support the training outcomes under the CIT Learning Tool. Partners already involved include SPARK, LendLease sub-contractors and the Australian Training Company, supported by the ACT Government initiative JobTrainer.

Woden 2022 Student Workshop Summary

Date	Platform	Subject	Activity	Participants
Aug-22	Online Workshop	Round 1 - Concept	<ul style="list-style-type: none"> > Students presented with current CIT Woden plans and images. > Students brainstormed what they like/dislike about the current CIT environment and what students would want and need for them to be able to study to the fullest in the new campus. 	14
Sep-22	Online Workshop	Round 2 – Recap plus Accessibility & Equity	<ul style="list-style-type: none"> > Recap of Workshop 1 and Students feedback on CIT learning spaces and environment. > Presented and updated CIT Woden plans and images. > Students brainstorm and feedback on what they like/dislike about accessibility and equity across CIT currently. 	8
Oct-22	Online Workshop	October – December	<ul style="list-style-type: none"> > Recap of Workshop 2 and students brainstorm and feedback about what they like/dislike about the current campus experience. > Feedback on student commons, sensory free spaces and quiet rooms. 	6
Nov-22	Face-to-Face pop-up at CIT Reid campus	Gender neutral toilets	<ul style="list-style-type: none"> > Informal engagement with students regarding gender neutral toilets, naming conventions and what terminology resonates the most when referring to all gender toilets. > Students were from various areas such as Business, Graphic Design, Fashion, Photography and Patisserie. 	30
Nov-22	Face-to-Face pop-up at CIT Reid + Gungahlin campus	Student commons, student spaces, classrooms	<ul style="list-style-type: none"> > Face to face student engagement with English Language students at Reid & Gungahlin. > Showed students different typologies of each student area and heard in feedback what they liked/disliked the most. 	30
Nov-22	Face-to-Face pop-up at CIT Reid campus	Student commons, student spaces, classrooms	<ul style="list-style-type: none"> > Face to face student engagement with ICT & Cyber Security Students. > Showed students different typologies of each student area and heard what they liked/disliked the most. 	40
Nov-22	Face-to-Face pop-up at CIT Reid campus	Student Central vs Student Services naming conventions	<ul style="list-style-type: none"> > Face to face student engagement with Accounting Students. Discovering what terminology resonates the most when referring to all Student Central vs Student Services. 	6
Nov-22	Online Workshop	Round 4 - Digital learning + Student spaces	<ul style="list-style-type: none"> > Recap of Workshop 3 and students brainstormed about what they like/dislike about digital and online learning. > Feedback on student spaces and different typologies of student areas. 	6

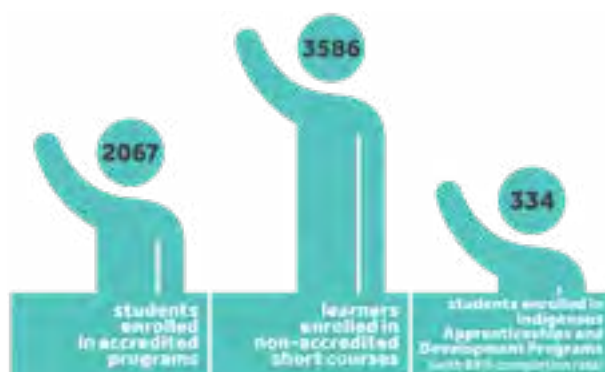
CIT Solutions

CIT Solutions Pty Ltd (the Company) is an owned subsidiary of CIT that reports to the Australian Securities and Investments Commission under the *Corporations Act 2001*. CIT Solutions audited financial statements are consolidated within CIT's financial statements in this report (see C2).

CIT Solutions products include:

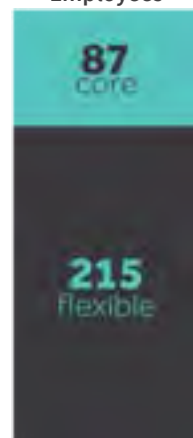
- > Indigenous Apprenticeship Program (IAP), the Indigenous Australian Government Development Program (IAGDP) and Australian Government Apprenticeship Program (AGAP) in partnership with Services Australia and the Department of Employment and Workplace Relations respectively
- > Customised contracted training delivered for Australian Government Departments
- > Public training or customised in house delivery of selected courses from the Training, Education and Public Sector Training Packages. Cert IV to Advanced Diploma.

CIT Solutions 2022 at a glance



\$16.228m → **\$1.758m**
2022 Revenue 2022 Surplus

Employees



Meet Justin Drew - Aboriginal and Torres Strait Islander Student of the Year, ACT Training Awards 2022

Justin is a proud Yamatji man from Geraldton, Western Australia. He moved to Canberra when he was accepted into the Indigenous Apprenticeship Program with the Canberra Institute Technology. Justin chose the Diploma of Government for the foundations of good governance and integrity in the public service. The diploma elevated Justin's work to the next level and helped him build innovative solutions that are community centric. Justin is an advocate of the promotion and development of public health initiatives, sharing this widely with his Aboriginal and Torres Strait Islander networks to increase awareness of public health services.



Skills for the Care Economy

CIT Solutions provides My Aged Care Learning and Development Services to the Department of Health. Through our MyMACLE online learning platform, 506 learners achieved Statement of Attainments (SOA) in My Aged Care training competencies. In addition, we customised a new Statement of Attainment to meet the needs of Services Australia within the Aged Care Screening and Assessment workforce. Enrolments in the Continuous Professional Development (CPD) modules exceeded 2,383 learners.

Skills for Information Security

In support of the Australian Signals Directorate's agenda to ensure higher standards for security assessments and training, CIT Solutions offered eleven Infosec Registered Assessor Programs (IRAP) in 2022. A new one-day IRAP Annual Renewal Exam was introduced with work underway to offer a four-day training-only pathway in 2023. In addition, CIT Solutions has developed an Information Security Management (ISM) Fundamentals program for Commonwealth government agencies.

Global reach

CIT Solutions supported CIT by promoting courses and studying in the ACT to prospective students worldwide. In 2022, CIT remained a level 1 education provider under the Simplified Student Visa Framework risk assessment model by the Department of Home Affairs.

The number of international students at CIT in 2022 decreased by approximately 16.2% while the application volume was up. The decline was impacted by the pandemic, staged border openings and visa processing. There were 486 international students from 60 countries compared with 581 international students in 2021.

CIT Solutions has strengthened relationships with offshore markets in response to the borders opening in 2022, by lifting previous recruiting restrictions and increasing its stakeholder engagement and digital communications. Rebuilding overseas relationships to grow international student cohorts has been a focus during 2022. The year saw the return of face-to-face studies for some students, and CIT Solutions is looking forward to consolidating our student experience and numbers in 2023.

SCRUTINY

ACT LEGISLATIVE ASSEMBLY INQUIRIES

In 2022 there were three Legislative Assembly Committee inquiries related to CIT.

Inquiry into Annual and Financial Reports 2020-2021

CIT appeared before the Standing Committee on Education and Community Inclusion public hearing on Monday 28 February 2022. The Standing Committee tabled its report on 27 May 2022 with the Government response being released on 16 September 2022. There were no recommendations requiring action from CIT.

Inquiry into Annual and Financial Reports for 2021-2022

CIT appeared before the Standing Committee on Education and Community Inclusion public hearing on Monday 7 November 2022. The Standing Committee is due to table its report by 9 April 2023.

Inquiry into Appropriation Bill 2022-2023 and Appropriation (Office of the Legislative Assembly) Bill 2022-2023

CIT appeared before the Select Committee on Estimates 2022-2023 public hearing on Monday 22 August 2022. The Select Committee tabled its report in the ACT Legislative Assembly on 30 September 2022 with the Government Response being tabled in the Assembly on 11 October 2022. There were no recommendations for CIT.

ACT AUDITOR-GENERAL

There were no ACT Auditor-General reports relating to CIT during the reporting year.

ACT OMBUDSMAN REPORTS

There were no ACT Ombudsman reports relating to CIT during the reporting year.

RISK MANAGEMENT

CIT's risk management functions are managed by the CIT Audit, Risk and Corporate Governance Branch who report regularly to the EMC, the CIT Audit and Risk Committee and the CIT Board on risk related issues.

CIT faces a range of strategic, operational and fraud and corruption related risks in its everyday business functions. Events of 2022, including the Integrity Commission investigation into contractual arrangements, and changes to the CIT Executive, presented an opportunity to conduct a comprehensive review of risk management arrangements across the CIT.

In August 2022, the Executive Management Committee (EMC) agreed to comprehensive review of the CIT's strategic risk register and to determine ways to improve risk management processes. As part of this process CIT engaged the ACT Insurance Authority (ACTIA), to assist developing a project plan with the key outcome to 'improve risk management maturity and to embed a risk-based decision making culture in CIT'.

A baseline risk maturity assessment was conducted across CIT and interviews and workshops being conducted with the CIT Executive and leadership groups from Education Services, CIT Colleges, and Corporate Services. The ACTIA Risk Maturity Assessment Tool, was used as part of this process with results being benchmarked against the ACT Government Risk Policy attributes.

ACTIA provided a comprehensive report including a range of recommendations for improvement. The recommendations were reviewed and endorsed by EMC and were agreed for implementation by the Audit and Risk Committee at the meeting on 18 November 2022.

CIT financial risks are managed through a well-defined financial management framework that includes:

- > clearly established ownership of internal budgets
- > monthly variance reporting
- > quarterly strategic reviews of financial performance and as applicable, reviews of corrective actions
- > regularly updated financial policy, procedures and practice documents
- > access to training for all staff who have financial responsibilities
- > implementation, monitoring and continuous review of process improvement strategies.

INTERNAL AUDIT

The CIT internal audit function and Audit and Risk Committee is conducted in accordance with the *ACT Government Framework for Internal Audit Committee and Function (February 2020)*, the International Professional Practices Framework and the CIT Internal Audit Charter.

CIT AUDIT AND RISK COMMITTEE

Established in 2015 as a subcommittee of the CIT Board, the CIT Audit and Risk Committee performs a key corporate governance role within the organisation, supported by the Head of Internal Audit and the Audit, Risk and Corporate Governance Branch. The Audit and Risk Committee provides independent, objective advice and assurance on risk and control, compliance and external accountability responsibilities.

The Audit and Risk Committee is authorised by the CIT Board to carry out its role and responsibilities under the Audit and Risk Committee Charter and through the Audit, Risk and Corporate Governance team to:

- > obtain any information required from any employee and/or external party (subject to their legal obligation under the *Information Privacy Act 2014* and *Public Sector Management Act 1994*)
- > discuss any matters with internal or external auditors, or other external parties
- > request the attendance of any employee, including the Chief Executive Officer, at Committee meetings
- > obtain legal or other professional advice, as considered necessary to meet its obligations, (at CIT's expense).

The Audit and Risk Committee meeting agendas are based on an annual program of work derived from CIT's strategic risks, and responsibilities are documented in the Audit and Risk Committee Charter. The Audit and Risk Committee also reviews and endorses the Audit and Risk Committee Charter and the Internal Audit Charter annually for approval by the CIT Board. The Chair of the Audit and Risk Committee formally reports to the CIT Board Chair

and the CIT CEO on any significant matters impacting CIT operations. These issues are also reported to the CIT Executive Management Committee (EMC).

In August 2022, following sensitivities surrounding some contractual work, the CIT Board increased membership of the Audit and Risk Committee from three to five members, appointing two additional Board members to the Committee. The Chair of the Committee resigned shortly after this, leaving a four-member Committee.

The Board members appointed to the Audit and Risk Committee are remunerated as Board members. Independent members of the Committee are remunerated on a set rate per meeting attended under contract with CIT (including preparation time). Independent members are selected based on merit.

A representative of the ACT Auditor-General's Office holds advisor/observer status. Representatives from the ACT Audit Office regularly attend and update the Committee on the progress of Auditor-General audits and audit matters impacting the ACT Government. CIT staff present to the Audit Committee on internal audit, risk, assurance, governance and financial activities and emerging issues as required. The CEO is an invited guest to each meeting and presents to a standing agenda item.

There were seven Committee meetings held during 2022, two of which focused on end-of-year financial matters and one meeting specifically to endorse the internal budget development process.

Members' attendance at Audit and Risk Committee meetings from 1 January – 31 December 2022 is detailed in the table below.

Name of Member	Position	Duration	Meetings eligible to attend	Meetings attended
Ms Ros Jackson	Chair (from October 2022) and CIT Board member	January – December	7	7
Dr Margo Wade	Deputy Chair - Independent member	January – December	7	7
Prof Frances Shannon	Board Member	October – December	3	2
Mr Paul McGlone	Board Member	October – December	3	2
Mr Bruce Papps (resigned August 2022)	Chair - Independent member	January – October	5	5
Mr Daniel Riley	Head of Internal Audit	June – December	4	4
Ms Laura Thomas	Auditor-General's Office Observer status	January – December	7	3

Three audits were completed in 2022:

- > Disposal of Assets
- > Overtime Payments to Teaching Staff
- > Desktop Review: Risk Management Capability / Benchmarking (Internal Audit)

CIT engages external auditors to conduct audits, which are sourced from the ACT Government panel of external audit service providers.

The Audit Committee receives reports of all Internal Audits and summaries of lower-level management reviews and educational compliance activities, and monitors progress of the program at each ordinary meeting through status update reports. Findings and actions to address audit recommendations are discussed and monitored to ensure they are on track and effectively addressing identified risks.

FRAUD PREVENTION

Under the *ACT Public Sector Management Act 1994* and the ACT Integrity Policy, ACT Government agencies are required to prepare and review a Fraud and Corruption Prevention Plan and Fraud Risk Assessment every two years. The current CIT Fraud and Corruption Prevention Plan was due for review in December 2021.

Work on reviewing the CIT Fraud and Corruption Prevention Plan commenced in 2022 with an initial desktop review undertaken in October. The review was informed by a practitioners' forum hosted by the ACT Integrity Commission, which was attended by the CIT Senior Executive Responsible for Business Integrity Risk (SERBIR) and the Executive Branch Manager FOI and Audit.

CIT has chosen to develop and implement a Fraud and Corruption Prevention system (framework) to meet Australian Standard AS8001:2021. This standard requires a holistic approach to fraud and corruption prevention, and comprises individual elements, such as implementing fraud and corruption detection systems, conflict of interest management arrangements, and training and awareness activities. The centrepiece of the framework is a fraud and corruption prevention policy. CIT has prioritised developing the policy and the new plan will be finalised in early 2023.

FRAUD AND CORRUPTION AWARENESS RAISING

The SERBIR, supported by the Audit Risk and Corporate Governance Branch, is responsible for the management of fraud and corruption prevention within CIT. The SERBIR reports regularly to the CIT Audit and Risk Committee though a standing agenda item.

During 2022, a new SERBIR was appointed and a communication schedule was developed to provide CIT staff with regular updates on the role of the SERBIR, how to make referrals and where to find helpful resources. CIT used National Fraud Awareness week, from 13 to 19 November 2022, to further promote communications with CIT staff and an online training package on Fraud and Ethics was launched. The training was completed by 49 staff during November and December 2022.

MATTERS REFERRED TO THE SERBIR

Five matters were referred to the SERBIR during the reporting period.

Allegation	Outcome
That financial transactions were reversed incorrectly	No finding of fraud or misconduct was substantiated.
That a financial acquittal was handled inappropriately	No finding of fraud or corruption was substantiated, however, financial delegations were amended and procurement processes improved to address the risk.
That a previous staff member failed to disclose potential conflicts of interest when recruiting staff and awarding services contracts	No finding of fraud or misconduct was substantiated.
That a staff member was directing staff to undertake non-compliant training and assessment.	Matter currently under review.
That sensitive documents were uploaded to an external web-based collaboration platform.	Matter currently under review.

FREEDOM OF INFORMATION

CIT is committed to the principles of open, transparent and accountable governance, decision making and operations consistent with the objectives and provisions of the *Freedom of Information Act 2016 (FOI Act)*. Summary data for each access application received during 2022 is provided below. Details of individual applications and decisions are published on the CIT FOI Disclosure log.

Open Access Information - Section 96 (3) (a) (i), (ii) and (iii)

Description	Total
Number of decisions to publish Open Access information	11
Number of decisions not to publish Open Access information	0
Number of decisions not to publish a description of Open Access information withheld	0

FOI Application received and decision type - Section 96 (3) (a) (iv), (vii), (viii) and (ix)

Description	Total
Number of access applications received	21*
Number of applications where access to all information requested was given	1
Number of applications where access to only some of the information requested was given (partial release)	2
Number of applications where access to the information was refused	16

* including 1 application subsequently withdrawn and 1 application in progress as at 31 Dec 22

FOI Processing Timeframe - Section 96 (3) (v) and (vi); Section 96 (3) (d)

Description	Total
Total applications decided within the time to decide under section 40	19*
Applications not decided within the time to decide under section 40	0
Number of days taken to decide over the time to decide in section 40 for each application	0

* excluding 1 application withdrawn within time and 1 application in progress as at 31 Dec 22

Amendment to Personal Information - Section 96 (a) (x) and Section 96 (3) (e)

Description	Total
Number of requests made to amend personal information, and the decisions made	0

Reviews - Section 96 (3) (b); Section 96 (3) (c)

Description	Total
Number of applications made to Ombudsman under section 74 and the results of the application	0
Number of applications made to ACAT under section 84 and the results of the application	0

Fees - Section 96 (3) (f)

Description	Total
Total charges and application fees collected from access applications	0

How to lodge an FOI request with CIT

Details on how to lodge an FOI request with CIT and access to the CIT Disclosure Log are available at:
https://cit.edu.au/about/freedom_of_information.

COMMUNITY ENGAGEMENT AND COMMUNITY SUPPORT

SCHOLARSHIPS

Fee Assistance

- > The Fee Assistance program provides financial assistance for eligible CIT students experiencing financial hardship towards eligible fees and required course materials available through the CITSA Bookshops
 - » Support limits - up to 75% of outstanding invoices (after the initial \$20.00 payment) and/or required course materials to a semester limit of \$800.00 per student
 - » Number of recipients: **880** in the amount of **\$234,888.70**
 - » In the past two years there has been a decrease in the number of applications due to COVID related withdrawals and the availability of JobTrainer courses where there is no cost to the student
- > In addition, Fee Assistance also assists with funding for eligible CIT students with a one-off payment (75%) towards the cost of a CIT Student Association (CITSA) sourced low-cost laptop or desktop computer
 - » Number of recipients: **90** in the amount of **\$17,170.00**

Recipients	Sponsor	Support Purpose	Amount
880	CIT Fee Assistance	To assist CIT Students experiencing financial hardship with support towards fees and/or course materials. Support limits - up to 65% of outstanding invoices (after the initial \$20.00 payment) and/or required course materials to a semester limit of \$750.00 per student.	\$234,888.70
90	CIT Fee Assistance	To assist CIT Students with the purchase of a Desktop computer or Laptop. Support one-off payment (75%) towards the cost of a CIT Student Association (CITSA) sourced low-cost laptop or desktop computer	\$17,170.00

- > In the past two years there has been a decrease in the number of applications due to COVID related withdrawals and the availability of JobTrainer courses where there is no cost to the student.

ACT Mental Health Consumers Scholarship Scheme

- > This Scholarship is designed to support mental health consumers to study in the community services area. The aim of the scheme is to increase employment opportunities for mental health consumers in mental health, alcohol and other drugs, community development, youth work and community services
 - » number of recipients: **24** in the amount of **\$11,849.00**.

Recipients	Sponsor	Support Purpose	Amount
24	ACT Mental Health Consumers Scholarship Scheme	This scholarship supports mental health consumers to gain qualifications in human services. The two-stage scholarship covers statement of attainment and Certificate IV in the community work program.	\$11,849.00

Soroptimist International Canberra Scholarship

- > This scholarship supports female refugee or migrant students studying a CIT course at the Certificate II and above level (other than English)
- > CIT Staff provide support in administration for this scholarship
- > Number of recipients: **3** in the amount of **\$3,000.00**.

Recipients	Sponsor	Support Purpose	Amount
3	Soroptimist International Canberra Scholarship	This scholarship supports female refugee or migrant students studying a CIT course at the Certificate II and above level (other than English)	\$3,000.00

Geoff McPherson CRS Scholarships Program

- > This scholarship supports CIT students living in Canberra, who have a refugee or asylum seeker background and are studying or will be studying in Canberra
- > CIT Staff provide support in administration for this scholarship
- > Number of recipients: **6** in the amount of **\$6,000.00**.

Recipients	Sponsor	Support Purpose	Amount
6	Geoff McPherson CRS Scholarships Program	This scholarship supports CIT students living in Canberra, who have a refugee or asylum seeker background and are studying or will be studying in Canberra	\$6,000.00

Soroptimist International scholarships awarded

The annual Soroptimist International Canberra Scholarships were presented to three female CIT students who were selected for their commitment to study and leadership ability.

The \$1,000 scholarships were awarded to CIT students from migrant or refugee backgrounds: **Nomia Buol** (studying Allied Health), **Dania Mohammad** (studying Dental Assistance) and **Juliet Asifiwe** (studying Individual Support - Ageing).

Aligned with the United Nation's Sustainable Development Goals, Soroptimist International aims to create opportunities to transform the lives of girls and women. The charitable group fund raises to provide these scholarships to Canberra women.



ABORIGINAL AND TORRES STRAIT ISLANDER REPORTING

LIVING LANGUAGES

Throughout 2022, the Revitalisation of the Ngunnawal language has continued and implementation of the use of Ngunnawal language is shown throughout CIT. This has included new signage on CIT campuses with the word 'YUMA' meaning Hello. This shows progress of CIT working toward cultural safety of all campuses.

CIT is committed to promoting a culture that strengthens respect, relationships, and opportunities for Aboriginal and Torres Strait Islander peoples through positive and inclusive learning and innovative work practices. The Strategic Compass and the inclusion framework drive CIT's contribution to reconciliation with the local Aboriginal communities and all Aboriginal and Torres Strait Islander peoples. CIT is actively working to close the gap in educational outcomes through policy and practices that attract Aboriginal and Torres Strait Islander students and improve their vocational training outcomes. CIT has several key strategies that focus on the needs of Australia's First Nations peoples.

In 2022, CIT trained 1286 students who identified as Aboriginal and Torres Strait Islander People. This represents 7.2% of the CIT student population cohort and is a 19% increase on the student numbers in 2021. This increase is significant when considered

against the wider ACT population, where 1.2% of Canberrans self-identify as Aboriginal or Torres Strait Islander.

CIT YURAUNA

CIT Yurauna is CIT's centre for Aboriginal and Torres Strait Islander excellence. Yurauna is a community focused multi-functional cultural education centre that brings individuals together to learn in a culturally safe environment. CIT Yurauna is a centre of educational excellence that provides teaching and support to Aboriginal and Torres Strait Islander peoples across a broad range of programs. Yurauna implements a community engagement model specifically designed to build cultural connections, individual capacity and community networks for education and employment outcomes for Aboriginal and Torres Strait Islander peoples.

Recognising the complex barriers faced by Aboriginal and Torres Strait Islander People, drives CIT Yurauna to deliver education, resilience and employment opportunities through pastoral assistance and provision of culturally appropriate courses to improve literacy, numeracy, communication, and vocational training outcomes.



Yurauna end of year celebration - 2022 group

WRAPAROUND SUPPORTS

Specifically, the principles of wraparound supports are effective in supporting strength- based learning, education, and employment. These individualised supports are part of the practice model at Yurauna.

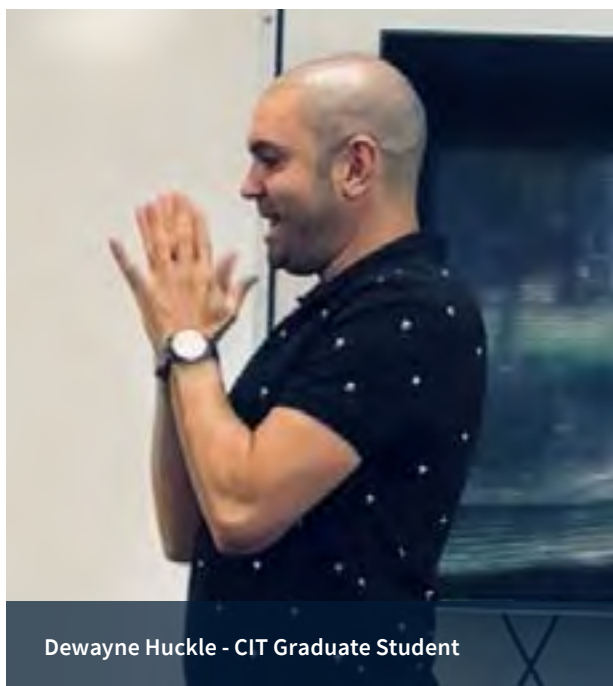
Features of wraparound supports at Yurauna include

- > Respect for values, culture, and expertise
- > High quality planning and problem solving
- > Blending perspectives in collaboration
- > Family driven, and self-guided goal structures and decisions
- > Opportunities for choice
- > Individualisation
- > Evaluation of supports and strategies
- > Recognition and celebration of success.

This means that the service and support strategies fit the person well, that the services and support strategies are based on strengths, and lead to a high satisfaction level for students.

In addition, we see that there are increased resources and capacity for coping, planning and problem solving in life, and more self-empowerment, optimism and self-esteem, and improved resilience and quality of life over time.

CIT Yurauna will be relocated from CIT Reid to CIT Bruce with an intended transition in early 2025.



Dewayne Huckle - CIT Graduate Student

RECONCILIATION ACTIVITIES

CIT celebrated National Reconciliation Week by holding events at Reid, Bruce, Tuggeranong, Gungahlin and Fyshwick campuses. Each location had a Welcome to Country, Smoking Ceremony, a Reconciliation, Introduction to Cultural Awareness workshops and Indigenous themed barbeque provided by the CIT Student Association.

GET UP STAND UP SHOW UP NAIDOC 2022

In 2022, CIT promoted the NAIDOC theme 'Get up! Stand up! Show up!' which encourages communities to come together and champion change whilst celebrating positive change for Aboriginal and Torres Strait Islander communities now and for generations to come.

CIT Graduate Student Dewayne Huckle received the ACT & District NAIDOC Award for his achievements in the Job Readiness program and the community support he provided through the COVID pandemic. This included volunteering for a non-for-profit group to deliver food hampers all over Canberra and surroundings to families in need.



2022 NAIDOC theme 'Get up! Stand up! Show up!' poster

YURAUNA EARLY CHILDHOOD CENTRE (YECC)

CIT Yurauna Early Childhood Centre provides care and education for Aboriginal and Torres Strait Islander children in a culturally safe environment while their parents or guardians study through CIT Yurauna's Job Readiness program. Part of the wraparound supports available at Yurauna is designed to enable Aboriginal and Torres Strait Islander children to achieve education opportunities whilst their parents/guardians achieve outcomes and employability skills. The program is a highly successful partnership with the YECC and is operated by Northside Community Services (NCS). The program provides free high-quality, culturally-safe and community-focused early childhood education for up to 16 Aboriginal and Torres Strait Islander children. Northside Community Services employed 3 Aboriginal staff in 2022. It marks the collaborative work of CIT Yurauna and NCS eventually having an all Aboriginal and/or Torres Strait Islander education team in the YECC.

RELATIONSHIPS AUSTRALIA

In mid-2022, CIT Yurauna and Relationships Australia formed a partnership. The agreement programmed two counsellors to attend Yurauna one day each week to provide counselling sessions.

This program has proven to be highly successful with many CIT Yurauna students use this in house service. Additional Aboriginal and Torres Strait Islander community members attend CIT Yurauna to utilise this service. Increased visitation to Yurauna has enhanced community awareness of the programs available, and delivered additional student recruitment.

CULTURAL AWARENESS TRAINING

The Yurauna team delivered ten cultural awareness sessions to CIT Staff and external agencies and organisations. This included successful cultural awareness workshops for ACT Corrective Services staff. Four sessions were delivered in 2022.

STUDENT SUPPORT

Throughout 2022, CIT Yurauna Student support staff offered support to over 1,000 Aboriginal and Torres Strait Islander students at CIT.

Yurauna staff worked with CIT and Employer organisation, Multiplex at the Woden Hospital building site. Four students completed their White Card, Asbestos Awareness and Forklift licenses and secured full time positions.

In 2022, three students were offered permanent positions after completing their Certificate IV in Alcohol and Other Drugs and Certificate IV in Community Services.

Yurauna student support staff reintroduced its virtual, social and in person community engagement programs in 2022.

PRE EMPLOYMENT PROGRAMS FOR ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS

CIT Yurauna has provided many innovative programs to support language, literacy and numeracy (LLN) and Job Readiness for Aboriginal and Torres Strait Islander students including the Indigenous Pre-Employment (MARA) Program and the Job Readiness Program.

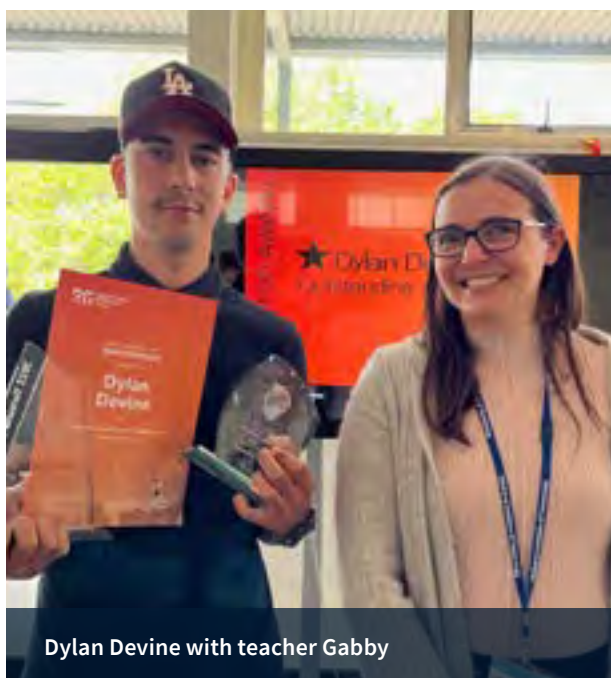
Programs have been developed to encourage the participants to get acquainted with their learning styles, learning strategies, plans and goals, employability skills as well as their career planning. Students were also given opportunity to study other short courses through CIT Yurauna including Aboriginal Mental Health First Aid, First Aid and the ACT Road Ready Course. Through this program students were also given access to mentors and wrap around support services including free early education for children onsite, class lunch provision and access to transport funding all in culturally safe facilities and environments.

CIT YURAUNA GRADUATION

The 2022 end of year Celebration for CIT Yurauna students was hosted at CIT Yurauna. Fifty people attended. This included students, CIT staff and stakeholders. Students received certificates for attendance and a group of graduating students received trophies for outstanding achievement throughout their studies. The achievements included overcoming barriers to their education, excellent attendance, mentoring of other students and overall commitment and completion of their studies. These students had already committed to ongoing further educational opportunities, whilst others gained employment in their chosen field of employment.

Highlights Yurauna Job Readiness Program 2022

- > 42 participants enrolled
- > 22 Participants completed successfully
- > 90% of participants received wraparound services
- > 12 participants required access to Early Childhood education
- > 17 children in the Early childhood learning
- > 15 Participants gained employment
- > 28 participants commenced further study.



Dylan Devine with teacher Gabby

ABORIGINAL AND TORRES STRAIT ISLANDER STAFF PROFILE

At the end of December 2022, CIT employed 25 people who identify as being from an Aboriginal or Torres Strait Islander background. This number equates to approximately 3.0% of CIT's total paid employee cohort.

There were 11 identified and occupied positions at CIT which are specifically for Aboriginal or Torres Strait peoples, representing 1.32% of all positions.



Children enjoying Indigenous Literacy Day



Dylan Devine and Catherine Law



Children experience the wonder of First Nations storytellers at CIT Reid Library

Children from the CIT Reid Early Childhood Centre were treated to a fun morning of stories and activities at the CIT Reid Library in the lead up to Indigenous Literacy Day.

This story time, aimed at children from 2 to 5 years old, was the first of several Indigenous Literacy Day events at CIT, which celebrates and promotes the revitalisation and preservation of Aboriginal and Torres Strait Islander languages.

The children were treated with stories written and illustrated by First Nations authors, including *Possum and Wattle: My Big Book of Australian Words* by **Bronwyn Bancroft**, *Family* by **Aunty Fay Muir** and **Sue Lawson**, *Open Your Heart to Country* by **Jasmine Seymour** and *Welcome Child* by **Sally Morgan**.

The readings and activities were run by Amanda Diedricks, Acting Library Manager at CIT, who said Indigenous Literacy Day was a great opportunity for children to learn more about Indigenous culture and language.

“2022 is the first year of UNESCO’s Decade of Indigenous Languages, and it was great to be able to share books by indigenous authors and illustrators with these kids,” Amanda said.

“Through events like this, we are really working to expose young children to Aboriginal and Torres Strait Islander language and culture. At this age, literacy is so important, and children need to hear a variety of different words so they can start to build their understanding.

“Indigenous Literacy Day, and events like this, are also a great opportunity to showcase how Indigenous artists represent and describe their own culture.”

According to an AIATSIS survey in 2018-19, there are more than 250 indigenous languages in Australia, but only 123 are still in use. Indigenous Storytime at CIT Reid was the first of three events at CIT for Indigenous Literacy Day.

WORK HEALTH AND SAFETY

In 2022 CIT continued to manage the WHS challenges caused by COVID-19 and organisational interruptions, to ensure, so far as reasonably practicable, the health, safety and wellbeing of our staff and students.

HEALTH AND SAFETY STRUCTURES AND CONSULTATION ARRANGEMENTS

CIT monitored and managed work health and safety issues through the tiered committee structures, the Executive Management Committee, and reports to the Board. CIT's Work health and safety arrangements are supported by 15 health and safety representatives. The three Campus-based WHS Committees met quarterly and comprise representation from management, WHS and facilities staff, and Health and Safety Representatives.

COVID safe meetings were held throughout the year to consult and develop COVID Safe arrangements, to communicate up-to-date COVID-19 requirements, and to support staff and students return to the workplace.

CIT increased the resourcing of the WHS Team, recruiting a WHS Director to support the work of the WHS Assistant Director and WHS Adviser.

HEALTH, SAFETY AND WELLBEING INITIATIVES

During the reporting period, CIT has developed initiatives to build and improve our WHS management. This included the recruitment of a WHS Manager and a number of strategic WHS audits to identify opportunities to strengthen our WHS culture and make improvements.

Several health, safety and wellbeing initiatives occurred at CIT during 2022, including:

- > the implementation and ongoing review of COVID-19 safe work practice, including review and revision of the CIT COVID Safety Plan Framework
- > influenza vaccination program for staff

- > program of site visits to develop a comprehensive, independent and contemporary report of health and safety hazards across the campuses, focussing on WHS risks and existing controls in high-risk areas
- > WHS spot check program for workplaces which have a high inherent risk, e.g., building and construction
- > activities to promote safety, health and wellbeing at work during National Safe Work Month
- > WorkSafe ACT 'Meet an Inspector' initiatives, in collaboration with WorkSafe ACT, to support engagement with students, via on-campus stalls, and promote the role of WorkSafe, the role of inspectors, to distribute WHS promotional materials and to answer WHS questions.

WELLBEING OF STAFF

Staff wellbeing is promoted via the Wellness Hub, created in 2020, and a monthly wellbeing focused newsfeed covering various topics. Wellness activities during 2022 included:

- > The promotion of wellbeing focused webinars presented by our Employee Assistance Program (EAP) provider
- > promotion of *R U OK day*
- > promotion of Employee Assistance Program services via onsite face-to-face discussions highlighting the scope of services available.

EARLY INTERVENTION AND INJURY MANAGEMENT

Initiatives to support early intervention and injury management included:

- > Provision of a virtual physiotherapy service to provide additional support to staff to identify and manage WHS issues arising from the rapid transition to remote work in response to COVID-19
- > Access to an early intervention physiotherapy program

- > Promoting Facilitated Discussion, an early intervention program to support the establishment of positive workplace relationships
- > Promotion of our Employee Assistance Program arrangements, including via onsite face-to-face discussions.

INCIDENT REPORTING AND NOTICES UNDER THE WHS ACT

In 2022, there were 234 reported incidents across CIT and of those six were reported to WorkSafe in accordance with Part 3 Section 38 of the WHS Act. This is an increase from the 116 incidents reported last year.

In 2022, CIT was not issued with any improvement, prohibition or non-disturbance notices (under Part 10), nor did CIT fail to comply with any enforceable

undertakings under Part 11 or Part 2 (Divisions 2.2, 2.3 and 2.4) of the Act.

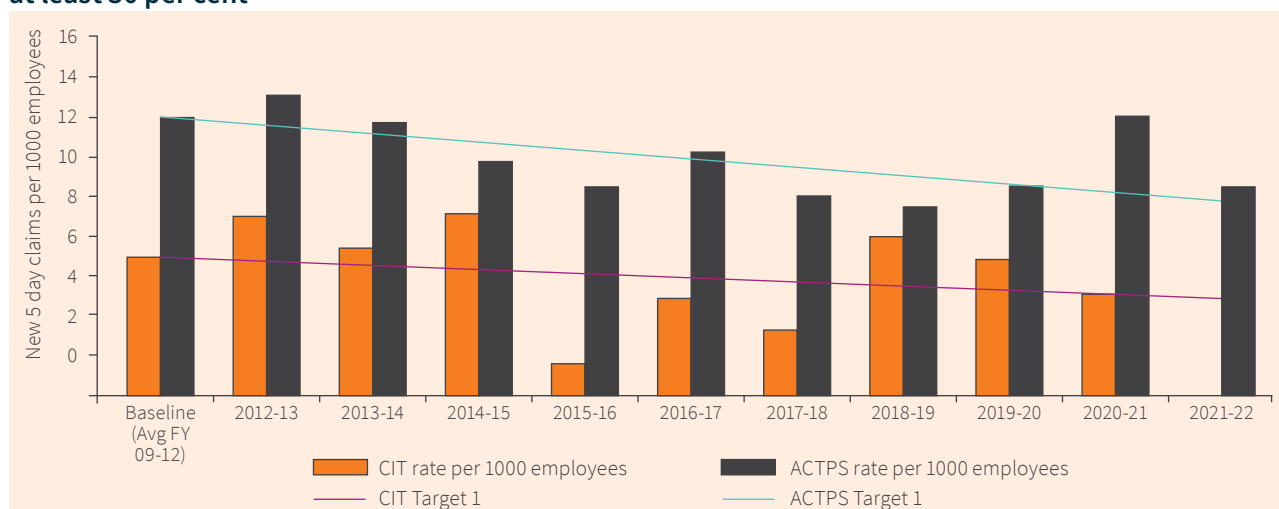
PERFORMANCE AGAINST TARGETS

The tables and graph's below represent CIT's performance against the Australian WHS Strategy 2012–22 targets. CIT has achieved the targets, reducing both the incident rate of claims resulting in one or more weeks of work, and the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks of work, by more than 30% over the ten year period of 2013/14 until 2021/2022. In the 2021/2022 reporting period, CIT achieved an incidence of zero claims resulting in one or more weeks of work. Please note, performance against the targets is reported by financial year, to enable consistency with previously reported data, and with performance of the ACTPS.

Target 1 – Reduce the incidence rate of claims resulting in one or more weeks off work by at least 30%

Financial year	CIT # new 5-day claims	Rate per 1,000 employees	CIT Target	ACTPS # new 5-day claims	ACTPS rate per 1,000 employees	ACTPS Target
2013–14	5	6.66	5.86	257	12.20	11.70
2014–15	6	8.19	5.67	228	10.49	11.33
2015–16	1	1.42	5.49	205	9.36	10.96
2016–17	3	4.38	5.30	243	10.83	10.58
2017–18	2	2.94	5.11	202	4.07	10.21
2018–19	5	7.08	4.93	201	8.50	9.84
2019–20	4	6.08	4.74	231	9.32	9.46
2020–21	3	4.58	4.55	325	12.48	9.09
2021–22	0	0	4.36	255	9.37	8.72

Bar chart for Target 1 – reduce the incidence rate of claims resulting in one or more weeks off work by at least 30 per cent



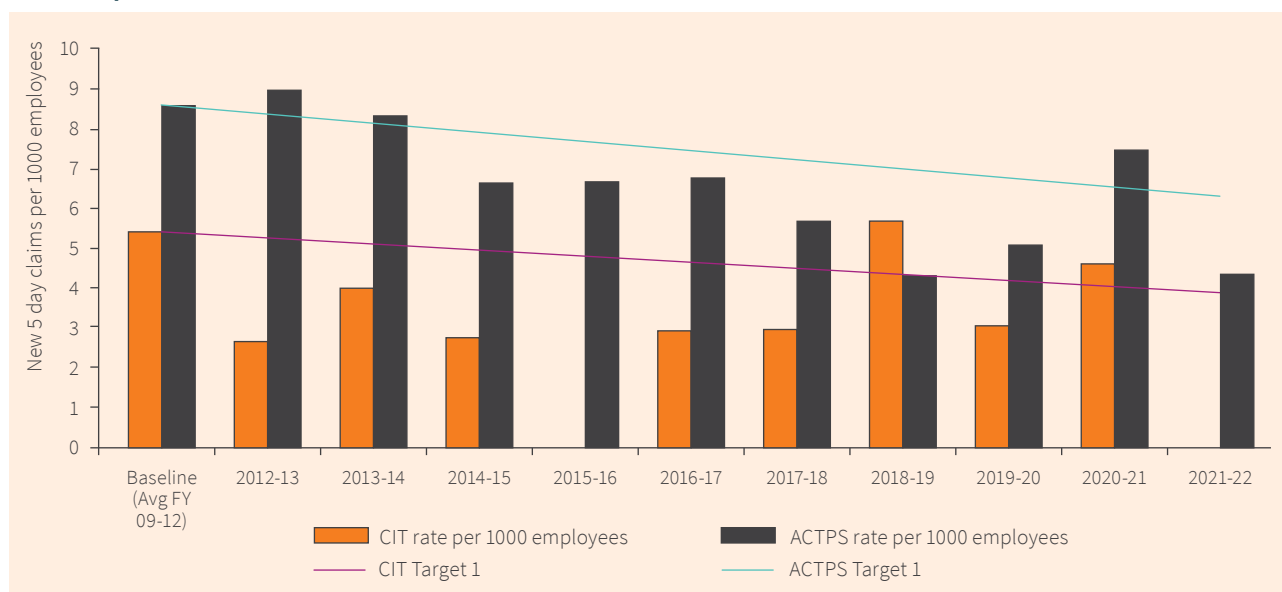
Notes:

1. Dates are based on those claims received by the Insurer in each financial year.
2. Data is taken at 30 June to allow for direct comparisons to be made between years.
3. The report includes accepted claims that result in one or more weeks of work.
4. Data includes claims up to 30 June 2022.

Target 2 – Reduce the incidence rate of claims for musculoskeletal disorders (MSD) resulting in one or More weeks of work by at least 30%

Financial year	CIT # new 5-day MSD claims	Rate per 1,000 employees	CIT Target	ACTPS # new 5-day MSD claims	ACTPS MSD rate per 1,000 employees	ACTPS Target
2013–14	3	4.00	5.08	175	8.31	8.03
2014–15	2	2.73	4.92	144	6.63	7.78
2015–16	0	0.00	4.75	146	6.67	7.52
2016–17	2	2.92	4.59	150	6.69	7.26
2017–18	2	2.94	4.43	128	5.66	7.01
2018–19	4	5.66	4.27	102	4.31	6.75
2019–20	2	3.04	4.11	126	5.09	6.49
2020–21	3	4.58	3.94	194	7.45	6.24
2021–22	0	0.00	3.78	118	4.33	5.98

Bar chart for Target 2 – reduce the incidence rate of claims for musculoskeletal disorders (MSD) by at least 30 per cent



Notes:

1. Dates are based on those claims received by the Insurer in each financial year.
2. Data is taken at 30 June to allow for direct comparisons to be made between years.
3. The report includes accepted claims that result in one or more weeks of work.
4. Data includes claims up to 30 June 2022.

HUMAN RESOURCES MANAGEMENT

As the ACT's public provider of skills and training, CIT supports workers to gain secure well-paid jobs, provides employers with workers that have the skills to help grow their businesses and the economy, and contributes to Canberra's reputation as a thriving place of knowledge workers.

The CIT workforce of educators, trainers and assessors are vital to VET being at the heart of Australia's jobs and skills transformation now and into the future.

CIT values a culture of recruitment, retention, refreshment, and continuous up-skilling of professional skills. We have instigated a strong focus on digital learning for teaching and management by our valued educators.

CULTURE, ATTRACTION AND RETENTION

Initiatives to progress a positive culture, attract and retain staff in 2022 include:

- > Ongoing work towards CIT campus renewal, including the CIT Woden Project. CIT Woden is a once-in-a-generation campus renewal, and is a key priority of the Strategic Compass - CIT Futures 2025, delivering for CIT staff and students a 22,500m² purpose-built educational facility that will increase CIT's industry engagement and extend the innovation and tertiary education sector from Canberra City into Woden and surrounding areas.
- > Building and promoting staff engagement and feedback, via staff feedback activities. One hundred and twenty four submissions were received from a feedback activity held between 20 June and 12 August 2022, and work is underway to identify and implement action in response to the feedback.
- > Celebrating and supporting teacher participation in industry leading course development awards programs throughout the year, including the Australian Training Awards, and the TAFE Directors Awards. Richard Lindsay was the 2022 Australian Teacher of the year at the Australian Training Awards.

- > Continued promotion of the entitlement to COVID-19 leave, to support employees manage the impact of COVID-19.
- > The delivery of an annual workplace influenza vaccination program.
- > Engagement, support and promotion of EAP (Employee Assistance Program) support for staff and members of their immediate family.

A comprehensive Learning and Development Calendar was developed to continue the investment in staff capability. To supplement our localised learning and development strategy, CIT staff attended ACT Public Service sessions, both virtually and face-to-face, related to: Health and Safety; Aboriginal and Torres Strait Islander Awareness; Mental Health First Aid; Difficult Conversations; and Recruitment.

STRATEGIC ALIGNMENT

In October 2022, CIT engaged the Strategy and Transformation Office (STO), within the Chief Minister, Treasury and Economic Development Directorate, to review the alignment between the executive leadership structure and CIT's strategic priorities; and to propose a future-proof structure that will support CIT through the current period of transition.

The review of CIT's executive leadership structure identified 6 opportunity areas:

1. Reflect strategic priorities in the executive leadership structure
2. Assign responsibility for student experience and bring all student support functions together
3. Elevate industry partnerships in line with strategic importance
4. Balance the organisational structure between strategic oversight and operations
5. Enable a greater strategic emphasis on academic governance and delivery
6. Enable business continuity and succession planning through clear lines of reporting.

A proposed realigned executive structure was endorsed for consultation with staff by the CIT Board at their December 2022 meeting. The transitional structure is aligned to the Strategic Compass - CIT Futures 2025 and provides clear accountabilities across the Executive Team for delivery on the priorities and related projects. In addition, the proposed structure includes temporary executive positions to guide CIT through the present period of transition and financial reform and to provide the necessary focus on building financial stability and strategic finance capability, which are critical to both the immediate and long-term future of CIT.

Consultation of a realigned executive structure will be undertaken in early 2023.

CIT LEARNING AND DEVELOPMENT

During 2022, CIT's suite of e-learning modules grew to provide a range of e-learning opportunities to build staff capabilities. Staff can access CIT specific e-learning via the internal E-Learn system and can access whole of government training offerings via HRIMS Learn.

Key initiatives included:

- > Development of a Fraud and Ethical Awareness eLearn module
- > Online Induction unit and guiding documents for new starters
- > MATE Bystander Training and MATE Bystander Train the Trainer Course
- > Promotion of a range of self-directed wellbeing offerings via online Wellness Hub.

In July 2022 the Teacher Capability Department moved from Human Resources within Corporate Services to the Education and Training Services Division. The new positioning supports greater alignment with the teaching Colleges to enable a stronger focus and connection with critical pedagogical design.

Teacher Capability continues to deliver CITs three core staff qualifications aligned to the VET Quality Framework and the Enterprise Agreement for Teaching Staff. These include:

- > TAESS00014 Enterprise Trainer Presenting Skill Set
- > TAE40116 Certificate IV Training and Assessment
- > TAE50116 Diploma of Vocational Education and Training.

The renewed focus on pedagogy to meet emerging technologies and create contemporary accessible learning has seen Teacher Capability deliver a variety of professional learning (PL) through both accredited training and non-accredited PL initiatives.

Accredited Professional Learning

Enterprise Trainer – Presenting Skill Set (TAESS00014)

- > Provides initial training for people with no formal teacher qualifications
- > Delivered to 40 candidates using a continuous enrolment system
- > Graduated 35 candidates eligible to commence teaching with CIT.

Certificate IV in Training and Assessment (TAE40116)

- > This is the minimum and core qualification required for teaching in the VET sector
- > Supports CIT teachers through the induction of workplace practices
- > Delivered work-based training and assessment including recognition of prior learning to 69 CIT teachers.

Diploma of Vocational Education and Training (TAE50116)

- > Provides an opportunity for experienced CIT teachers to expand professional practice
- > Provides CIT teachers with skills and knowledge in the design and development of curricula and facilitation as well as mentoring and coaching of colleagues
- > Delivered work-based training and recognition of prior learning to 35 CIT teachers
- > 35 people graduated qualified and eligible to teach at CIT-Enterprise Training- Presenting Skill Set
- > 69 CIT teachers received work-based training and assessment including recognition of prior learning for their Certificate IV in Training and Assessment
- > 35 CIT teachers received work placed training and assessment including recognition of prior learning for their Diploma of Vocational Education and Training.

Additional Professional Learning delivered and hosted by Teacher Capability included

- > Upskilling and training of four Departments including 24 staff in the Microsoft Office 365 SharePoint, Teams, and OneDrive applications
- > A series of accredited training workshops were delivered through the Diploma of Vocational Education Training to provide professional learning for staff not enrolled into the Diploma. Engagement in high impact creative workshops built contemporary skills in creating dynamic learning resources. Staff created graphics, short videos, and visual presentations which were integrated into teaching and learning
- > Adobe Creative Cloud webinar expert series was hosted by Teacher Capability for creative teaching and learning. Enhanced learning content design and development that included images, sound, and video, enabling connection with learners both inside, and outside the classroom
- > CIT Education Services provided assessment review and support to CIT Departments through the training package design process.

Table 1 FTE and Headcount by Division

Division	FTE	Headcount
CIT Board and CEO	3.0	4
CIT Corporate Services	65.8	68
CIT Education and Training Services	565.2	709
CIT Executive	4.0	4
CIT Industry Engagement and Strategic Relations	42.2	44
Total	680.3	829

Headcount by College/Division

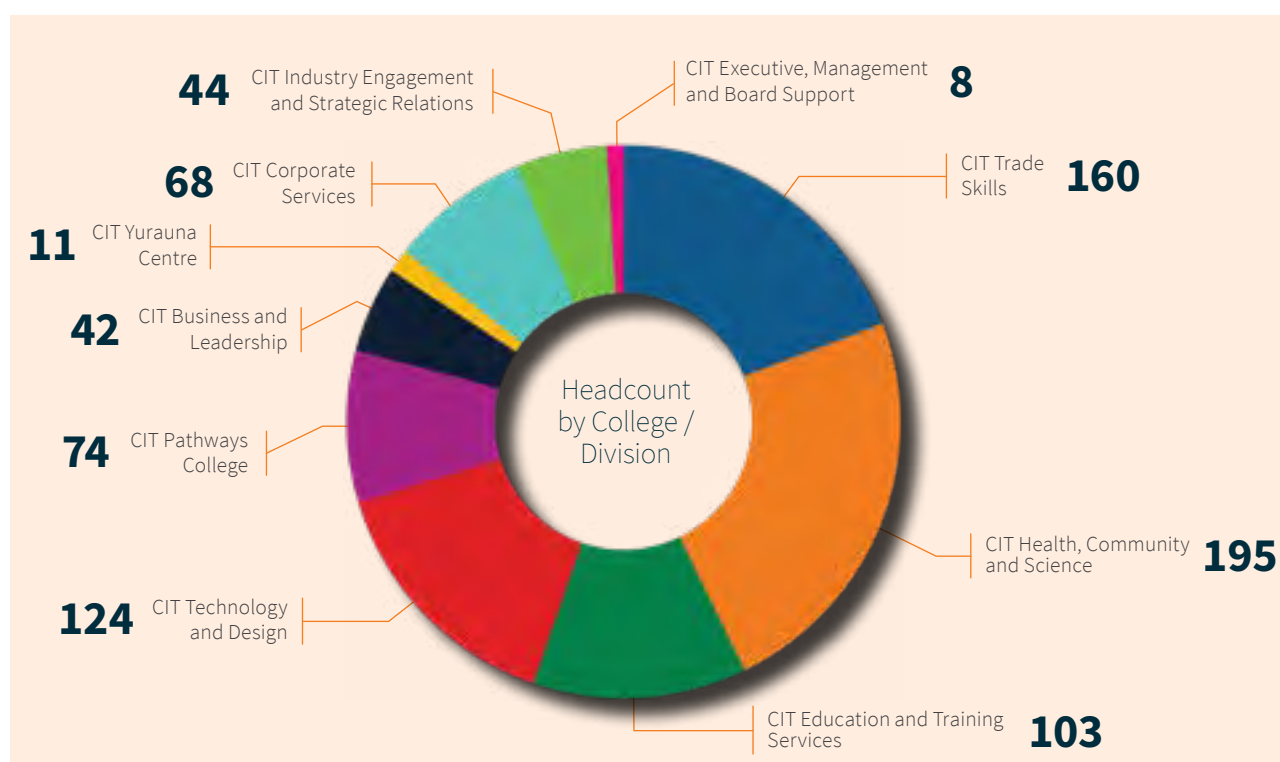


Table 2 FTE and Headcount by College/Division

Branch	FTE	Headcount
CIT Trade Skills	147.0	160
CIT Health, Community and Science	137.7	195
CIT Education and Training Services	95.5	103
CIT Technology and Design	91.4	124
CIT Pathways College	55.0	74
CIT Business and Leadership	27.6	42
CIT Yurauna Centre	11.0	11
CIT Corporate Services	65.8	68
CIT Industry Engagement and Strategic Relations	42.2	44
CIT Executive, Management and Board Support	7.0	8
Total	680.3	829

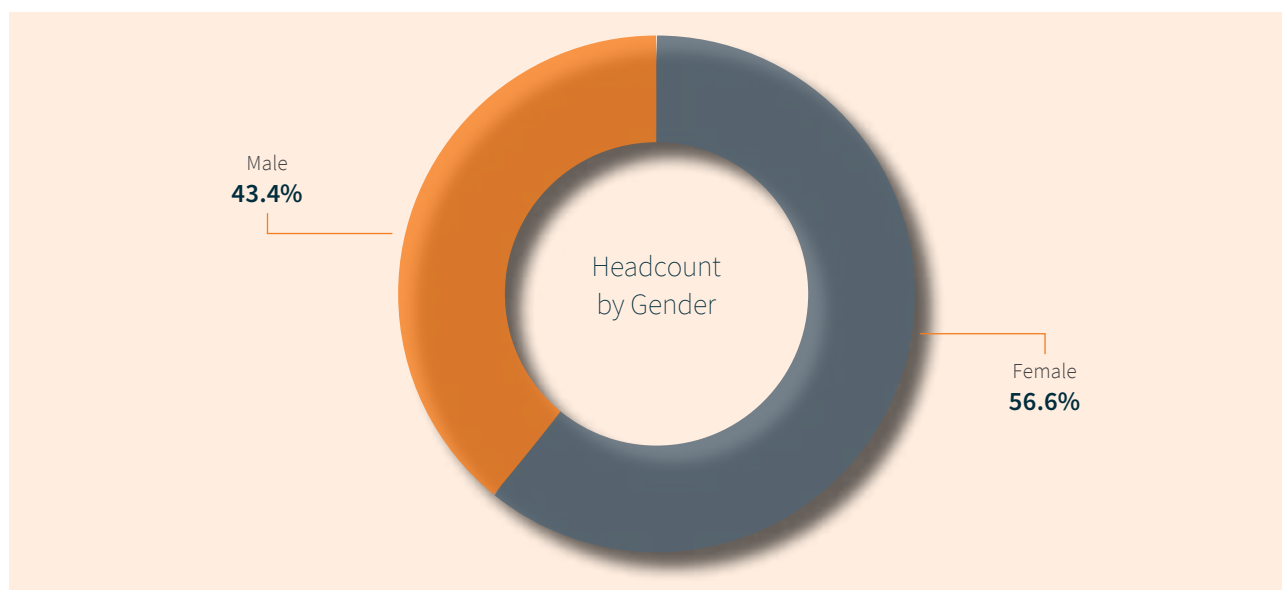
Table 3 FTE and Headcount by Gender

	Female	Male
Full Time Equivalent	376.8	303.1
Headcount	469	359
Percentage of Workforce (Based on Headcount)	56.6%	43.4%

Table 4 Headcount by Employment Category and Gender

	Female	Male
Casual	81	71
Permanent Full-time	240	183
Permanent Part-time	62	19
Temporary Full-time	47	60
Temporary Part-time	39	26
Total	469	359

Headcount by Gender 2019-2022



Headcount by Gender 2019-2022

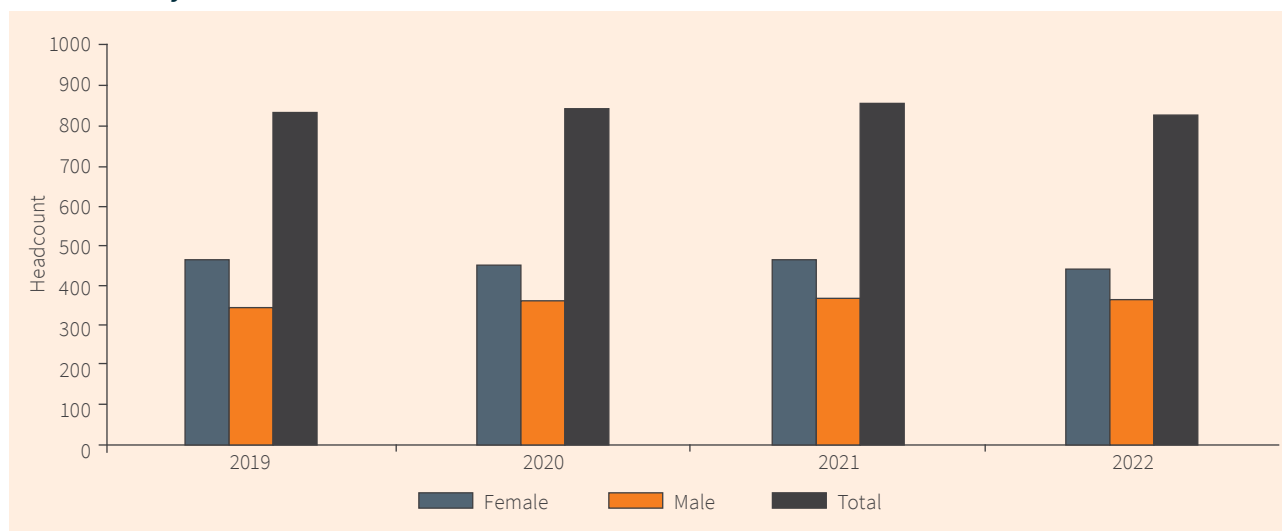


Table 5 Headcount by Classification Group and Gender

	Female	Male
Administrative Officers	144	57
Executive Officers	6	5
General Service Officers and Equivalent	14	17
Professional Officers	18	4
Senior Officers	29	18
Technical Officers	6	15
VET Teacher Managers	28	15
VET Teachers	224	228
Total	469	359

Table 6 Headcount by Diversity Group

	Headcount	Percentage of CIT Workforce
Aboriginal and/or Torres Strait Islander	25	3.0%
Culturally and Linguistically Diverse	158	19.1%
People with a Disability	29	3.5%

Note: Staff may identify with more than one of the diversity groups.

Table 7 Headcount by Age and Gender

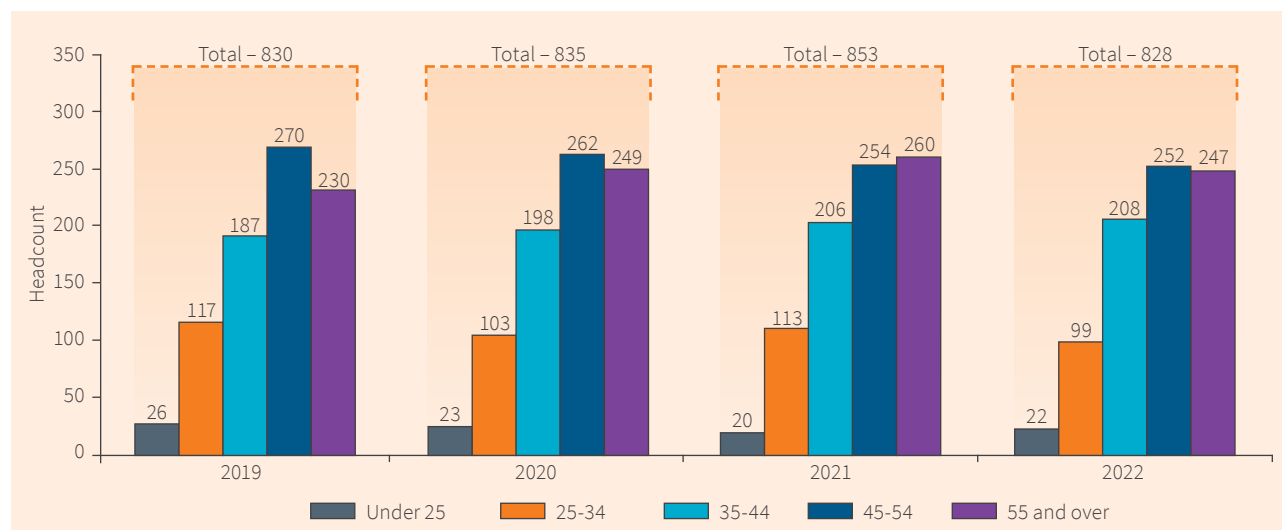
	Female	Male
Under 25	16	6
25-34	56	43
35-44	120	88
45-54	146	106
55 and over	131	116
Total	469	359

Table 8 Average Length of Service by Gender

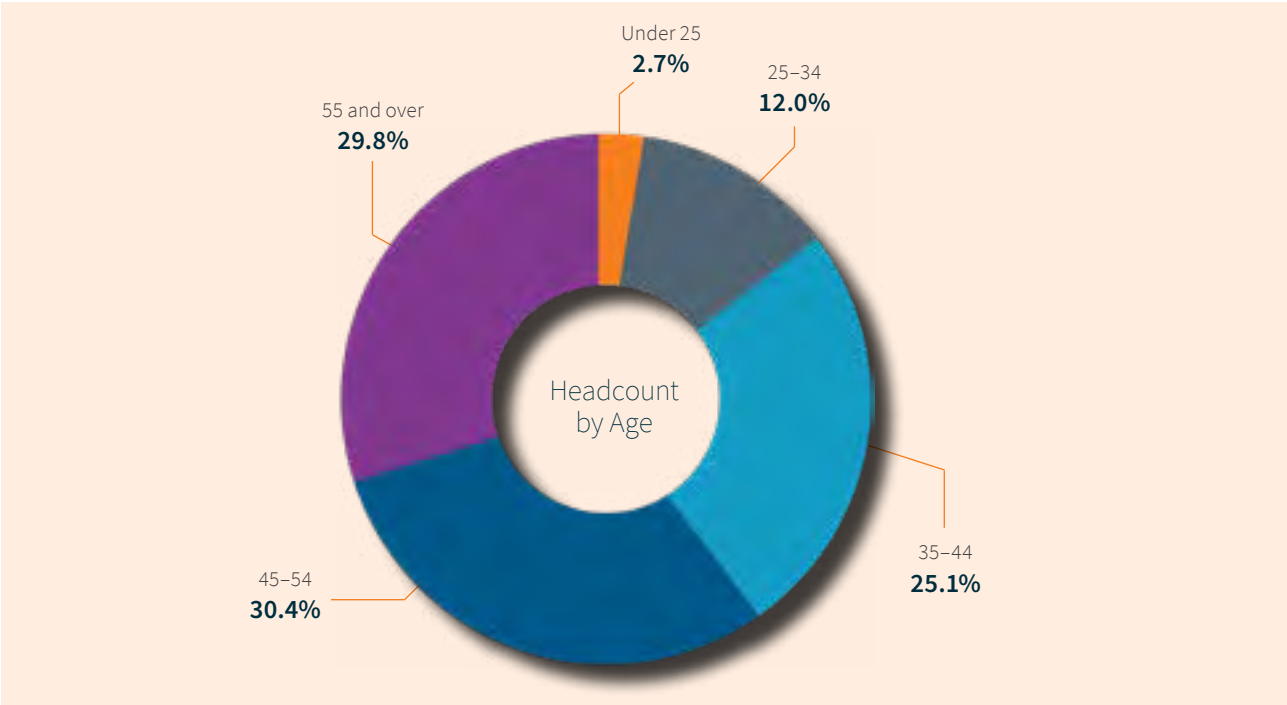
	Female	Male
Average Years	9.3	9.2

Table 9 Recruitment and Separation Rates of permanent staff for the 2022 calendar year

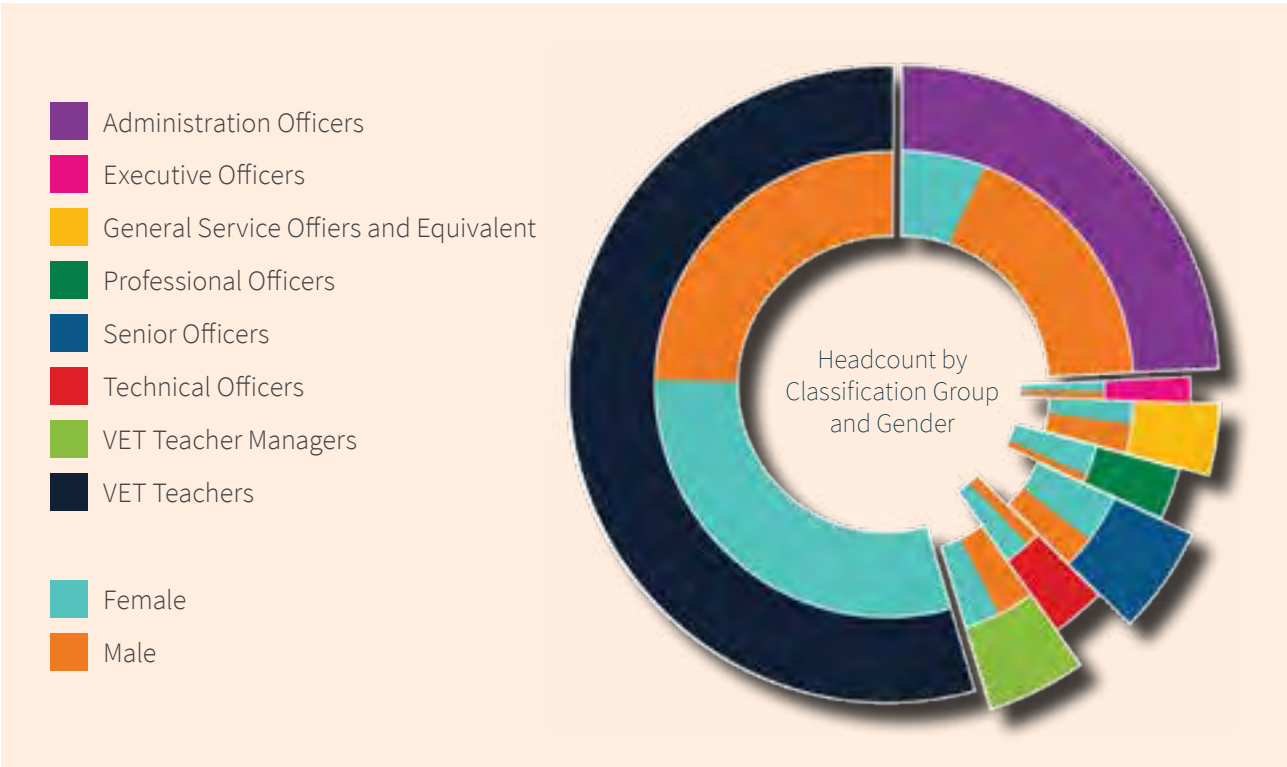
	Recruitment Rate	Separation Rate
Total	13.1%	8.9%

Headcount by Age 2019-2022

Headcount by Age



Headcount by Classification Group and Gender



ECOLOGICALLY SUSTAINABLE DEVELOPMENT

In 2022, CIT remained committed to supporting the ACT Government's targets for climate change and greenhouse gas reduction, building on our efforts from the previous year. We are proud to continue implementing innovative initiatives that improve energy efficiency and conserve water, using building upgrades, refurbishments, and maintenance programs.

To ensure the effective management of energy systems, CIT employs a range of cutting-edge software platforms, including ENVIZI - the main ACT Government energy reporting platform, SMA Solar Technology AG 2019 ©, Schneider Electrical BMS Dashboard, Airtel International ©, and BEIMS. These software applications enable CIT to monitor and, in some cases, operate energy systems remotely, providing an added layer of efficiency to our operations.

CIT GREEN AND PARTNERSHIPS IN SUSTAINABILITY

CIT Green, the CIT network committed to developing, implementing and monitoring sustainable practices, including the engagement of staff and students to work towards a more sustainable campus, remains dedicated to developing and implementing eco-friendly practices that encourage staff and students to work towards a more sustainable campus during 2022.

During 2022, CIT Green Network held four productive meetings and continued to champion sustainability projects in partnership with CIT colleges, staff, students, and volunteer groups.

These projects include:

- > The successful implementation of a new composting solution by the Culinary School at Reid CIT, in collaboration with GoTerra©, which has diverted a large amount of organic waste from landfill to off-site composting.
- > CIT Green continued to input into the design of the new Woden CIT campus promoting sustainability as a core principle of the design process.
- > The successful completion of bird nesting boxes at CIT Bruce Campus, providing additional sanctuary for native bird species, particularly relevant after the 2021 bushfires which decimated native bird habitats.
- > Facilitating monthly monitoring and reporting of energy usage across CIT by Facilities.

Moreover, CIT Green made strides towards achieving its sustainability goals by participating in the whole-of-government Zero Emissions Government Implementation Committee meetings and providing online resources for staff and students to raise awareness of environmental impacts associated with daily work practices. The network also launched a recruitment program in 2022 to encourage all students and staff to become CIT Green network members and represent the student body or industry learning area at CIT, ensuring that sustainable practices remain a top priority across the institution.



Composting in action at CIT in partnership with GoTerra

ELECTRIC VEHICLES

CIT is proud to continue its commitment to sustainability in 2022, as evidenced by our partnership with the Environment, Planning and Sustainable Development Directorate and Origin Energy. CIT is excited to announce that, as part of the ACT Government's ongoing initiative to promote electric vehicle use, electrical charging stations have been installed at our Bruce, Reid and Fyshwick Campuses. This program will provide valuable insights into the use of electric vehicles in Canberra and contribute to a more sustainable future for our city. CIT will continue to explore options to increase its EV fleet and reduce carbon vehicles where possible.

RECYCLING

CIT is dedicated to reducing its impact on the environment by incorporating reuse and recycling into daily activities. In 2022, CIT aims to build on its success from last year by continuing to divert waste streams from landfill for recycling by authorised facilities. This includes continued recycling of scrap metal and an estimated 1,230 litres of cooking oil from the Culinary School and CIT Student Association cafes, canteens, and restaurants.

In addition to these recycling programs, CIT is excited to continue its sustainable project "Grind to Ground" in 2022. This initiative transforms used coffee grounds and sawdust into compost while providing work for young adults living with an intellectual disability. In 2022, Grind to Ground collected an estimated 175.5 tons of sawdust and coffee grounds, and CIT plans to further expand this project throughout the year 2023 where possible.

CIT will also continue its recycling programs for co-mingle waste, paper and cardboard and secure destruction. Furthermore, CIT Hairdressing and Beauty Therapy will continue their partnership with Sustainable Salons to divert 95% of waste products to recycling, including aluminum, plastics, and hair from the salons. Additionally, IT waste will be recycled through ACT Government Shared Services to further reduce the amount of waste sent to landfill.

Other recycling programs include:

- > Printer cartridges and print accessories recycled through ricoh.com.au in agreement with government contracts - cartridges are also collected by the Estate Office on each campus, for recycling

- > Current battery collection and recycling trial at CIT Bruce Campus where batteries are collected through the Estate Office and recycled through Battery World
- > Fluorescent tube recycling also continued for all campuses with stillage located at CIT Bruce.

GREEN TRAINING INITIATIVES

In the year 2022, CIT is proud to continue its commitment to providing training in the sustainability sector, building a skilled workforce equipped to meet the ACT Government's sustainability goals. Building on the success of the previous year, CIT has expanded its training offerings to include courses in sustainable construction, waste management, and renewable energy systems.

To further this effort, CIT has partnered with leading electric vehicle manufacturer Tesla to provide training for electric vehicle technicians, positioning CIT as a key training provider in the EV industry. For more information on these and other training programs.

SUSTAINABLE PERFORMANCE REPORTING SUMMARY

In response to the ongoing COVID-19 pandemic, CIT, like other organisations learned to diversify its workforce through working from home and other online arrangements. CIT has used these learnings in 2022 to further reduce out energy usage and building utilisation across all campuses. With a significant reduction in in-person activities and teaching, there has been a marked decrease in energy and water use across all campuses. Despite buildings remaining operational, CIT has managed to achieve significant reductions in both electricity and gas usage, underscoring our commitment to sustainability.

CIT continues to utilise the ENVIZI sustainable reporting platform, allowing us to continually track our progress towards a more sustainable future.

Table 1: Sustainable development performance – current and previous calendar year

Indicator at 31 December 2022	Unit	Current 2022	Previous 2021	Percentage change
Stationary energy usage				
Electricity use	Kilowatt hours	7,557,707	6,591,187	+15
Natural gas use (non-transport)	Megajoules	25,756,466	20,236,808	+27
Diesel use (non-transport)	Kilolitres	0	0	0
Transport fuel usage				
Electric vehicles	Number	5	0	+500
Hybrid vehicles	Number	5	11	-54
Hydrogen vehicles	Number	1	1	0
Total number of vehicles	Number	15	18	+20
Fuel use – Petrol	Kilolitres	1.624	3.99	-59
Fuel use – Diesel	Kilolitres	1.188	1.83	-35
Fuel use – Liquid Petroleum Gas (LPG)	Kilolitres	0.63	0	100
Fuel use – Compressed Natural Gas (CNG)	Gigajoules	0	0	0
Water usage				
Water use	Kilolitres	28,301	39,065	-27
Resource efficiency and waste				
Reams of paper purchased	Reams	2,850	2,785	+02
Recycled content of paper purchased	Percentage	20%	50%	
Waste to landfill	Litres	401,500	401,500	0
Co-mingled material recycled	Litres	21,520	21,520	0
Paper & Cardboard recycled (incl. secure paper)	Litres	0	0	0
Organic material recycled	Litres	48,670	48,670	0
Greenhouse gas emissions				
Emissions from natural gas use (non-transport)	Tonnes CO2-e	1,454	1,042	40
Emissions diesel use (non-transport)	Tonnes CO2-e	0	0	0
Emissions from transport fuel use	Tonnes CO2-e	9.63	30.50	-68
Emissions from refrigerants	Tonnes CO2-e	0.8339	0	100
Total emissions	Tonnes CO2-e	1,464.46	1,072.50	+36



Part C

Financial Management Reporting

FINANCIAL MANAGEMENT ANALYSIS

OVERVIEW

In 2022, the Canberra Institute of Technology (CIT) continued to deliver quality government funded and commercial training to students in the ACT region while maintaining its high student and employer satisfaction levels.

CIT is facing a number of financial challenges, such as a competitive training market, changing study needs of students, and a continuing decline in student enrolment numbers due to a combination of the flow-on effects of reduction in enrolments post the COVID-19 pandemic, and the strong local employment market reducing the immediate demand for training.

Notwithstanding these challenges, CIT has continued to actively improve its effectiveness and responsiveness in skilling students using contemporary training methods, which continue to be well received by industry and students alike.

Looking forward to 2023, CIT is delivering the ACT fee-free TAFE initiative, a jointly funded initiative of the Australian and ACT governments. CIT was selected as the preferred training organisation to provide tuition-free vocational education and training to 2,530 places across forty-six qualifications on offer in the ACT.

OBJECTIVES

CIT is continuing to focus on the strategic directions outlined in *The Strategic Compass 2025 – CIT Futures* for the next three years, where CIT is at the centre of a vibrant and constantly adapting ecosystem of students, business, and the community in its dual public and commercial vocational education and training (VET) provider roles.

FINANCIAL PERFORMANCE OF CIT

Both revenue and expenses were below budget for the year, with revenue finishing below budget by 4% and expenses finishing below budget by 6% resulting in an operating deficit of \$14.7 million, which is a favourable variance of \$3.33 million.

Included in expenses for the year is \$9.7 million for depreciation and amortisation.

The individual income and expense variances affecting the operating result are summarised in the Revenue and Expense sections following.

The end of year cash and cash equivalents balance was \$8.8 million (2021 ending balance \$15.3 million). With the JobTrainer funding, CIT has maintained sufficient cash balances to ensure its ability to meet ongoing payment commitments and to meet contract liabilities.

CIT's financial position has deteriorated since 2021, from Working Capital ratio of 0.56 to a Working Capital ratio of 0.38 in 2022. This is mainly due to a decrease in Cash at bank resulting from CIT's operating deficit, as student enrolment numbers remain low, and revenue received is lower than budget. However, on the expenditure CIT continues to manage its expenses as well as monitor its cash position to ensure CIT continues to be solvent. A significant amount of current liabilities relates to employee benefits which are provided for in the regular appropriation from the ACT Government. For further information, refer to the Liquidity section.

The financial information is based on the audited Financial Statements for 2022.

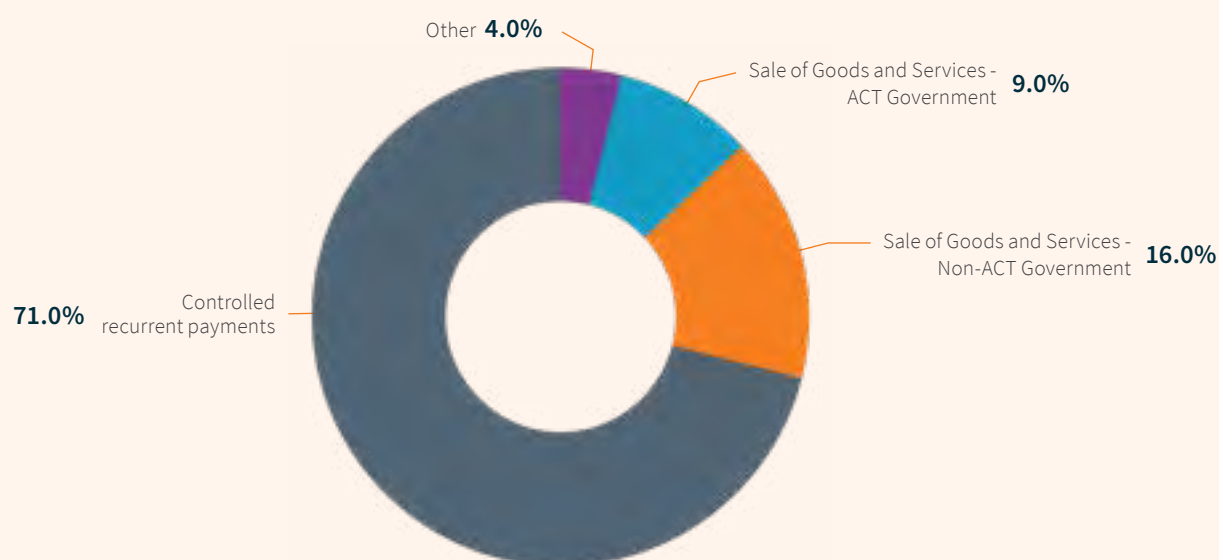
OPERATING RESULT CIT (OPERATING STATEMENT)

Revenue

Components of revenue

Total revenue (Figure 1) for 2022 was \$110.6 million, consisting primarily of \$78.8 million (71%) received from the ACT Government as Controlled Recurrent Payments and \$27.5 million (25%) generated from Sales of Goods and Services from Contracts with Customers (including local and international student fees and training course income as well as Apprenticeship and Traineeship funding).

Figure 1: Revenue Breakdown by Category



Comparison to budget

Total own source revenue of \$27.5 million for 2022 was \$4.7 million (15%) lower than budgeted, due to lower revenue recognised for JobTrainer (\$2.4 million), resulting from lower program completion rates and lower student fees (\$2.1 million), due to lower-than-expected student program enrolments.

Comparison to 2022 actual

Own source revenue in 2022 was \$3.8 million lower than 2021, primarily due to the recognition of more JobTrainer revenue in 2021 and lower general student fees received in 2022. This is consistent of the trend of declining student enrolment numbers, due to a combination of the flow-on effects of reduction in enrolments post-COVID-19, and the strong local employment market reducing the immediate demand for training. Table 1 below summarises the key indicator changes between the two calendar years.

Future trends

The ACT Government has entered into an agreement with the Australian Government to provide 2,530 fee-free training places at CIT in 2023 and through to June 2024. This will ensure access to a wide range of training opportunities in skills needs areas for eligible Canberrans, to support vital and emerging industries in the ACT economy. Under this initiative CIT is expected to receive approximately \$8.9 million in funding from the ACT Government.

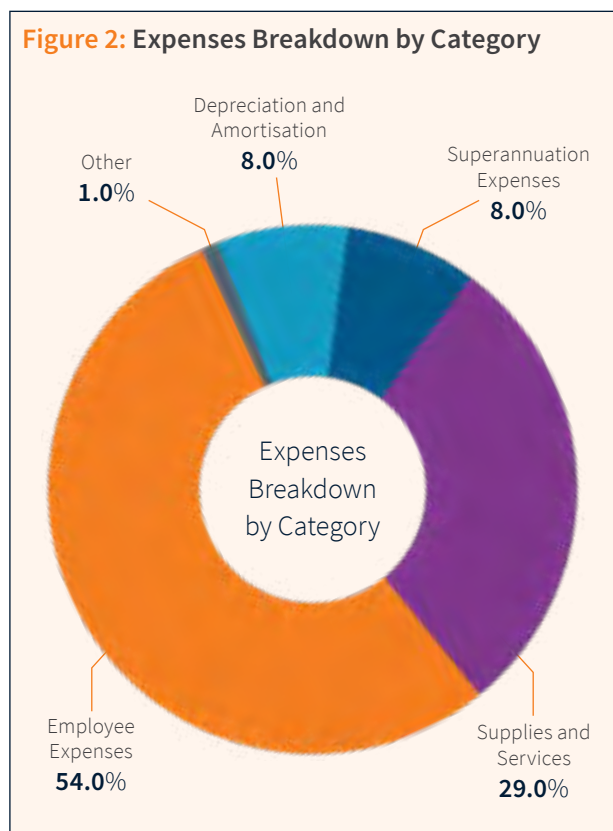
Table 1: Key Student indicators

Key Indicator	2021	2022	Reduction	Percentage Reduction
Student head count	17,622	15,741	(1,881)	(11%)
Student program enrolments	21,840	20,810	(1,030)	(5%)
Student subject enrolments	111,464	93,701	(17,763)	(16%)

Expenses

Components of expenses

Expenses totalled \$125.4 million in 2022, with the most significant component being employee expenses of \$67.4 million (54%), superannuation expenses of \$10.6 million (8%) and supplies and services expenses accounted for \$36.4 million (29%) (Figure 2).



Comparison to budget

Total expenses of \$125.4 million in 2022 were \$8.0 million (6%) lower than budgeted. The variance is due to lower than budgeted employee expenses (\$7.6 million) due to lower than budgeted Full Time Equivalent (FTE) staff due to staffing shortages, and lower than budgeted average cost per FTE. Consultant expenses were also lower than budget by \$1.4 million. These lower than budgeted expenses were offset by an \$1.5 million cost incurred to migrate CIT's data centre to an ACT whole of government arrangements to reduce a number of information technology risks.

Comparison to 2021 actual

In 2022 total expenses of \$125.4 million is slightly higher than the 2021 expense total (\$122.6 million). The variance is due to \$1.5 million cost incurred to migrate CIT's data centre to an ACT whole of government arrangements, \$0.9 million increase

in consultancies, and \$1.4 million in facility related expenses including increasing electricity and gas costs and increased repairs and maintenance of campus buildings due to ageing infrastructure. These increased expenses were offset by a reduction in employee expenses of \$1.7m.

Future trends

CIT is anticipating an increase in total expenditure over the short to medium term for costs associated with maintaining CIT's ageing facilities, reducing information technology risks, and escalating electricity and gas prices. Additional expenditure will also be incurred as CIT generates additional revenue streams such as fee-free TAFE which require additional teaching resources to effectively deliver the associated training programs.

FINANCIAL POSITION (BALANCE SHEET)

Assets

Components of total assets

As of 31 December 2022, \$207.5 million (93%) of CIT's assets were in property, plant and equipment, intangible assets and assets held for distribution to owners with the remaining \$15.3 million (7%) being represented by cash and cash equivalents, receivables, works in progress and other current assets (Figure 3).

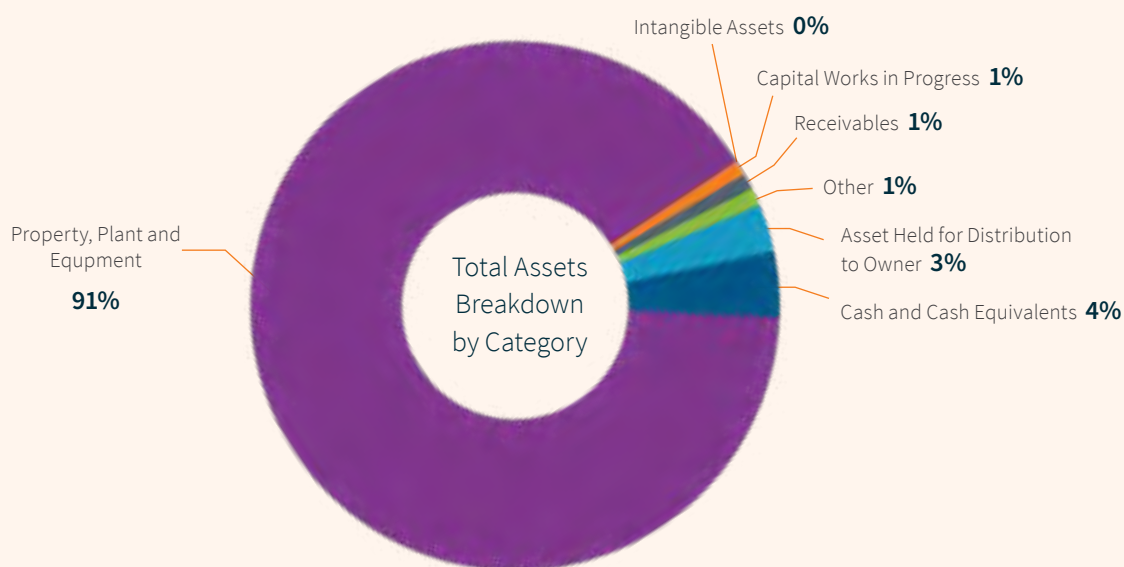
Comparison to budget

The total asset position as of 31 December 2022 was \$222.8 million, which was \$26.6 million higher than the budget. The increase in total assets is due to a valuation increase in land and buildings of \$25.7 million which was not forecast in the budget.

Comparison to 2021 actual

CIT's total asset position as of 31 December 2022 of \$222.8 million is \$9.5 million higher than the 2021 position of \$213.3 million. This is due to higher property, plant, and equipment asset values due to the revaluation of land and buildings, partially offset by lower cash at end of 2022 as CIT continues to operate in a deficit position and a transfer of asset held for distribution to ACT Government.

Figure 3: Total Assets Breakdown by Category



Liabilities

Components of total liabilities

CIT's total liabilities as of 31 December 2022 of \$38.1 million predominately consists of Employee Entitlements of \$24.4 million (64%) and Other Liabilities \$7.1 million (19%).

The Other Liability category consists of the \$4.0 million of Job Trainer Revenue in Advance funding.

CIT also has Payables of \$3.6 million (9%) and Lease Liabilities of \$3.0 million which relate predominantly to the lease of the Tuggeranong campus.

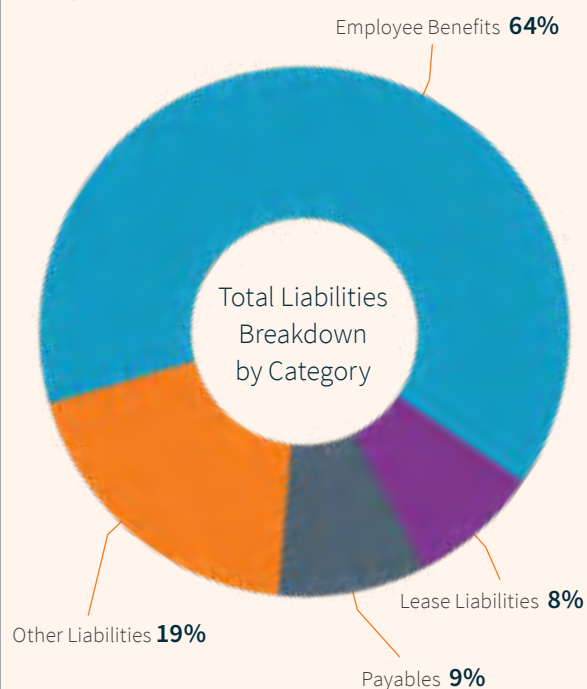
Comparison to budget

CIT's liabilities as of 31 December 2022 of \$38.1 million were \$1.0 million (3%) higher than the 2022 budget of \$37.1 million. This was mainly due to higher than budgeted Payables as CIT managed its cash position at the end of 2022.

Comparison to 2021 actual

CIT's liabilities as of 31 December 2022 of \$38.1 million were \$3.1 million (8%) lower than the 2021 actuals of \$41.2 million. This was due primarily to \$1.8 million lower employee benefits as more staff use their leave balance and receive leave payouts after ceasing employment with CIT.

Figure 4: Total Liabilities Breakdown by Category



Equity

2022 Equity balances of \$184.7 million is \$12.6 million (7%) higher than 2021. This is mainly due to the revaluation of land and buildings.

LIQUIDITY – CIT

Liquidity is a measure of the ability of an entity to meet its short-term financial obligations as they fall due. The 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 0.38:1 is slightly higher than the budget target of 0.36:1, due to a combination of offsetting factors, including a higher than budgeted cash balance, higher payables, and higher Other Liabilities (JobTrainer Revenue in Advance) balances.

As of 31 December 2022, current assets of \$12.8 million (excluding Assets Held for Distribution to Owners) were less than the total current liabilities (\$34.0 million) by \$21.2 million. This is not considered a liquidity risk as, along with external revenue, cash needs are funded through Controlled Recurrent Payment appropriation from the ACT Government.

It is important to note, that although Employee Benefits of \$23.3 million (Long Service Leave and Annual Leave) are classified as current liabilities under Accounting Standards, based on historical data, less than \$6.0 million for Long Service Leave and Annual Leave is paid in any one year.

Working Capital

	Actual 2022 \$'000	Budget 2022 \$'000	Actual 2021 \$'000
Current Assets			
Cash and Cash Equivalents	8,841	6,695	15,333
Receivables	2,554	2,900	3,054
Other Assets	1,357	1,900	1,765
Total Current Assets ^(a)	12,752	11,495	20,152
Current Liabilities			
Payables	3,557	3,200	4,068
Employee Benefits	23,253	23,500	24,970
Other Liabilities	7,139	5,080	7,044
Total Current Liabilities	33,949	31,780	36,082
Working Capital Ratio	0.38	0.36	0.56

(a) Current Assets exclude Assets Held for Distribution to Owners (2022: \$5.6 million and 2021: \$6.9 million), which represents the carrying amount of the remaining Watson facility that CIT will transfer back to the ACT Government for no consideration.

For further information, please contact:

Craig Jordan
Executive Director Strategic Finance and Transformation
Canberra Institute of Technology

March 2023

FINANCIAL STATEMENTS



AUDITOR-GENERAL AN OFFICER
OF THE ACT LEGISLATIVE ASSEMBLY 

OFFICIAL: SENSITIVE

Ms Kate Lundy
Chair, Governing Board
Canberra Institute of Technology
E108 Reid Campus
Constitution Avenue
REID ACT 2612

Dear Ms Lundy

**INDEPENDENT AUDITOR'S REPORT – CANBERRA INSTITUTE OF TECHNOLOGY
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

The ACT Audit Office has completed the audit of the financial statements of the Canberra Institute of Technology for the year ended 31 December 2022.

I have attached the audited financial statements and independent auditor's report.

I have provided a copy of the financial statements and independent auditor's report to the Minister for Skills, Mr Chris Steel MLA.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ajay Sharma'.

Ajay Sharma
Assistant Auditor-General, Financial Audit
28 March 2023

c.c. Ms Christine Robertson, Interim Chief Executive Officer
Ms Roslyn Jackson, Chair, Audit Committee
Mr Craig Jordan, Executive Director Strategic Finance and Transformation
Ms Grace Concannon, Senior Manager, Audit Risk and Corporate Governance

INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

Opinion

I have audited the financial statements of the Canberra Institute of Technology for the year ended 31 December 2022 which comprise the operating statement, balance sheet, statement of changes in equity, statement of cash flows, statement of appropriation and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Canberra Institute of Technology's financial position as at 31 December 2022, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Canberra Institute of Technology in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (Code). I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Canberra Institute of Technology for the financial statements

The Governing Board of the Canberra Institute of Technology is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996*, and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Canberra Institute of Technology to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

Auditor's responsibilities for the audit of the financial statements

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Canberra Institute of Technology.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Canberra Institute of Technology's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Canberra Institute of Technology;
- conclude on the appropriateness of the Canberra Institute of Technology's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Canberra Institute of Technology's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Canberra Institute of Technology to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Governing Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Sharma
Assistant Auditor-General, Financial Audit
28 March 2023

Canberra Institute of Technology

For the Year Ended 31 December 2022

NOTE INDEX

Financial Statements

Operating Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Appropriation

Overview Notes

Note 1	Objectives of the Canberra Institute of Technology	Page 13
Note 2	Basis of Preparation of the Financial Statements	Page 14
Note 3	Impact of Accounting Standards Issued But Yet to be Applied	Page 16

Income Notes

Note 4	Sales of Goods and Services from Contracts with Customers	Page 18
Note 5	Grants and Contributions Revenue	Page 19
Note 6	Other Income	Page 20

Expense Notes

Note 7	Employee and Superannuation Expenses	Page 21
Note 8	Supplies and Services	Page 23
Note 9	Other Expenses	Page 24
Note 10	Auditor's Remuneration	Page 24

Asset Notes

Note 11	Cash and Cash Equivalents	Page 25
Note 12	Receivables	Page 27
Note 13	Assets Held for Distribution to Owners	Page 31
Note 14	Other Assets	Page 31
Note 15	Property, Plant and Equipment	Page 32
Note 16	Intangible Assets	Page 43
Note 17	Capital Works in Progress	Page 44

Liability Notes

Note 18	Payables	Page 46
Note 19	Lease Liabilities - CIT as a Lessee	Page 47
Note 20	Employee Benefits	Page 50
Note 21	Other Liabilities	Page 52

Equity Notes

Note 22	Asset Revaluation Surplus	Page 53
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Other Notes

Note 23	Financial Instruments	Page 54
Note 24	Commitments	Page 59
Note 25	Contingent Liabilities and Contingent Assets	Page 60
Note 26	Events after the Reporting Period	Page 60
Note 27	Third Party Monies	Page 61
Note 28	Related Party Disclosures	Page 61
Note 29	Budgetary Reporting	Page 63

Canberra Institute of Technology
Operating Statement
For the Year Ended 31 December 2022

		Consolidated		CIT		
	Note	Actual	Actual	Actual	Original	Actual
	No.	2022	2021	2022	Budget	2021
		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
<i>Revenue</i>						
Controlled Recurrent Payments		78,758	75,386	78,758	78,758	75,386
Sales of Goods and Services from						
Contracts with Customers	4	41,201	45,447	27,546	32,268	31,380
Grants and Contributions	5	2,266	1,824	2,266	2,897	1,824
Investment Revenue		255	119	249	101	119
Other Income	6	997	1,008	1,744	600	1,650
Total Revenue		123,477	123,784	110,563	114,624	110,359
<i>Gains</i>						
Gains		173	19	173	755	19
Total Gains		173	19	173	755	19
Total Income		123,650	123,803	110,736	115,379	110,378
Expenses						
Employee Expenses	7	77,279	78,994	67,418	74,979	69,112
Superannuation Expenses	7	11,547	11,643	10,574	11,258	10,719
Supplies and Services	8	36,914	32,295	36,428	35,720	31,849
Depreciation and Amortisation	15,16	9,673	9,572	9,651	9,789	9,489
Other Expenses	9	1,767	1,894	1,354	1,654	1,443
Total Expenses		137,180	134,398	125,425	133,400	122,612
Operating (Deficit)		(13,530)	(10,595)	(14,689)	(18,021)	(12,234)
Other Comprehensive Income						
<i>Items that will not be reclassified subsequently to profit or loss</i>						
Increase in Asset Revaluation Surplus	22	25,774	-	25,774	-	-
Total Other Comprehensive Income		25,774	-	25,774	-	-
Total Comprehensive Income/(Deficit)		12,244	(10,595)	11,085	(18,021)	(12,234)

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

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

Canberra Institute of Technology
Balance Sheet
At 31 December 2022

		Consolidated		CIT		
	Note	Actual	Actual	Actual	Original	
	No.	2022	2021	2022	Budget	2021
		\$'000	\$'000	\$'000	\$'000	\$'000
Current Assets						
Cash and Cash Equivalents	11	15,918	19,525	8,841	6,695	15,333
Receivables	12	3,681	4,926	2,554	2,900	3,054
Assets Held for Distribution to Owner	13	5,573	6,940	5,573	2,914	6,940
Other Assets	14	1,520	1,875	1,357	1,900	1,765
Total Current Assets		26,692	33,266	18,325	14,409	27,092
Non-Current Assets						
Investments	2	-	-	20	20	20
Property, Plant and Equipment	15	201,765	183,994	201,735	178,700	183,969
Intangible Assets	16	224	404	224	500	404
Capital Works in Progress	17	2,542	1,828	2,542	2,598	1,828
Total Non-Current Assets		204,531	186,226	204,521	181,818	186,221
Total Assets		231,223	219,492	222,846	196,227	213,313
Current Liabilities						
Payables	18	4,245	4,163	3,557	3,200	4,068
Lease Liabilities	19	862	753	862	680	753
Employee Benefits	20	24,353	26,166	23,253	23,500	24,970
Other Liabilities	21	7,854	7,330	6,277	4,400	6,291
Total Current Liabilities		37,314	38,412	33,949	31,780	36,082
Non-Current Liabilities						
Lease Liabilities	19	2,218	2,880	2,169	3,000	2,873
Employee Benefits	20	1,224	1,296	1,157	1,200	1,191
Other Liabilities	21	859	1,103	859	1,150	1,103
Total Non-Current Liabilities		4,301	5,279	4,185	5,350	5,167
Total Liabilities		41,615	43,691	38,134	37,130	41,249
Net Assets		189,608	175,801	184,712	159,097	172,064
Equity						
Accumulated Funds		83,229	95,196	78,333	78,492	91,459
Asset Revaluation Surplus	22	106,379	80,605	106,379	80,605	80,605
Total Equity		189,608	175,801	184,712	159,097	172,064

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

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

Canberra Institute of Technology
Statement of Changes in Equity
For the Year Ended 31 December 2022

		Consolidated				CIT			
Note No.		Accumulated Funds		Asset Revaluation Surplus		Total Equity		Asset Revaluation Surplus	
		Actual 2022	\$'000	Actual 2022	\$'000	Actual 2022	\$'000	Actual 2022	\$'000
	Balance at 1 January 2022	95,196		80,605		175,801		80,605	
22	Transfer of the Asset Revaluation Surplus	-		-		-		-	
		95,196		80,605		175,801		80,605	
	Comprehensive Income								
	Operating (Deficit)	(13,530)		-		(13,530)		-	
22	Increase in the Asset Revaluation Surplus	-		25,774		25,774		25,774	
	Total Comprehensive (Deficit)/Income	(13,530)		25,774		12,244		25,774	
	Transactions Involving Owners Affecting Accumulated Funds								
	Capital Injections	2,931		-		2,931		-	
	Capital (Distributions)	(1,368)		-		(1,368)		-	
	Total Transactions Involving Owners Affecting Accumulated Funds	1,563		-		1,563		-	
	Balance at 31 December 2022	83,229		106,379		189,608		106,379	
		83,229		106,379		189,608		106,379	
		78,333		184,712		159,097		184,712	

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 - Continued

For the Year Ended 31 December 2021

	Consolidated				CIT			
	Note No.	Accumulated Funds Actual 2021 \$'000	Asset Revaluation Surplus Actual 2021 \$'000	Total Equity Actual 2021 \$'000	Accumulated Funds Actual 2021 \$'000	Asset Revaluation Surplus Actual 2021 \$'000	Total Equity Actual 2021 \$'000	
Balance at 1 January 2021		97,350	80,744	178,094	95,252	80,744	175,996	
Transfer of the Asset Revaluation Surplus	22	139	(139)	-	139	(139)	-	
Comprehensive Income		97,489	80,605	178,094	95,391	80,605	175,996	
Operating (Deficit)		(10,595)	-	(10,595)	(12,234)	-	(12,234)	
Total Comprehensive (Deficit)		(10,595)	-	(10,595)	(12,234)	-	(12,234)	
Transactions Involving Owners Affecting Accumulated Funds								
Capital Injections		8,302	-	8,302	8,302	-	8,302	
Total Transactions Involving Owners Affecting Accumulated Funds		8,302	-	8,302	8,302	-	8,302	
Balance at 31 December 2021		95,196	80,605	175,801	91,459	80,605	172,064	

(a) Re-measurement of the opening balance Accumulated Funds resulting from the initial adoption of AASB16 (refer to Appendix C). This adjustment to Accumulated Funds is a timing difference and will unwind over the lease term.

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

Canberra Institute of Technology
Statement of Cash Flows
For the Year Ended 31 December 2022

		Consolidated		CIT		
	Note	Actual	Actual	Actual	Original	Actual
	No.	2022	2021	2022	Budget	2021
		\$'000	\$'000	\$'000	\$'000	\$'000
Cash Flows from Operating Activities						
Receipts						
Controlled Recurrent Payments		78,758	75,386	78,758	78,758	75,386
Sales of Goods and Services from						
Contracts with Customers		42,934	42,928	27,941	28,886	30,826
Interest Received		254	119	249	101	119
Goods and Services Tax Input Tax Credits						
from the Australian Taxation Office		3,400	3,636	3,172	3,430	3,391
Goods and Services Tax Collected						
from Customers		2,113	2,017	1,247	1,500	1,101
Grants and Contributions		64	5,383	64	4,897	5,383
Dividend (from CITSOL)		-	-	600	-	500
Other		998	1,008	1,144	800	1,150
Total Receipts from Operating Activities		128,521	130,477	113,175	118,372	117,856
Payments						
Employee		79,167	77,609	69,170	74,979	67,607
Superannuation		11,549	11,666	10,576	11,258	10,658
Supplies and Services		34,456	30,436	34,481	33,875	30,233
Goods and Services Tax Paid to Suppliers		5,410	5,777	4,291	4,300	4,570
Other		1,872	1,869	1,459	1,800	1,421
Total Payments from Operating Activities		132,454	127,357	119,977	126,212	114,489
Net Cash (Outflows)/Inflows						
Operating Activities	11	(3,933)	3,120	(6,802)	(7,840)	3,367
Cash Flows from Investing Activities						
Receipts						
Proceeds from Sale of Property, Plant and						
Equipment		173	19	173	-	19
Total Receipts from Investing Activities		173	19	173	-	19
Payments						
Purchase of Property, Plant and Equipment		1,846	7,155	1,862	5,054	7,173
Total Payments from Investing Activities		1,846	7,155	1,862	5,054	7,173
Net Cash Outflows from Investing						
Activities		(1,673)	(7,136)	(1,689)	(5,054)	(7,154)

Canberra Institute of Technology
Statement of Cash Flows - Continued
For the Year Ended 31 December 2022

	Note No.	Consolidated		CIT		
		Actual 2022 \$'000	Actual 2021 \$'000	Actual 2022 \$'000	Original Budget 2022 \$'000	Actual 2021 \$'000
Cash Flows from Financing Activities						
Receipts						
Capital Injections		2,931	8,302	2,931	5,054	8,302
Total Receipts from Financing Activities		2,931	8,302	2,931	5,054	8,302
Payments						
Repayment of Lease Liabilities – Principal		932	927	932	800	927
Total Payments from Financing Activities		932	927	932	800	927
Net Cash Inflows from Financing Activities		1,999	7,375	1,999	4,254	7,375
Net (Decrease)/Increase in Cash and Cash Equivalents		(3,607)	3,359	(6,492)	(8,638)	3,588
Cash and Cash Equivalents at the Beginning of the Reporting Period		19,525	16,166	15,333	15,333	11,745
Cash and Cash Equivalents at the End of the Reporting Period	11	15,918	19,525	8,841	6,695	15,333

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

Canberra Institute of Technology

Statement of Appropriation

For the Year Ended 31 December 2022

	Original Budget 2022 \$'000	Total Appropriated 2022 \$'000	Appropriation Drawn 2022 \$'000	Appropriation Drawn 2021 \$'000
Controlled Appropriation				
Controlled Recurrent Payments	78,758	78,758	78,758	75,386
Capital Injections	5,054	2,931	2,931	8,302
Total Controlled Appropriation	83,812	81,689	81,689	83,688

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

Description and Material Accounting Policies relating to Controlled Recurrent Payments

Controlled Recurrent Payments (CRP) are revenue received from the ACT Government to fund the costs of delivering outputs.

CRP is recognised when CIT gains control over the funding which is obtained upon the receipt of cash, given they do not contain enforceable and sufficiently specific performance obligations as defined by AASB 15.

Capital injection appropriations are not recognised as income, but instead are recognised as equity injections and a cash inflow which is used to purchase/build an asset(s) or to reduce a liability(s).

Column Heading Explanations:

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the 2022 Budget Papers. This amount also appears in the Statement of Cash Flows.

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 CIT during the year. This amount also appears in the Statement of Cash Flows.

Variances between 'Original Budget', 'Total Appropriated' and 'Appropriation Drawn':

	Controlled Recurrent Payments \$'000	Capital Injections \$'000
Reconciliation of Appropriation for 2022		
Original Appropriation	78,758	5,054
Total Appropriated	78,758	5,054
Budget Rollovers		
Rollover of Undisbursed Appropriation Carried- Forward at end of CIT Calendar Year 2022 ^(a)	-	(2,123)
Appropriation Drawn	78,758	2,931

(a) This amount relates to Capital projects and, Plant and Equipment projects which are not completed at the end of the year due to the funding cycle being based on the Financial Year, whereas CIT operates on the Calendar Year. The projects are predominantly the Better Infrastructure Funds and Plant, Equipment and Infrastructure funds.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 1. OBJECTIVES OF THE CANBERRA INSTITUTE OF TECHNOLOGY

Operations and Principal Activities

The Canberra Institute of Technology (CIT) is a multi-campus, multi-disciplinary, education institution in the ACT, providing vocational education and training to the ACT and surrounding region. CIT is a major contributor to the economic growth of the ACT through ensuring a qualified and skilled workforce, increasing skill levels for those self-employed, attracting international students, contributing to the ACT innovation ecosystem, and driving lifelong learning for the ACT's economic and social benefit.

CIT is the sole public provider of Technical and Further Education (TAFE) in the ACT, and also operates in the commercial, contestable market servicing local, regional and international students.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

LEGISLATIVE REQUIREMENT

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government Agencies.

The FMA and the *Financial Management Guidelines* issued under the FMA, requires CIT's financial statements to include:

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

These general-purpose financial statements have been prepared to comply with Australian Accounting Standards 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.

ACCRUAL ACCOUNTING

The financial statements have been prepared using the accrual basis of accounting. The financial statements have also been prepared according to the historical cost convention, except for assets such as those included in property, plant and equipment and financial instruments which were valued at fair value in accordance with the revaluation policies applicable to CIT during the reporting period.

CURRENCY

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

INDIVIDUAL REPORTING ENTITY

CIT is an individual not-for-profit reporting entity.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – CONTINUED

PRINCIPLES OF CONSOLIDATION

CIT holds \$20,000 of paid-up capital in CIT Solutions Pty Limited (CIT Solutions).

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

REPORTING PERIOD

These financial statements state the financial performance, changes in equity and cash flows of CIT for the year ended 31 December 2022 together with the financial position of CIT at 31 December 2022.

COMPARATIVE FIGURES

Budget Figures

To facilitate a comparison with the Budget Papers, as required by the *Financial Management Act 1996*, budget information for 2022 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the 2022 Budget Papers.

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 been reclassified where practical. Where a reclassification has occurred, the nature, amount and reason for the reclassification is provided.

ROUNDING

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

GOING CONCERN

The 2022 financial statements have been prepared on a going concern basis. At 31 December 2022, current liabilities (\$34 million) exceeded current asset (\$18 million) by \$16 million. However, this is not considered a liquidity risk as the LSL Employee Entitlements of \$14 million are unlikely to be called upon during the next reporting period and historical analysis shows that on average only a minor portion of the entitlements are paid out in any one year.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 3. IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

Several new and revised Accounting Standards and Interpretations have been issued by the Australian Accounting Standards Board. These Standards, including the amendments resulting from AASB 2020-1, AASB 2020-3, AASB 2021-2, and AASB 2021-6, have been assessed and it has been determined that they do not apply to the current reporting period, are not relevant to CIT or will not have a material impact on the Financial Statements. At this stage, those applying to future reporting periods are also not expected to have an impact on the Financial Statements of CIT.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

INCOME NOTES

Material Accounting Policies - Income

INCOME RECOGNITION

Revenue is recognised in accordance with AASB 15 *Revenue from Contracts with Customers* where the contract is enforceable and contains sufficiently specific performance obligations, otherwise revenue is in the scope of AASB 1058 *Income of Not-For-Profit Entities*.

AASB 15

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the entity expects to receive in exchange for those goods or services. Revenue is recognised by applying a five step model as follows:

1. identify the contract with the customer;
2. identify the performance obligations;
3. determine the transaction price;
4. allocate the transaction price; and
5. recognise revenue as or when control of the performance obligation is transferred to the customer.

No revenue streams of CIT have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations. Refer to Note 4 for specific revenue sources.

AASB 1058

Where revenue streams are in the scope of AASB 1058, CIT recognises the asset received (generally cash or other financial asset) at fair value, recognises any related amount (e.g. liability or equity) in accordance with an accounting standard and recognises revenue as the residual between the fair value of the asset and the related amount on receipt of the asset.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 4. SALES OF GOODS AND SERVICES FROM CONTRACTS WITH CUSTOMERS

Revenue from the Sale of Goods and Services is derived by providing goods and services to other ACT Government agencies and to the public.

Revenue is recognised either over time or at a point in time. Any distinct goods or services are separately identified, and any discounts or rebates in the contract price are allocated to the separate elements. Revenue is based on the transfer of promised goods or services to customers at an amount that reflects the consideration in exchange for those goods or services in accordance with AASB 15. The timing of the payment for sale of goods and rendering of services largely corresponds with the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

ACT Government Customers Special Purpose Funding revenue is received from the ACT Government for students funded under specific funding arrangements and is legally retained by CIT. In 2022 this includes the JobTrainer initiative. Revenue is recognised when the conditions of the funding arrangements are met.

Non-ACT Government Customers revenue is paid by the user of the goods or services, legally retained by CIT and is driven by consumer demand.

Commercial revenue consists primarily of full fee-paying International Student Fees and Charges, and Sale of Products and Services. Commercial revenue is paid by the user of the goods or services, legally retained by CIT and is driven by consumer demand. Revenue is recognised at the commencement of each semester, when the performance obligation to ensure the required courses are provided is met.

Student Fees and Charges consist solely of revenue from domestic students. Student Fees and Charges revenue is paid by the user of the goods or services, legally retained by CIT and is driven by consumer demand. Revenue is recognised at the commencement of each semester, when the performance obligation to ensure the required courses are provided is met.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
ACT Government Customers				
Special Purpose Fund Activities ^(a)	10,936	14,145	9,724	12,798
Total Sales of Goods and Services from				
ACT Government Customers	10,936	14,145	9,724	12,798
Non-ACT Government Customers				
Commercial Revenue	20,242	20,654	7,796	7,934
Student Fees and Charges	10,023	10,648	10,026	10,648
Total Sales of Goods and Services from				
Non-ACT Government Customers	30,265	31,302	17,822	18,582
Total Sales of Goods and Services from				
Contracts with Customers	41,201	45,447	27,546	31,380

(a) The decrease in Special Purpose Fund Activities revenue is due primarily to the timing of payments under the JobTrainer initiative whereby \$9.2 million was received between 2020 and 2021. \$1.1 million has been recognised as revenue in the current period with \$4 million being held as Contract Liabilities as required by AASB 15 until training has been completed under the contract (\$5.1 million was recognised in 2021).

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 5. GRANTS AND CONTRIBUTIONS REVENUE

Where CIT receives an asset or services for significantly less than fair value, the transaction is in the scope of AASB 1058 and revenue is recognised on receipt of the asset or services.

Where services are received, the expense is recognised in the line item to which it relates.

Goods and services received free of charge from ACT Government agencies are recognised as resources received free of charge, whereas goods and services received free of charge from entities external to the ACT Government are recognised as donations or contributions.

Services that are received free of charge are only recognised in the Operating Statement if they can be reliably measured and would have been purchased if not provided to CIT free of charge.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Resources Received Free of Charge from ACT Government Entities				
Legal Services	40	31	40	31
Shared Services Finance	1,716	1,465	1,716	1,465
Major Project Better Infrastructure Fund (BIF)				
Management Fees	161	-	161	-
Communication and Engagement Services	73	-	73	-
CMTEDD Professional Standards Services	212	-	212	-
Total Resources Received Free of Charge	2,202	1,496	2,202	1,496
Government Grants				
ACT Government Grants ^(a)	64	328	64	328
Total Government Grants	64	328	64	328
Total Government Grants and Contribution	2,266	1,824	2,266	1,824

(a) Grants decreased in 2022 resulting from the cessation of some Skilled Australia Funding agreements.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 6. OTHER INCOME

Other Revenue arises from activities at CIT other than core activities. Recoveries consist of cost recoveries for Child Care Centre licensing and food expense recoveries from the CIT Student Association (CITSA).

	Consolidated		CIT	
	2022 \$'000	2021 \$'000	2022 \$'000	2021 \$'000
Revenue from Non-ACT Government Entities				
Recoveries	944	946	1,096	1,110
Student Allowances	-	20	-	-
Dividend ^(a)	-	-	600	500
Other	53	42	48	40
Total Other Revenue	997	1,008	1,744	1,650

(a) CIT received a payment from CIT Solutions in the form of a Dividend payment.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

EXPENSE NOTES

NOTE 7. EMPLOYEE AND SUPERANNUATION EXPENSES

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, annual leave, superannuation and applicable on-costs if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual and long service leave.

Employees of CIT have different superannuation arrangements due to the type of superannuation schemes available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements. CIT provides employer superannuation contributions in accordance with the relevant legislative requirements.

For CIT employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS), the employer superannuation liabilities for superannuation benefits payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes. The accruing superannuation liability obligations are expensed as they are incurred and extinguished as they are paid.

See Note 20 – Employee Benefits for accrued wages and salaries, annual leave, and long service leave.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 7. EMPLOYEE AND SUPERANNUATION EXPENSES - CONTINUED

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Wages and Salaries	68,033	69,593	59,357	60,776
Annual Leave Expense	6,598	6,254	6,184	5,897
Long Service Leave Expense ^(a)	486	1,090	388	1,059
Workers' Compensation Insurance Premium	2,162	2,057	1,489	1,380
Superannuation Contributions to the Territory				
Banking Account	4,611	4,877	4,604	4,871
Productivity Benefit	513	467	513	467
Superannuation to External Providers	6,423	6,299	5,457	5,381
Total Employee and Superannuation Expenses	88,826	90,637	77,992	79,831
Split of Employee and Superannuation Expenses				
Total Employee Expenses	77,279	78,994	67,418	69,112
Total Superannuation Expenses	11,547	11,643	10,574	10,719
Total Employee and Superannuation Expenses	88,826	90,637	77,992	79,831

(a) The Long Service Leave (LSL) Expense consists of the movement in the provision for this expense as well as LSL taken. The decrease is predominantly due to the actuarial adjustment of the Present Value factor (discount rate) that is used to revalue the liability. The movement in the Government Bond rate was the cause of the change in the Present Value factor. In accordance with AASB 119 this adjustment is included in Employee Expenses.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 8. SUPPLIES AND SERVICES

General - Supplies and Services

Purchases of Supplies and Services generally represent the day-to-day running costs incurred in normal operations, recognised in the reporting period in which these expenses are incurred.

Insurance

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

Repairs and Maintenance

CIT undertakes major cyclical maintenance on its assets. Where the maintenance leads to an upgrade of the asset, and increases the service potential of the existing asset, the cost is capitalised. Maintenance expenses which do not increase the service potential of the asset are expensed.

Lease Charges

Lease Charges includes short-term leases of 12 months or less and low value leases up to \$10,000. Lease payments that are not subject to AASB 16 are recorded as an expense in the Operating Statement on a straight-line basis over the term of the lease.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Advertising	984	663	875	654
Cleaning Costs	2,084	1,977	2,084	1,977
Consultants and Contractors ^(a)	6,792	6,161	5,268	4,345
Information and Communication Technology ^(b)	12,909	11,203	12,904	11,210
Insurance	928	890	880	842
Materials	1,891	1,718	1,868	1,678
Minor Assets Expensed	953	542	950	537
Lease Charges	48	78	53	31
Overseas Student Management Fees ^(c)	-	40	1,837	2,060
Reference and Learning Materials	854	821	452	496
Repairs and Maintenance ^(d)	4,689	4,302	4,650	4,269
Seminars and Conferences	149	148	134	137
Travel and Transport	311	174	278	161
Utilities	2,944	2,261	2,944	2,261
Other	1,378	1,317	1,251	1,191
Total Supplies and Services	36,914	32,295	36,428	31,849

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 8. SUPPLIES AND SERVICES - CONTINUED

- (a) Consultants and Contractors expense have increased in the current year due to higher IT and procurement consultancy expenditure.
- (b) Information and Communication Technology (ICT) expenses are predominately paid to Shared Services under the quarterly Simplified Billing Arrangement for ICT services and equipment. These quarterly charges and other subscriptions-based ICT arrangements have increased in 2022.
- (c) Reduction in overseas student management fees due to lower international student enrolment numbers.
- (d) The increase in repairs and maintenance expenses of \$0.4 million is mainly due to expenditure incurred when implementing the ACT Government COVID-19 stimulus initiative and the costs of hail damage repairs which were recovered by insurance monies.

NOTE 9. OTHER EXPENSES

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Waivers, Impairment Losses and Write-offs	268	277	268	245
Lease Interest Expense	92	105	92	105
Commissions	346	355	-	-
Sponsorships	282	342	280	339
Student Association Funding	626	629	600	600
Other Expenses ^(a)	153	186	114	154
Total Other Expenses	1,767	1,894	1,354	1,443

- (a) Other Expenses in 2022 included the loss on transfer of the Woden property to ACT Government and rental waivers to tenants of CIT properties including CIT Solutions Pty Limited and students.

NOTE 10. AUDITOR'S REMUNERATION

Auditor's remuneration consists of financial audit services provided to CIT group by the ACT Audit Office. Auditor's remuneration is included under 'Other' in Note 8 – *Supplies and Services*. No other services were provided by the ACT Audit Office.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Audit Services				
Audit Fees Paid or Payable to the ACT Audit Office	243	216	187	166
Total Audit Fees	243	216	187	166
Total Auditor's Remuneration	243	216	187	166

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

ASSET NOTES

Assets – Current and Non-Current

Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Assets which do not fall within the current classification are classified as non-current.

NOTE 11. CASH AND CASH EQUIVALENTS

Cash includes cash at bank and cash on hand. The Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

CIT holds bank accounts with Westpac Banking Corporation Limited as part of the ACT Government's whole-of-government banking arrangements. CIT earns interest on these deposits, at a rate of 1.97%. CIT's Term Deposits have been held with Illawarra Mutual Bank Limited since 2015 and are currently earning interest rates between 3.20% to 3.45%. These funds may be withdrawn upon request.

(a) Cash and Cash Equivalents Balances	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Cash at Bank ^(a)	10,911	16,519	5,837	12,329
Cash on Hand	7	6	4	4
Cash Equivalent - Term Deposits	5,000	3,000	3,000	3,000
Total Cash and Cash Equivalents	15,918	19,525	8,841	15,333

(a) 2021 Cash at Bank balance included one-off funding of \$9.2m for JobTrainer.

(b) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Statement of Cash Flows to the Equivalent Items in the Balance Sheet

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	15,918	19,525	8,841	15,333
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flows	15,918	19,525	8,841	15,333

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 11. CASH AND CASH EQUIVALENTS - CONTINUED

(c) Reconciliation of Operating Surplus/(Deficit) to Net Cash Inflows Operating Activities

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Operating (Deficit)	(13,530)	(10,595)	(14,689)	(12,234)
Add/(Less) Non-Cash Items				
Depreciation of Property, Plant and Equipment	9,493	9,391	9,471	9,309
Amortisation of Intangibles	180	180	180	180
Add/(Less) Items Classified as Investing or Financing				
Net (Loss)/Gain from the Sale of Assets	(173)	(19)	(173)	(19)
Transfer from CIT Solutions	-	-	-	500
Net Loss on Disposal of Non-Current Assets	46	67	46	67
Cash Outflows Before Changes in Operating Assets and Liabilities	(3,984)	(976)	(5,165)	(2,197)
Changes in Operating Assets and Liabilities				
Decrease/(Increase) in Receivables	1,367	(1,626)	637	(679)
(Increase)/Decrease in Other Assets	353	214	407	175
(Decrease)/Increase in Payables	(60)	829	(672)	469
(Decrease)/Increase in Provisions	(1,889)	764	(1,750)	883
Increase/(Decrease) in Other Liabilities	280	3,915	(259)	4,716
Net Changes in Operating Assets and Liabilities	51	4,096	(1,637)	5,564
Net Cash (Outflows)/Inflows from Operating Activities	(3,933)	3,120	(6,802)	3,367

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 12. RECEIVABLES

Accounts Receivable

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

Impairment Loss - Receivables

The allowance for expected credit losses represents the amount of trade receivables and student receivables that CIT estimates will not be repaid. CIT determines the allowance for impairment losses is based on objective evidence and a review of overdue balances. CIT measures expected credit losses of a financial instrument in a way that reflects:

- (a) an unbiased and probability-weighted amount that is determined by evaluating a range of possible outcomes;
- (b) the time value of money; and
- (c) reasonable and supportable information that is available without undue cost or effort at the reporting date about past events, current conditions and forecasts of future economic conditions.

The amount of the expected credit loss is recognised in the Operating Statement.

Where CIT has no reasonable expectation of recovering an amount owed by a debtor and ceases action to collect the debt, as the cost to recover the debt is more than the debt is worth, the debt is written-off by directly reducing the receivable against the loss allowance.

For trade receivables CIT applied the simplified approach under AASB 9, which uses a lifetime expected loss for all trade receivables.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 12. RECEIVABLES - CONTINUED

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Trade Receivables				
Trade Receivables	1,635	2,323	998	498
Less: Expected Credit Loss Allowance	(8)	(25)	-	-
Total Trade Receivables	1,627	2,298	998	498
Student Receivables				
Student Receivables	730	651	730	651
Less: Expected Credit Loss Allowance	(382)	(276)	(382)	(276)
Total Student Receivables	348	375	348	375
Other Receivables				
Accrued Revenue	1,706	2,217	1,208	2,091
GST Receivable	-	36	-	90
Total Other Receivables	1,706	2,253	1,208	2,181
Total Current Receivables	3,681	4,926	2,554	3,054
Total Receivables	3,681	4,926	2,554	3,054

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 12. RECEIVABLES - CONTINUED

‘Expected Credit Loss Expense’ is recognised as the movement in the allowance for expected credit losses. The allowance for expected credit losses of trade receivables is measured at the lifetime expected credit losses at each reporting date. CIT has established a provision matrix based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

Loss rates are calculated separately for groupings of customers with similar loss patterns. CIT has determined there are two material groups for measuring expected credit losses which reflect customer profiles for revenue streams. The calculations reflect observed default rates using credit losses experienced on prior transactions. The calculation was based on 2019 student receivable data which showed consistent patterns to prior years. The default rates are then adjusted by reasonable and forward-looking information for expected changes in the macroeconomic indicators that affect the future recovery of those receivables. CIT has analysed the current receivables balances and believed that the credit loss rates calculated in 2019 remain valid for 2022.

Ageing of Receivables		Days Past Due				
Consolidated	Total	Not Overdue	1-30 days	31-60 days	61-90 days	>91 days
31 December 2022	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CIT Non-Student Receivables	997	847	86	4	5	54
Student Receivables	730	4	69	48	50	559
Expected credit loss rate	-	-	10%	28%	51%	56%
CITSOL Receivables	638	495	94	24	13	12
Expected credit loss rate - CITSOL	-	-	-	6%	23%	32%
Expected credit loss allowance	390	-	7	15	29	339
Estimated total gross carrying amount at default	1,975	1,346	242	62	39	287

31 December 2021						
CIT Non-Student Receivables	498	435	16	13	-	34
Student Receivables	651	109	35	41	24	442
Expected credit loss rate	-	-	10%	28%	51%	56%
CITSOL Receivables	1,825	1,460	309	17	15	24
Expected credit loss rate - CITSOL	-	-	-	24%	47%	58%
Expected credit loss allowance	301	-	4	16	19	262
Estimated total gross carrying amount at default	2,673	2,004	356	55	20	238

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 12. RECEIVABLES - CONTINUED

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Reconciliation of the Allowance for Impairment Losses				
Allowance for Impairment Losses at the Beginning of the Reporting Period	301	199	276	165
Expected Credit Loss Expense	89	102	106	111
Allowance for Impairment Losses at the End of the Reporting Period	390	301	382	276
Classification of ACT Government/Non-ACT Government Receivables				
Receivables with ACT Government Entities				
Net Trade Receivable	229	216	103	75
Accrued Revenue	1,058	1,916	1,058	1,916
Total Receivables with ACT Government Entities	1,287	2,132	1,161	1,991
Receivables with Non-ACT Government Entities				
Net Trade Receivable	1,016	1,806	512	147
Net Student Receivable	730	651	730	651
Accrued Revenue	648	301	151	175
GST Receivable	-	36	-	90
Total Receivables with Non- ACT Government Entities	2,394	2,794	1,393	1,063
Total Receivables	3,681	4,926	2,554	3,054

The maximum exposure to credit risk at the end of the reporting period for Receivables is the carrying amount of the asset, inclusive of any allowance for impairment as shown in the table above.

CIT does not hold any collateral as security or other credit enhancements for trade receivables.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 13. ASSETS HELD FOR DISTRIBUTION TO OWNER

Assets held for distribution to owner are assets that are available for immediate distribution in their present condition, and their distribution is highly probable. Assets held for distribution to owner are measured at the lower of the carrying amount and fair value less costs to sell. Assets held for distribution to owner are not depreciated.

CIT has classified the land and buildings at the Watson Campus as 'assets held for distribution to owners', as it has been deemed surplus to requirements under the campus modernisation program. During the year, a piece of land valued at \$1.3 million relating to the Watson Campus was transferred back to the ACT Government (ACT Property Group). It is expected the remaining assets will be transferred in 2023.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Land Held for Distribution to Owners ^(a)	5,573	6,940	5,573	6,940
Total Assets Held for Distribution to Owners	5,573	6,940	5,573	6,940

(a) In accordance with AASB 5 which states that the asset can remain a current asset if both parties are committed to the transfer, and the delay is caused by events outside the entity's control, Watson Campus is reported in this category again in 2022.

NOTE 14. OTHER ASSETS

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Current Other Assets				
Prepayments ^(a)	1,520	1,875	1,357	1,765
Total Current Other Assets	1,520	1,875	1,357	1,765
Total Other Assets	1,520	1,875	1,357	1,765

(a) Prepayments include workers compensation, insurance, software licence prepayments, and employee entitlement recoveries.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment includes the classes of assets listed below. Property, plant and equipment does not include Assets Held for Distribution to Owners. ACT Disclosure Policy is that Right-of-Use (ROU) assets recognised under AASB 16 *Leases* are disclosed under the relevant class of property, plant and equipment and depreciated over the term of the lease.

A stocktake is conducted annually, with each Campus being reviewed on a 3-year rolling basis.

- **Land** includes leasehold land held by CIT.
- **Buildings** include office buildings, warehouses and land improvements. Land improvements include parking lots, retaining walls and purpose-built children's playground structures adjoining a building. Property leased which is subject to AASB 16 Leases is also included in this category.
- **Leasehold improvements** represent fit outs in leased buildings.
- **Plant and equipment** includes plant and equipment under an AASB 16 lease, mobile plant, air conditioning and heating systems, office and computer equipment, furniture and fittings, motor vehicles, and other mechanical and electronic equipment.
- **Heritage assets** held by CIT include art, historical buildings, and memorials.

Acquisition and Recognition of Property, Plant and Equipment

All property, plant and equipment are initially recorded at cost.

Where property, plant and equipment are acquired at no cost, or minimal cost, cost is measured at fair value as 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.

Where payment for property, plant and equipment is deferred beyond normal credit terms, the difference between its cash price equivalent and the total payment is measured as interest over the period of credit. The discount rate used to calculate the cash price equivalent is an asset specific rate.

Property, plant and equipment with a value above \$5,000 (GST exclusive) is capitalised.

Measurement of Property, Plant and Equipment after Initial Recognition

Property, plant and equipment is valued using the cost or revaluation model of valuation. Land, buildings, and heritage assets are measured at fair value. Leasehold improvements, right-of-use assets, and plant and equipment are measured at cost.

Right-of-use assets are initially measured at cost. After the commencement date, right of use assets are measured at cost less any accumulated depreciation and accumulated losses and adjusted for any re-measurement of the lease liability. Right-of-use assets are presented in property, plant and equipment under the relevant asset class.

Fair value for land and non-specialised buildings is measured using the market approach valuation technique. This approach uses prices and other relevant information generated by market transactions involving identical or similar assets.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Fair value for specialised buildings, and some heritage assets, is measured by reference to the cost of replacing the remaining future economic benefits embodied in the asset (i.e. depreciated replacement cost). This is the cost approach valuation technique. For other heritage assets, the fair value is measured using the market approach valuation technique. This approach uses sales prices and other relevant information generated by market transactions involving similar assets or works by artists with similar standing/style.

Heritage assets 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. Where there is no active market (produced by non-recognised artists) heritage assets are valued using unobservable inputs, such as, aesthetic quality, medium, and the knowledge and experience of the valuer.

Valuation of Non-Current Assets

Land, buildings, and heritage assets are generally revalued every three years. Land and building assets were revalued by Knight Frank Valuations Canberra as of 31 December 2022. 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. Heritage Assets were not revalued in 2022, however CIT does not believe the value to be materially different to the 2017 valuation given the nature and type of asset. A re-valuation of heritage assets and plant and equipment will be undertaken in 2023.

Significant Accounting Judgements and Estimates - Fair Value of Assets

CIT has made a significant estimate regarding the fair value of its assets. Land has been recorded at the market value of similar properties as determined by an independent valuer. Buildings are recorded at depreciated replacement cost for specialised buildings and at current prices as determined by an external valuer for non-specialised buildings. Heritage assets have been recorded at fair value based on current replacement cost and market value as determined by CIT. The valuation uses significant judgements and estimates to determine fair value, including the appropriate indexation figure and quantum of assets held. The fair value of assets is subject to management assessment between formal valuations.

Impairment of Assets

CIT 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.

Any impairment loss for land and buildings is recognised against the relevant class of asset in the Asset Revaluation Surplus with a corresponding reduction to the carrying amount in the Balance Sheet. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus, the difference is expensed in the Operating Statement.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Valuation techniques, inputs and processes

Level 2 Valuation Techniques and Inputs

Land and Buildings

Valuation technique: The valuation technique used to value land and buildings is the market approach that reflects recent transaction prices for similar properties and buildings (comparable in location and size).

Inputs: In determining the value of land, prices and other relevant information generated by market transactions involving comparable land and buildings were considered. The following was taken into regard: the Crown Lease terms and tenure, the Australian Capital Territory Plan and the National Capital Plan, where applicable, as well as current zoning. CIT considers that the valuation reflects the highest and best use value.

When assessing the value, the prices adopted from the evidence were on a dollar per square metre basis, subsequently applied to the various land areas to derive the total land value. The Monterey student accommodation was valued on a direct comparison basis, whereby an active and liquid market exists and comparable market evidence can be analysed to assist in deriving a value.

Heritage Assets

Valuation technique: The valuation technique applied to heritage assets is the market approach. This approach uses sales prices and other relevant information generated by market transactions involving similar assets or works by artists with similar standing/style.

Inputs: Artworks comprise works produced by students and other artists held for permanent exhibition, for which fair value is determined using a market value (comparable sales) where there is a market for the same or a similar item.

Level 3 Valuation Techniques and Significant Unobservable Inputs

Land and Buildings

Valuation technique: Most buildings were considered specialised assets by the valuer and measured using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence. For buildings, depreciated replacement cost of equivalent modern improvements per square metre of floor area was also used in measuring fair value.

Inputs: In determining the value of buildings, regard was given to the age of buildings, size of improvements, estimated replacement cost, condition of structures and current use. This required the use of data internal to CIT. When assessing the value, the prices adopted from the evidence were on a dollar per square metre basis, subsequently applied to the various building areas to derive the total building value.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Heritage Assets

Valuation technique: Heritage assets where there is no active market (produced by non-recognised artists) are valued using unobservable inputs.

Inputs: In determining the value of these artworks, unobservable inputs were developed with regard given to aesthetic quality, medium, valuer knowledge of the market, and recent sales of works by artists with similar standing/style to the non-recognised artists.

There have been no changes to the above valuation techniques during the year.

Transfers in and out of a fair value level are recognised at the end of the reporting period in which the assets are revalued or changed in circumstances that cause a revaluation and transfer.

Depreciation and amortisation of assets

Amortisation is used in relation to intangible assets and depreciation is applied to physical assets such as buildings, infrastructure assets, and plant and equipment.

Land has an unlimited useful life and is therefore not depreciated.

Heritage Assets are not depreciated.

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

Class of Asset	Depreciation/Amortisation	Useful Life (Years)
Buildings	Straight-Line	5-100
Leasehold Improvements	Straight-Line	2-10
Plant and Equipment ^(a)	Straight-Line	2-20
Externally Acquired Software	Straight-Line	2-5
Right-of-Use Assets	Straight-Line	Lease Term

^(a) Unusual or special purpose assets may have a longer useful life where appropriate.

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 15,16 – *Depreciation and Amortisation*.

Significant Accounting Judgements and Estimates – Useful lives of Property Plant and Equipment

CIT has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation of useful lives of property, plant and equipment is based on the historical experience of similar assets and in some cases has been based on valuations provided by Knight Frank Valuations Canberra as at 31 December 2022. The useful lives are assessed on an annual basis and adjustments are made when necessary.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Land				
Land at Fair Value	67,548	47,970	67,548	47,970
Total Land Assets at Fair Value	67,548	47,970	67,548	47,970
Buildings				
Buildings at Fair Value	123,017	131,658	123,017	131,658
Less: Accumulated Depreciation ^(a)	-	(7,666)	-	(7,666)
Total Buildings at Fair Value	123,017	123,992	123,017	123,992
Right-of-Use Asset Buildings at Cost	5,153	5,153	5,153	5,153
Less: Accumulated Depreciation	(2,843)	(2,133)	(2,843)	(2,133)
Total Right-of-Use Asset Buildings at Cost	2,310	3,020	2,310	3,020
Total Land and Buildings	192,875	174,982	192,875	174,982
Buildings and Leasehold Improvements				
Buildings and Leasehold Improvements at Cost	3,572	3,770	3,427	3,427
Less: Accumulated Depreciation	(2,414)	(2,267)	(2,269)	(1,930)
Total Buildings and Leasehold Improvements at Cost	1,158	1,503	1,158	1,497
Plant and Equipment				
Plant and Equipment at Cost	15,074	13,911	14,970	13,834
Less: Accumulated Depreciation	(7,690)	(6,606)	(7,616)	(6,548)
Total Plant and Equipment at Cost	7,384	7,305	7,354	7,286
Right-of-Use Asset Plant and Equipment at Cost	554	364	554	364
Less: Accumulated Depreciation	(341)	(295)	(341)	(295)
Total Right-of-Use Plant and Equipment at Cost	213	69	213	69
Heritage Assets				
Heritage Assets at Fair Value	135	135	135	135
Total Heritage Assets	135	135	135	135
Total Property, Plant and Equipment	201,765	183,994	201,735	183,969

(a) Accumulated depreciation has increased significantly resulting from the accounting process that occurs when a valuation is undertaken.

Depreciation accumulated to the date of valuation is removed and replaced with the new asset value and then depreciation begins to accumulate again until the next valuation takes place.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2022 and 2021

	Land \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Buildings and Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
Consolidated 2022								
Carrying Amount at the Beginning of the Reporting Period	47,970	123,992	3,020	1,503	7,305	69	135	183,994
Additions	-	-	-	-	1,475	245	-	1,720
Revaluation Increment/(Decrement)	19,578	6,196	-	-	-	-	-	25,774
Depreciation	-	(7,171)	(710)	(345)	(1,166)	(101)	-	(9,493)
Disposals	-	-	-	-	(48)	(55)	-	(103)
Depreciation Write-back for Asset Disposals	-	-	-	-	-	55	-	55
Other Movements ^(a)	-	-	-	-	(182)	-	-	(182)
Carrying Amount at the End of the Reporting Period	67,548	123,017	2,310	1,158	7,384	213	135	201,765
Consolidated 2021								
Carrying Amount at the Beginning of the Reporting Period	47,970	124,554	3,731	1,898	7,387	207	143	185,890
Additions	-	6,520	-	-	736	-	-	7,256
Depreciation	-	(7,082)	(711)	(395)	(1,064)	(138)	-	(9,390)
Disposals	-	-	-	-	(235)	(192)	(8)	(435)
Depreciation Write-back for Asset Disposals	-	-	-	-	174	192	-	366
Other Movements	-	-	-	-	307	-	-	307
Carrying Amount at the End of the Reporting Period	47,970	123,992	3,020	1,503	7,305	69	135	183,994

(a) Other Movements include assets previously Capital Work in Progress transferred to Plant and Equipment.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2022 and 2021.

	Land \$'000	Buildings \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Buildings and Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
CIT 2022									
Carrying Amount at the Beginning of the Reporting Period	47,970	123,992	3,020	1,497	7,286	69	135	183,969	
Additions	-	-	-	-	1,447	245	-	1,692	
Revaluation Increment/(Decrement)	19,578	6,196	-	-	-	-	-	25,774	
Depreciation	-	(7,171)	(710)	(339)	(1,149)	(101)	-	(9,470)	
Disposals	-	-	-	-	(48)	(55)	-	(103)	
Depreciation Write-back for Asset Disposals	-	-	-	-	-	55	-	55	
Other Movements	-	-	-	-	(182)	-	-	(182)	
Carrying Amount at the End of the Reporting Period	67,548	123,017	2,310	1,158	7,354	213	135	201,735	
CIT 2021									
Carrying Amount at the Beginning of the Reporting Period	47,970	124,554	3,731	1,836	7,344	207	143	185,785	
Additions	-	6,520	-	-	736	-	-	7,256	
Depreciation	-	(7,082)	(711)	(339)	(1,038)	(138)	-	(9,308)	
Disposals	-	-	-	-	(222)	(192)	(8)	(422)	
Depreciation Write-back for Asset Disposals	-	-	-	-	159	192	-	351	
Other Movements ^(b)	-	-	-	-	307	-	-	307	
Carrying Amount at the End of the Reporting Period	47,970	123,992	3,020	1,497	7,286	69	135	183,969	

(a) Other Movements include assets previously Capital Work in Progress transferred to Plant and Equipment.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Hierarchy

The Fair Value Hierarchy below reflects the significance of the inputs used in determining fair value. The Fair Value Hierarchy is made up of the following three levels:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the agency can access at the measurement date;
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 – inputs that are unobservable for particular assets or liabilities.

Details of CIT's property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 31 December 2022 are as follows:

Consolidated 2022

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	67,548	-	67,548
Buildings	-	1,260	121,757	123,017
Heritage Assets	-	127	8	135
	-	68,935	121,765	190,700

Consolidated 2021

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	47,970	-	47,970
Buildings	-	1,351	122,641	123,992
Heritage Assets	-	127	8	135
	-	49,448	122,649	172,097

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Hierarchy - Continued

Transfer Between Categories

Transfers: There have been no transfers between level 1, 2 and 3 during the current or prior reporting periods.

CIT 2022

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	67,548	-	67,548
Buildings	-	1,260	121,757	123,017
Heritage Assets	-	127	8	135
	-	68,935	121,765	190,700

CIT 2021

Property, Plant and Equipment at Fair Value	Classification According to Fair Value Hierarchy			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000
Land	-	47,970	-	47,970
Buildings	-	1,351	122,641	123,992
Heritage Assets	-	127	8	135
	-	49,448	122,649	172,097

See the accounting policy notes for more information about Valuation techniques, inputs and processes.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Hierarchy – Continued

Fair value measurements using significant unobservable inputs (Level 3)

Consolidated 2022	Buildings	Heritage Assets
	\$'000	\$'000
Fair Value at the Beginning of the Reporting period	122,639	8
Revaluation Increment/(Decrement)	6,236	-
Depreciation	(7,117)	-
Fair Value at end of the Reporting Period	121,758	8
Consolidated 2021		
Fair Value at the Beginning of the Reporting period	123,148	8
Additions	6,520	-
Depreciation	(7,029)	-
Fair Value at end of the Reporting Period	122,639	8

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 15. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Hierarchy – Continued

Fair value measurements using significant unobservable inputs (Level 3)

CIT 2022	Buildings	Heritage Assets
	\$'000	\$'000
Fair Value at the Beginning of the Reporting Period	122,639	8
Revaluation Increment/(Decrement)	6,236	-
Depreciation	(7,117)	-
Fair Value at end of the Reporting Period	121,758	8
CIT 2021		
Fair Value at the Beginning of the Reporting Period	123,148	8
Additions	6,520	-
Depreciation	(7,029)	-
Fair Value at end of the Reporting Period	122,639	8

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 16. INTANGIBLE ASSETS

CIT's intangible assets comprise externally acquired software.

Externally acquired software is recognised and capitalised when:

- a. it is probable that the expected future economic benefits attributable to the software will flow to CIT;
- b. the cost of the software can be measured reliably; and
- c. 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 initially recorded at cost.

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

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Computer Software				
<i>Externally Purchased Software</i>				
Computer Software at Cost	7,130	7,130	7,130	7,130
Less: Accumulated Amortisation ^(a)	(6,906)	(6,726)	(6,906)	(6,726)
Total Externally Purchased Software	224	404	224	404
Total Computer Software	224	404	224	404
Total Intangible Assets	224	404	224	404

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 2021 and 2022.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	404	584	404	584
Amortisation	(180)	(180)	(180)	(180)
Carrying Amount at the End of the Reporting Period	224	404	224	404

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 17. CAPITAL WORKS IN PROGRESS

Assets under construction include buildings and software.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Plant and Equipment Works in Progress	216	194	216	194
Buildings Works in Progress	2,262	1,599	2,262	1,599
Software Works in Progress	64	35	64	35
Total Capital Works in Progress	2,542	1,828	2,542	1,828

Reconciliation of Capital Works in Progress

The following table shows the movement in the Capital Works in Progress during 2021 and 2022.

Consolidated 2022

	Plant and Equipment Works in Progress \$'000	Buildings Works in Progress \$'000	Software Works in Progress \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	349	1,307	172	1,828
Additions ^(a)	112	1,245	-	1,357
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(194)	(275)	-	(469)
Capital Works in Progress Expensed	(51)	(15)	(108)	(174)
Carrying Amount at the End of the Reporting Period	216	2,262	64	2,542

Consolidated 2021

Carrying Amount at the Beginning of the Reporting Period	35	2,306	-	2,341
Additions	314	6,130	196	6,640
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6,954)	-	(6,954)
Capital Works in Progress Expensed		(175)	(24)	(199)
Carrying Amount at the End of the Reporting Period	349	1,307	172	1,828

(a) Capital works have decreased due to delays in the commencement of building works in 2022, which are funded through the Better Infrastructure Fund program.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 17. CAPITAL WORKS IN PROGRESS – CONTINUED

CIT 2022	Plant and Equipment Works in Progress \$'000	Buildings Works in Progress \$'000	Software Works in Progress \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	349	1,307	172	1,828
Additions ^(a)	112	1,245	-	1,357
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(194)	(275)	-	(469)
Capital Works in Progress Expensed	(51)	(15)	(108)	(174)
Carrying Amount at the End of the Reporting Period	216	2,262	64	2,542

CIT 2021				
Carrying Amount at the Beginning of the Reporting Period	35	2,306	-	2,341
Additions	314	6,130	196	6,640
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	-	(6,954)	-	(6,954)
Capital Works in Progress Expensed	-	(175)	(24)	(199)
Carrying Amount at the End of the Reporting Period	349	1,307	172	1,828

(a) Capital works have decreased due to delays in the commencement of building works in 2022, which are funded through the Better Infrastructure Fund program.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

LIABILITY NOTES

Liabilities – Current and Non-Current

Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or when CIT does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date. Liabilities, which do not fall within the current classification, are classified as non-current.

NOTE 18. PAYABLES

Payables are initially recognised at fair value based on the transaction. All amounts are normally settled within the terms of the invoice due date. Payables include Accounts Payables, Accrued Expenses and Other Payables.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Current Payables				
Trade Payables	82	581	82	581
Other Payables	2	341	2	341
	84	922	84	922
Accrued Expenses	3,665	3,241	3,435	3,077
GST Payable	67	-	38	-
Inter-Entity Payables	429	-	-	69
Total Current Payables	4,161	3,241	3,473	3,146
Total Payables	4,245	4,163	3,557	4,068
Payables are aged as follows:				
Not Overdue	4,040	4,095	3,352	4,000
Overdue for Less than 30 Days	156	58	156	58
Overdue for 30 to 60 Days	49	10	49	10
Total Payables	4,245	4,163	3,557	4,068
Classification of ACT Government/Non-ACT Government				
Payables with ACT Government Entities				
Inter-Entity Payables	429	-	-	69
Accrued Expenses	1,677	1,883	2,044	1,719
Total Payables with ACT Government Entities	2,106	1,883	2,044	1,788
Payables with Non-ACT Government Entities				
Trade Payables	82	581	82	581
Other Payables	2	341	2	341
Accrued Expenses	1,988	1,358	1,391	1,358
GST Payable	67	-	38	-
Total Payables with Non-ACT Government	2,139	2,280	1,513	2,280
Total Payables	4,245	4,163	3,557	4,068

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 19. LEASE LIABILITIES – CIT AS A LESSEE

CIT has leases over a range of assets including land and buildings, IT equipment and motor vehicles.

Information relating to the leases in place and associated balances and transactions are provided below.

Terms and Conditions of Leases

Building leases office facilities	CIT has a non-cancellable lease for the Tuggeranong Campus, which expires in 2026. A Make Good provision has been created to satisfy the condition in the lease agreements requiring CIT to restore the premises to its original state. It is considered probable that this expenditure will be required. The lease contains an annual pricing mechanism based on CPI movements at each anniversary of the lease inception.
Motor Vehicle leases	CIT holds 12 motor vehicle leases. The terms vary from four years to six years. These leases allow for extensions, however, have no terms of renewal or purchase options, nor escalation clauses.
IT and Office Equipment leases	CIT has numerous leases for equipment, including office equipment and IT equipment. Where the value of the leased asset is of low value CIT has used the exemption for leases of low value assets and accounts for the expense through the Operating Statement as incurred. Leases for other assets have lease terms which vary from three – ten years and there are generally no extension or renewal options.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 19. LEASE LIABILITIES – CIT AS A LESSEE – CONTINUED

Lease liabilities include the net present value of the following lease payments:

- (i) fixed payments (including in-substance fixed payments), less any lease incentive receivables;
- (ii) variable lease payments that are based on an index or a rate, initially measured using the index or rate as at the commencement date;
- (iii) amounts expected to be payable by CIT under residual value guarantees;
- (iv) the exercise price of a purchase option if the lessee is reasonably certain to exercise that option, and
- (v) payments of penalties for terminating the lease, if the lease term reflects the lessee exercising that termination option.

After the commencement date, lease liabilities are measured by reducing the carrying amount to reflect the lease payments made; and remeasuring the carrying amount to reflect any reassessment or lease modifications.

Lease payments to be made under reasonably certain extension options are also included in the measurement of the liability.

At inception of a contract, CIT assesses whether a lease exists –that is does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- the contract involves the use of an identified asset – this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset;
- CIT has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use;
- CIT has the right to direct the use of the asset that is decision making rights in relation to changing how and for what purpose the asset is used.

CIT has elected not to separate non-lease components from lease components for leases, except for outgoings on the Tuggeranong lease. These are recognised as an expense as incurred in the operating statement.

At the lease commencement date, CIT recognised a right-of-use asset and associated lease liability for the lease term.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the incremental borrowing rate published by ACT Treasury which most closely matches the remaining lease term.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 19 – LEASE LIABILITIES – CIT AS A LESSEE – CONTINUED

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability will be remeasured in the situation where there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in assessment of lease term.

Where the lease liability is remeasured, the right-of-use asset will be adjusted to reflect the remeasurement or is recorded in the operating statement if the carrying amount of the right-of-use asset has been reduced to zero.

EXCEPTIONS TO LEASE ACCOUNTING

CIT has elected to apply the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets which are defined by AASB 16 to be those with a value less than \$10,000.

CIT recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Current Lease Liabilities

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Building ^(a)	796	682	796	682
Motor Vehicles	66	67	66	67
ICT Equipment	-	4	-	4
Total Current Lease Liabilities	862	753	862	753
Non-Current Lease Liabilities				
Building ^(a)	2,070	2,880	2,021	2,873
Motor Vehicles	148	-	148	-
Total Non-Current Lease Liabilities	2,218	2,880	2,169	2,873
Total Lease Liabilities	3,080	3,633	3,031	3,626

(a) Buildings lease is for the Tuggeranong Campus, which expires March 2026.

Right-of-Use-Assets

The opening and closing balances and movements of the associated right-of-use-assets are recorded in the reconciliation tables included in Note 15 'Property, Plant and Equipment'.

Lease Liabilities

The maturity analysis of lease liabilities at 31 December 2022 based on contractual undiscounted cash flows is shown in the table below.

			Total undiscounted lease liabilities (\$'000)	Lease liabilities included in the Balance Sheet (\$'000)
< 1 year (\$'000)	1 - 5 years (\$'000)	> 5 years (\$'000)		
943	2,249	-	3,192	3,031

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 20. EMPLOYEE BENEFITS

Wages and Salaries

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

Annual and Long Service Leave

Annual and long service leave including applicable on-costs that are not expected to be wholly settled within twelve 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. At the end of each reporting period, the present value of annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

Annual leave liabilities have been estimated on the assumption that they will be wholly settled within three years. In 2022 the rate used to estimate the present value of future

- annual leave payments is 101.1% (100.2% in 2021); and
- payments for long service leave is 92.8% (107.4% in 2021).

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 seven years of 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 are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because CIT has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Significant Accounting Judgements and Estimates – Employee Benefits

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service 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.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in December 2021. The next actuarial review is expected to be undertaken by early 2025.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 20. EMPLOYEE BENEFITS – CONTINUED

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Current Employee Benefits				
Annual Leave	8,630	8,362	8,247	7,936
Long Service Leave	13,592	15,238	13,076	14,645
Accrued Salaries	1,820	2,255	1,628	2,083
Other Benefits	311	311	302	306
Total Current Employee Benefits	24,353	26,166	23,253	24,970
Non-Current Employee Benefits				
Long Service Leave	1,224	1,296	1,157	1,191
Total Non-Current Employee Benefits	1,224	1,296	1,157	1,191
Total Employee Benefits	25,577	27,462	24,410	26,161
Estimate of when Leave is Payable				
Estimated Amount Payable within 12 months				
Annual Leave	4,757	4,905	4,548	4,655
Long Service Leave	1,301	1,333	1,250	1,276
Accrued Salaries	1,820	2,255	1,628	2,083
Other Benefits	311	311	302	306
Total Employee Benefits Payable within 12 months	8,189	8,804	7,728	8,320
Estimated Amount Payable after 12 months				
Annual Leave	3,873	3,457	3,699	3,281
Long Service Leave	13,515	15,201	12,983	14,560
Total Employee Benefits Payable after 12 months	17,388	18,658	16,682	17,841
Total Employee Benefits	25,577	27,462	24,410	26,161

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 21. OTHER LIABILITIES

Contract Liabilities

Contract Liabilities is recognised as a liability if there is a present obligation to return the funds received or if deferral of revenue recognition is permitted or required under AASB 15.

The JobTrainer funding deferred to future periods is both permitted and required under AASB 15.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Current Other Liabilities				
Contract Liabilities	5,878	6,075	5,878	6,075
Other Current Liabilities	1,976	1,255	399	216
Total Current Other Liabilities	7,854	7,330	6,277	6,291
Non-Current Other Liabilities				
Provision for Make Good	309	309	309	309
Other	550	794	550	794
Total Non-Current Other Liabilities	859	1,103	859	1,103
Total Other Liabilities	8,713	8,433	7,136	7,394

Contract Liabilities is predominantly due to \$4 million of JobTrainer funding. At the end of the year all enrolment targets had not been reached and all students had not yet completed their qualifications.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 22. ASSET REVALUATION SURPLUS

Asset Revaluation Surplus

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

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Balance at the Beginning of the Reporting Period	80,605	80,744	80,605	80,744
Transfer to Accumulated Funds ^(a)	-	(139)	-	(139)
Increment in Land due to Revaluation	19,578	-	19,578	-
Increment in Buildings due to Revaluation	6,196	-	6,196	-
Total Increase/(Decrease) in the Asset Revaluation Surplus	25,774	(139)	25,774	(139)
Balance at the End of the Reporting Period	106,379	80,605	106,379	80,605

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

OTHER NOTES

NOTE 23. FINANCIAL INSTRUMENTS

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. CIT's financial assets consist of cash and cash equivalents, which are normally exposed to floating interest rate risk. Based on the cash needs of CIT, floating interest rate risk is mitigated by investing cash in term deposits with fixed interest rates.

CIT does not have any financial liabilities held at floating interest rates and is therefore not exposed to movements in the amount of interest payable. There have been no changes in risk exposure or processes for managing risk since the last financial reporting period.

A sensitivity analysis has not been undertaken for the interest rate risk of CIT as it has been determined that the possible impact on income and expenses or total equity from fluctuations in interest rates is immaterial.

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.

CIT is exposed to credit risk from:

- the amount of the financial assets it holds net of any allowance for impairment
- financial assets that are not past due or impaired
- transactions with students and other commercial entities
- term deposits and cash balances

Credit risk is mitigated by the following processes and procedures:

- the majority of revenue transactions take place with ACT Government and Australian Government entities hence any receivable generated does not carry a credit risk
- monitoring and collecting all financial assets not past due or impaired
- transactional risks are managed through internal processes which include contacting debtors by phone and email and referring to a debt collection agency. With regard to student debtors, CIT can limit student access to facilities, obtaining of grades and graduating and by deregistering students with outstanding accounts.
- term deposits are held with the Illawarra Mutual Bank Limited, which has a long term credit rating of Baa1 with Moody's Investor Services at December 2022.
- cash balances are held with Westpac Banking Corporation.

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

Trade receivables are measured at lifetime expected credit losses (the simplified approach).

Liquidity Risk

Liquidity Risk is the risk that CIT will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. CIT manages its exposure to Liquidity Risk by drawing down appropriations received progressively throughout the year and by progressively invoicing students and other debtors to ensure that it can meet its obligations throughout the year. See the maturity analysis for further details on when financial assets and liabilities mature.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 23. FINANCIAL INSTRUMENTS - CONTINUED

CIT's exposure to Liquidity Risk and the management of this risk has not changed since the previous reporting period.

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 financial instrument or its issuer, or by factors affecting all similar financial instruments traded in the market. CIT has no exposure to price risk, as it does not hold financial instruments that are exposed to movements in market prices.

Financial assets are classified as subsequently measured at amortised cost, fair value through other comprehensive income or fair value through profit or loss on the basis of both;

- (a) the business model for managing the financial assets; and
- (b) the contractual cash flow characteristics of the financial assets.

Financial liabilities are measured at amortised cost.

Fair Value of Financial Assets and Liabilities

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

		Consolidated			
	Not	Carrying	Fair Value	Carrying	Fair Value
	No.	Amount	Amount	Amount	Amount
		2022	2022	2021	2021
		\$'000	\$'000	\$'000	\$'000
Financial Assets					
Cash and Cash Equivalents	11	15,918	15,918	19,525	19,525
Receivables	12	3,681	3,681	4,890	4,890
Total Financial Assets		19,599	19,599	24,415	24,415
Financial Liabilities					
Payables	18	4,178	4,178	4,163	4,163
ACT Government Borrowings	21	720	720	890	890
Lease Liability	19	3,080	3,080	3,633	3,633
Total Financial Liabilities		7,978	7,978	8,686	8,686

Fair Value Hierarchy

CIT 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 2022

NOTE 23. FINANCIAL INSTRUMENTS – CONTINUED

The following table sets out the maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period at 31 December 2022. All financial assets, which have a floating interest rate or are non-interest bearing, will mature in one year or less. Payables will mature within one year and the non-interest-bearing loan will mature in eight years. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

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

Consolidated 2022

	Note No.	Weighted Average Interest Rate	Floating Interest	Fixed Interest Maturing In:			Non-Interest Bearing	Total
				1 Year or Less	Over 1 Year to 5 Years	Over 5 Years		
			\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Financial Instruments								
Financial Assets								
Cash and Cash Equivalents	11	1.97%	10,911	5,000	-	-	7	15,918
Receivables ^(a)	12		-	-	-	-	3,681	3,681
Total Financial Assets			10,911	5,000	-	-	3,688	19,599
Financial Liabilities								
Payables ^(a)	18		-	-	-	-	4,178	4,178
ACT Government Borrowings	21		-	-	-	-	720	720
Lease liability	19		-	-	-	-	3,080	3,080
Total Financial Liabilities			-	-	-	-	7,978	7,978
Net Financial Assets/(Liabilities)			10,911	5,000	-	-	(4,290)	11,621

(a) Note this amount varies from Balance Sheet amount as it is adjusted for GST as per the Note guidelines.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 23. FINANCIAL INSTRUMENTS – CONTINUED

Consolidated 2021

	Note No.	Weighted Average Interest Rate	Floating Interest \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
				1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Instruments								
Financial Assets								
Cash and Cash Equivalents	11	0.9%	16,519	3,000	-	-	6	19,525
Receivables ^(a)	12		-	-	-	-	4,890	4,890
Total Financial Assets			16,519	3,000	-	-	4,896	24,415
Financial Liabilities								
Payables	18		-	-	-	-	4,163	4,163
ACT Government Borrowings	21		-	-	-	-	890	890
Lease Liability	19		-	-	-	-	3,633	3,633
Total Financial Liabilities			-	-	-	-	8,686	8,686
Net Financial Assets/Liabilities			16,519	3,000	-	-	(3,790)	15,729

(a) Note this amount varies from Balance Sheet amount as it is adjusted for GST as per the Note guidelines.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 23. FINANCIAL INSTRUMENTS – CONTINUED

	Consolidated	
	2022	2021
	\$'000	\$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Financial Assets Measured at Amortised Cost	19,599	24,415
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost	7,978	8,686

Fair Value

CIT does not have any financial assets that will be subsequently measured at fair value through other comprehensive income or fair value through profit or loss and as such these categories are not included above. CIT does not have any financial liabilities in the 'Financial Liabilities at Fair Value through Profit and Loss' category and, as such, this category is also not included above.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 24. COMMITMENTS

Capital Commitments

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

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Capital Commitments - Property, Plant and Equipment				
Within one year ^(a)	431	2,613	431	2,613
Total Capital Commitments - Property, Plant and Equipment	431	2,613	431	2,613

Other Commitments

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

Within one year	645	685	645	685
Later than one year but not later than five years	839	688	839	688
Later than five years	16	18	16	18
Total Other Commitments	1,500	1,391	1,500	1,391

(a) Capital Commitments are lower in 2022 due to procurement and contract processes taking longer than expected, due to availability of building works related contractors in the ACT region. Capital commitments are funded through the ACT Government Capital Budget hence there is no impact on the cash balance when meeting these commitments.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 25. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Contingent Liabilities

Legal Claims

In December 2022 CIT 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 CIT from a third party. At the reporting date the estimated potential liability as a result of court action is \$3,854,000 (2021 \$561,000). The estimated contingent liability has not been provided for in the Financial Statements.

Professional Development Training Funds

In December 2022 CIT reviewed the CIT Teaching Staff Enterprise Agreement regarding a contingent obligation to set aside funds for staff professional development activities. The estimated potential liability is \$8,294,824 at the reporting date (2021 \$500,222). The estimated contingent liability has not been provided for in the Financial Statements.

Contingent Assets

Legal Claims Insurance Recovery

At the reporting date an estimate of the potential insurance settlement receivable in relation to pending legal claims from third parties is \$312,735 (2021 \$350,000).

NOTE 26. EVENTS AFTER THE REPORTING PERIOD

On 20 February 2023, Skills Canberra confirmed that any unspent funds under the JobTrainer1 program could be carried over into the following financial year, and are available for investment into future training of ACT students.

There were no events occurring after the balance date which would affect the financial statements at 31 December 2022.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 27. THIRD PARTY MONIES

CIT holds monies on behalf of third parties which are reported as follows.

	Consolidated		CIT	
	2022	2021	2022	2021
	\$'000	\$'000	\$'000	\$'000
Balance at the Beginning of the Reporting Period	5	10	5	10
Receipts for Overseas Student Health Cover	-	5	-	5
Payments for Overseas Student Health Cover	(4)	(10)	(4)	(10)
Receipts for student car parking	6	-	6	-
Balance at the End of the Reporting Period	7	5	7	5
Monies Held on Behalf of Third Parties at the End of the Reporting Period:				
Overseas Student Health Cover	1	5	1	5
Student car parking	6	-	6	-
Total Third Party Monies	7	5	7	5

NOTE 28. RELATED PARTY DISCLOSURES

A related party is a person that controls or has significant influence over the reporting entity or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of CIT, directly or indirectly.

KMP of CIT are the CIT Board Members, the Chief Executive and Executive Management of CIT.

The Head of Service and the ACT Executive comprising the Cabinet Ministers are KMP of the ACT Government and are therefore related parties of CIT.

There were no related party transactions undertaken directly with CIT by Cabinet Ministers, including the Portfolio Minister, or by the Head of Service during the year ended 31 December 2022.

This note does not include typical citizen transactions between the KMP and CIT that occur on terms and conditions no different to those applying to the general public.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 28. RELATED PARTY DISCLOSURES - CONTINUED

(A) CONTROLLING ENTITY

CIT is an ACT Government controlled entity.

(B) KEY MANAGEMENT PERSONNEL

B.1 Compensation of Key Management Personnel

Compensation by CIT to KMP employed by CIT is set out below.

	2022	2021
	\$'000	\$'000
Short-term employee benefits ^(a)	2,006	1,981
Board member fees	303	121
Termination Benefits	-	26
Total Compensation by CIT to KMP	2,309	2,128

(a) Short term employee benefits include data previously classified as post-employee benefits and another staff member now classified as a KMP.

B.2 Transactions with related parties

There were no transactions with parties related to KMP, including transactions with KMP's close family members or other related entities that were material to the financial statements of CIT.

(C) TRANSACTIONS WITH OTHER ACT GOVERNMENT CONTROLLED ENTITIES

All transactions with ACT Government controlled entities are disclosed in the relevant notes to the financial statements.

(D) TRANSACTIONS WITHIN THE CONSOLIDATED GROUP

During the year CIT reported \$1.838m of expenses (\$2.174m in 2021) related to CIT Solutions, mainly management and recruitment of international students.

CIT earned \$1.486m of revenue (\$1.127m in 2021) from CIT Solutions, largely comprising payments for the lease of CIT's facilities and a \$600,000 dividend payment. CIT has also received expense recovery payments from CIT Solutions, however, did not earn any revenue from the recoveries.

All transactions between CIT and CIT Solutions have been disclosed at arm's length value and normal trading terms and conditions are applied.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 29. BUDGETARY REPORTING

Significant judgements have been applied in determining what variances are considered 'major variances'. Variances are considered major if both of the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 2.5% or \$500,000 of the budget for the financial statement line item.

Operating Statement Line Items	Actual 2022 \$'000	Original Budget ¹ 2022 \$'000	Variance \$'000	Variance %	Variance Explanation
Sale of Goods and Services from Contracts with Customers	27,546	32,268	(4,722)	(15)	Reduced student enrolments associated with COVID-19 and the strong local employment market reducing the immediate demand for training.
Employee Expenses	67,418	74,979	7,561	10	Favourable variance due mainly to the 26 Full Time Equivalent (FTE) staff lower than budgeted as a result of lower subject and student enrolments and salary expense contingencies set aside in the budget which was not required.
Supplies and Services	36,428	35,720	708	2	Unbudgeted information technology expenditure (\$1.5 million) for data centre migration to whole of government service, offset by a reduction in supplies and services expenses due lower student enrolments.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2021-22). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 29. BUDGETARY REPORTING – CONTINUED

Balance Sheet Line Items	Actual 2022 \$'000	Original Budget ¹ 2022 \$'000	Variance \$'000	Variance %	Variance Explanation
Cash and Cash Equivalents	8,841	6,695	2,146	32	JobTrainer funding had not been fully expended at year end.
Receivables	2,554	2,900	(346)	(12)	This minor variance is due to normal business operations.
Property, Plant and Equipment	201,735	178,700	23,035	13	Variance due to revaluation of land and buildings.
Payables	3,557	3,200	(357)	(11)	This variance is due to higher than expected accrued expenses.
Other Liabilities - current	6,277	4,400	(1,877)	(43)	JobTrainer Revenue in Advance is included in this category as all performance obligations under the arrangement have not yet been met.
Employee benefits – non-current	1,157	1,200	43	4	This variance is due to Full Time Equivalent (FTE) staff lower than budgeted as a result of lower subject and student enrolments.
Other Liabilities – non-current	859	1150	291	25	This variance is due to the budget for ACT Government borrowings not being adjusted for repayments.
Lease Liabilities – non-current	2,169	3,000	831	28	This variance is due to a miscalculation of the budget amount for the non-current portion of the lease.
Asset Revaluation Surplus	106,379	80605	(25,774)	(32)	This variance is due to favourable revaluation of land and buildings.
Assets Held for Distribution to Owners	5,573	2,914	2,659	91	This variance is due to a delay in the transfer of part of the Watson Campus. This is expected to occur during 2023.
Accumulated Funds	78,333	78,492	159	0	This variance is due to a lower than expected operating deficit in 2022.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2021-22). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2022

NOTE 29. BUDGETARY REPORTING – CONTINUED

Statement of Cash Flow Lines	Actual 2022 \$'000	Original Budget ¹ 2022 \$'000	Variance \$'000	Variance %	Variance Explanation
Payments for Property, Plant and Equipment	1,862	5,054	3,192	63	This variance is due to delays in Capital projects and Plant and Equipment projects. These projects are funded on a July to June basis, so will be completed in the first half of 2023.
Sales of Goods and Services from Contracts with Customers	27,941	28,886	(945)	(3)	Reduced student enrolments and associated reduced Special Purpose funding resulting from COVID-19 impacts.
Employee Expenses	69,170	74,979	5,809	8	Favourable variance due mainly to the 26 Full Time Equivalent (FTE) staff lower than budgeted as a result of lower subject and student enrolments and salary expense contingencies set aside in the budget which was not required
Supplies and Services	34,481	33,875	606	2	The variance is due to (ICT) expenses predominately paid to Shared Services under the quarterly Simplified Billing Arrangement for ICT services and equipment. These quarterly charges and other subscriptions-based ICT arrangements have increased in 2022.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian Capital Territory Budget 2021-22). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

CAPITAL WORKS

CIT continued to deliver a suite of capital works projects in 2022, supporting more teaching and learning spaces at CIT Fyshwick and Bruce campuses as well as upgrading critical plant equipment to support the provision of heating and cooling at the Bruce and Reid campuses.

Due to the impacts caused by COVID-19 regarding the availability of labour and materials, CIT has experienced significant delays in the delivery of some projects, requiring the rollover of funding from the 2021-22 Better Infrastructure Funds (BIF). Consideration was given to bringing forward projects from the 2022-23 BIF however, due to the same impacts of labour and material shortages as well as long delivery timeframes, CIT was unable to escalate any projects from the 2022-23 BIF.

The following outlines projects completed in 2022, despite material and labour hire shortages, as well as approved projects scheduled for delivery in 2023 and 2024. The projects are predominately funded through BIF allocations however, several projects were funded from CIT's Repairs and Maintenance budget.

CIT are in the process of establishing appropriate project coding to support greater transparency of project values vs project expenditure as well as contractor reporting that will see clarity around individual project costings, when projects are bundled. Until the new coding measures are implemented CIT are unable to include a table of project values vs expenditure for the 2022 Completed Projects for this reporting period. Although a table has been provided under Scheduled Projects, CIT will endeavour to increase available figures as coding is implemented across all capital works and repairs and maintenance projects.

COMPLETED PROJECTS

The following projects were completed:

- > Continued LED lighting upgrades – CIT Bruce and Fyshwick
- > Solar panel replacements to Block M&L due to hail damage (Insurance claim) – CIT Bruce

- > Construction of a new Nursing Ward – B209 & B210 – CIT Bruce
- > Refurbishment of forensic laboratory and physics classroom Block D – CIT Bruce
- > Preliminary assessment and report on proposed canteen upgrade options – CIT Bruce
- > Construction of a new mezzanine floor (additional teaching and learning spaces) – Block D – CIT Fyshwick
- > Upgrading of air conditioning to Block G – CIT Reid
- > Continued upgrading of fire equipment to meet compliance – All Campuses
- > Installation of particle sensors and people counter to Block G carpentry workshops – CIT Bruce
- > Drainage upgrades to minimise water penetration to the lower service tunnels – CIT Bruce
- > Sealing of asbestos benches – short-term solution while funding is being sought to upgrade – CIT Bruce
- > Significant clean ups to address fire risks (storage of old materials & equipment) – All campuses
- > Classroom upgrades – painting, flooring and new furniture – CIT Bruce and Fyshwick
- > Upgrades to hot water supplies to Building C – CIT Reid
- > Commence bathroom refresh (repairs, painting, new toilet seats and deep grout clean – CIT Reid
- > New awning and bicycle lock up (Near Block J) – CIT Bruce
- > Eight electrical vehicle (EV) charging stations funded through a government initiative (fleet vehicle upgrades to EV) – All campuses
- > Outdoor furniture upgrades – CIT Fyshwick.

WORKS STILL IN PROGRESS

The following projects are in progress:

- > Upgrade of all emergency evacuation plans – CIT Fyshwick, Reid and Bruce
- > Roof upgrade to Block D – Bruce
- > Continued LED lighting upgrades – CIT Bruce, Reid and Fyshwick
- > Additional teaching and learning spaces – new mezzanine floor (195m²) – CIT Fyshwick
- > Plant equipment upgrade (1 x passenger lift – Block A) – CIT Fyshwick
- > Plant equipment upgrade (3 x cooling towers) – CIT Bruce
- > Plant equipment upgrade (1-2 automotive spray booths) – CIT Fyshwick
- > Construction of new semi-enclosed awning – Block G Front (more teaching and learning spaces) – CIT Bruce
- > Plant equipment upgrade (1 x large chiller) – CIT Bruce
- > Construction of large awning – Block G Rear (protected outdoor teaching and learning space) – CIT Bruce
- > Construction of a new awning – Block H (protected outdoor teaching and learning space) – CIT Fyshwick
- > Classroom upgrades – 20 general purpose classrooms (multiple buildings) – CIT Bruce
- > Classroom upgrades – 10 general purpose classrooms (multiple buildings) – CIT Fyshwick
- > Relocate demountable from Block X to Block P (new teach and learning space) – CIT Bruce
- > Heating and cooling solution – automotive workshop (900m²) – CIT Fyshwick.

Project	Funding source	Anticipated Completion Date	Actual Completion Date	Estimated Project Value	Revised Project Value	2022 Expenditure	2023 Expenditure	Total Expenditure to date
Emergency evacuation plan upgrades for Reid, Bruce and Fyshwick Campuses	Repairs & Maintenance	Mar-23	TBA	\$0.022m	\$0.022m	Nil	Nil	Nil
Roof upgrade to Block D - Bruce	2021-22BIF	Jun-23	TBA	\$0.431m	TBA	Nil	Nil	Nil
Continued LED lighting upgrades	Repairs & Maintenance	Ongoing	Ongoing	\$0.050m	TBA	Nil	Nil	Nil
New teaching and learning space - mezzanine floor - 195m/2 - Fyshwick	2021-22BIF 2022-23BIF	Aug-23	TBA	\$0.530m	TBA	Nil	Nil	Nil
Passenger lift upgrade – Fyshwick	2022-23BIF	Aug-23	TBA	\$0.600m	\$0.730m	Nil	Nil	Nil
Cooling tower upgrades – Bruce	2022-23BIF	Aug-23	TBA	\$0.700m	\$0.681m	Nil	Nil	Nil
Automotive spray booth upgrades at Fyshwick – 1-2 new booths	2022-23BIF	Aug-23	TBA	\$0.450m	TBA	Nil	Nil	Nil
Chiller upgrade – Block A Bruce	2023-24BIF	Jun-24	TBA	\$0.650m	TBA	Nil	Nil	Nil
Construction of a semi enclosed awning at the front of Block G - Bruce	2022-23BIF	Feb-24	TBA	\$0.850m	TBA	Nil	Nil	Nil
Construction of a new awning at the rear of Block G – Bruce	2023-24BIF	Jun-24	TBA	\$0.450m	TBA	Nil	Nil	Nil
Construction of a new awning at the side of Block H – Fyshwick	2023-24BIF	Jun-24	TBA	\$0.195m	TBA	Nil	Nil	Nil
Classroom upgrades – 20 general purpose classrooms – Bruce	2023-24BIF	Jun-24	TBA	\$0.700m	TBA	Nil	Nil	Nil
Classroom upgrades – 10 general purpose classrooms - Fyshwick	2023-24BIF	Jun-24	TBA	\$0.303m	TBA	Nil	Nil	Nil
Relocation of potable demountable to Block P – Bruce	2023-24BIF	Jun-24	TBA	\$0.200m	TBA	Nil	Nil	Nil
New heating and cooling solution for enclosed workshop at Fyshwick	2023-24BIF	Jun-24	TBA	\$0.250m	TBA	Nil	Nil	Nil
Total	\$6.381m							

Statement of Capital Works Income and Expenditure

Project	Prior Years			Current Year				Completion Date		
	Original Project value	Revised Project Value	Prior Year's Expenditure	Prior Year's Financing	Budgeted Financing	Revised Financing	Budgeted Expenditure	Actual Expenditure	Total Financing To Date	Total Expenditure To Date
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
NEW WORKS and WORKS IN PROGRESS										
Better Infrastructure Funds 2022-23	2,990	2,990	0	918	2,990	3,908	3,908	137	3,908	385
Total New Works	2,990	2,990	0	918	2,990	3,908	3,908	137	3,908	385
COMPLETED PROJECTS										
Better Infrastructure Funds 2021-22	2,917	2,917	0	0	2,917	2,917	2,917	1,999	2,917	1,999
Better ICT Services for Students & Staff										
More jobs for our growing city – CIT Campus Modernisation – early planning										
Total Completed Projects										
Grand Total										

ASSET MANAGEMENT

OVERVIEW

CIT Assets are predominately located at the Reid, Bruce and Fyshwick campuses and include the ownership and management of assets of varying age and condition across the following asset classes:¹

- > land and buildings
- > plant and equipment
- > heritage assets
- > software.

Additional assets are located at:

- > Gungahlin Learning Centre (shared community space under an MOU with the Education Directorate)
- > Tuggeranong Learning Centre (10-year property lease with four years remaining)
- > Watson campus (sub-leased to the Academy of Interactive Entertainment)
- > Monterey Student Residences.

The replacement (insured) cost of land and buildings at the three campuses (Reid, Bruce and Fyshwick) of around thirty-five hectares in total, is \$699 million.

The Watson campus was subdivided into three blocks during 2022 with the Academy of Interactive Entertainment (AIE) continuing to sub-lease Block B. The AIE purchased Block A from the ACT Government during 2022.

CIT buildings incorporate a range of function types including specialist facilities, workshops, general-purpose classrooms and ancillary office areas. The average age of all CIT buildings is 38 years and range from the first CIT building constructed in Reid in 1960, to the Learning Centre at Gungahlin Town Centre completed in 2011. The completion of CIT Woden is scheduled for late 2024. CIT anticipates that students will begin using the Woden Campus in 2025.

There were no new buildings added to the asset register during 2022, however significant renovations were completed during 2022 at the Fyshwick campus which are reflected in the CIT asset register.

CIT's Reid, Bruce and Fyshwick campuses and the Monterey Student Accommodation were subject to independent revaluation in 2022. Revalued amounts have been included the 2022 Financial Statements.

The CIT vehicle fleet consisted of seventeen passenger and light commercial vehicles. During 2022, CIT transitioned five hybrid vehicles for five electric vehicles and installed eight new electric charging stations across its campuses (three at Reid, three at Bruce and two at Fyshwick). CIT is also in the process of working with the ACT Government and a successful grant recipient to install a bank of six public electric vehicle chargers at the CIT Bruce Campus.

ASSET MAINTENANCE AND UPGRADE

In 2022, CIT procured a full building condition audit of the Bruce and Fyshwick campuses, including an audit on fixed and mobile plant and equipment as well as a roof condition audit. The audit will ensure that the Reid Campus is adequately maintained. The outcomes of the audit include a register and photo library of all assets as well as a planned schedule of upgrades over a 10-year period. This will support CIT in operationalising the Strategic Compass strategy, specifically, through key priority Campus Renewal initiatives. A key outcome will also include scheduling and the appropriate assignment of responsibilities for maintaining plant and equipment.

Shortfalls in building and grounds maintenance as well as preventative maintenance practices for plant and equipment was a key concern raised in 2022 and was attributable to resourcing constraints. Expenditure on repairs and maintenance \$4.7 million in 2022.

¹ For more information, refer to Note 17 of Financial Statements for the year ended 2020.

ASSET UTILISATION

Due to the diverse nature of CIT's operations, most buildings are configured for multiple use purposes including as classrooms, specialist teaching rooms (workshops, laboratories etc.), support areas (stores and preparation rooms) and offices. Where practical, teaching equipment is design for portability to maximise delivery options and physical location which supports greater flexibility for general purpose classrooms.

The dynamic nature of CIT functions makes it difficult to determine the exact quantum of asset usage at any given point in time. Further measures are being employed by CIT, including 'people counters' to provide greater accuracy when calculating utilisation rates. Appropriate solutions are being planned for the new Woden campus and were trialled at the Bruce campus in 2022.

Space utilisation is dynamic at CIT with distribution of learning in multimodal ways becoming a more pervasive feature of course delivery while maintaining face to face delivery and practice learning environments for many of our apprenticeships and trainee delivery styles .

CIT's allocation rate for office accommodation is estimated at 13m² of floor space per office employee.

GOVERNMENT CONTRACTING

CIT undertakes procurement activities for a range of goods, services and works. Procurement processes within CIT adhere to the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007* and secondary guidelines and circulars. Procurement expenditure, selection and management processes are authorised by the appropriate delegate within CIT.

A competitive procurement process is conducted wherever possible and any select or single select procurements are approved by the Chief Executive Officer and conducted under the guidance provided in the *Government Procurement Regulation 2007*.

In 2022 Procurement ACT continued to provide advice and support on procurement and contract management issues and worked with CIT on high value and/or high-risk procurements. CIT continued to be responsible for the management of contracts, and incidents of non-compliance by suppliers were followed up by the nominated CIT Officer.

CONTRACT INFORMATION

The online ACT Government Contracts Register records contracts with suppliers of goods, services and works, with a value of \$25,000 or more. A full

search of Canberra Institute of Technology contracts notified with an execution date from 1 January 2022 to 31 December 2022 can be made at <https://www.tenders.act.gov.au/contract/search>.

SECURE LOCAL JOBS CODE

CIT actively applies the requirements of the Secure Local Jobs Code. No exemptions from the Secure Local Jobs Code Requirements have been provided to CIT.

ABORIGINAL AND TORRES STRAIT ISLANDER PROCUREMENT POLICY (ATSIPP)

CIT is committed to the success of the Aboriginal and Torres Strait Islander Procurement Policy. The target for Addressable Spend with Aboriginal and Torres Strait Islander Enterprises 2.0% of the financial year's addressable spend for FY2021-22 and FY2022-23.

ATSIPP Performance Measures for CIT in the calendar year 2022

Measure	Result
The number of unique Aboriginal and Torres Strait Islander Enterprises that respond to CIT tender and quotation opportunities issued from the Approved Systems	2
The number of unique Aboriginal and Torres Strait Islander Enterprises attributed a value of Addressable Spend	9
Percentage of the total Addressable Spend with Aboriginal and Torres Strait Islander Enterprises (\$376,970.29/\$18,433,913.19 = 2.04%)	2.04%

WHOLE OF GOVERNMENT CONTRACTS AND PANELS

Whole of government panels have already been through a procurement process that assessed the quality and ability of suppliers to provide services. They are an easy and efficient way of engaging suppliers for required services.

CIT utilises whole of government panel arrangements periodically including the Creative Services Panel, the Professional and Consulting Services Panel and the Employee Assistance Program and Critical Incident Support Services Panel for the provision of associated services.

Whole of Government Panel Arrangements	Expenditure (inc GST)
Creative Services	\$59,976.00
Travel (Flight, Accommodation and Car Hire)	\$84,120.00
Professional and Consulting Services	\$202,000.00
Contractor Central	\$295,440.00
Employee Assistance Program	\$40,890.00

STATEMENT OF PERFORMANCE



AUDITOR-GENERAL AND OFFICER
OF THE ACT LEGISLATIVE ASSEMBLY

INDEPENDENT LIMITED ASSURANCE REPORT

To the Members of the ACT Legislative Assembly

Conclusion

I have undertaken a limited assurance engagement on the statement of performance of the Canberra Institute of Technology for the year ended 31 December 2022.

Based on the procedures performed and evidence obtained, nothing has come to my attention to indicate the results of the accountability indicators reported in the statement of performance for the year ended 31 December 2022 are not in agreement with the Canberra Institute of Technology's records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

Basis for conclusion

I have conducted the engagement in accordance with the Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information*. My responsibilities under the standard and legislation are described in the 'Auditor-General's responsibilities' section of this report.

I have complied with the independence and other relevant ethical requirements relating to assurance engagements, and the ACT Audit Office applies Australian Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, Other Assurance Engagements and Related Services Engagements*.

I believe that sufficient and appropriate evidence was obtained to provide a basis for my conclusion.

Canberra Institute of Technology's responsibilities for the statement of performance

The Governing Board of the Canberra Institute of Technology is responsible for:

- preparing and fairly presenting the statement of performance in accordance with the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*; and
- determining the internal controls necessary for the preparation and fair presentation of the statement of performance so that the results of accountability indicators and accompanying information are free from material misstatements, whether due to error or fraud.

Auditor-General's responsibilities

Under the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*, the Auditor-General is responsible for issuing a limited assurance report on the statement of performance of the Canberra Institute of Technology.

My objective is to provide limited assurance on whether anything has come to my attention that indicates the results of the accountability indicators reported in the statement of performance are not in agreement with the Canberra Institute of Technology's records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

In a limited assurance engagement, I perform procedures such as making inquiries with representatives of the Canberra Institute of Technology, performing analytical review procedures and examining selected evidence supporting the results of accountability indicators. The procedures used depend on my judgement, including the assessment of the risks of material misstatement of the results reported for the accountability indicators.

Limitations on the scope

The procedures performed in a limited assurance engagement are less in extent than those required in a reasonable assurance engagement and consequently the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, I do not express a reasonable assurance opinion on the statement of performance.

This limited assurance engagement does not provide assurance on the:

- relevance or appropriateness of the accountability indicators reported in the statement of performance or the related performance targets;
- accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations; or
- adequacy of controls implemented by the Canberra Institute of Technology.



Ajay Sharma
Assistant Auditor-General, Financial Audit
28 March 2023

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2022

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 2022 and also fairly reflects the judgements exercised in preparing it.



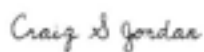
Kate Lundy
Chair
Canberra Institute of Technology Board

27 March 2023

Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2022

**Statement by the Executive Director Strategic Finance and
Transformation**

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 2022 and also fairly reflects the judgements exercised in preparing it.



Craig Jordan
Executive Director Strategic Finance and Transformation
Canberra Institute of Technology

27 March 2023

OUTPUT CLASS 1: CANBERRA INSTITUTE OF TECHNOLOGY				
Output 1: Provision of Vocational Education and Training Services				
1 January 2022 to 31 December 2022				
	Notes	31 December 2022 Target \$'000	31 December 2022 Actual Result \$'000	Variance %*
Total Cost		133,400	125,425	(6)
Controlled Recurrent Payments		78,758	78,758	0
1 July 2021 to 30 June 2022				
	Notes	30 June 2022 Target \$'000	30 June 2022 Actual Result \$'000	Variance %*
Total Cost	1	127,284	121,750	(4)
Controlled Recurrent Payments		78,742	78,742	0

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

The Total Cost and Controlled Recurrent Payments were not examined by the ACT Audit Office in accordance with the *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*.

Total costs are below budget due mainly to the average cost per employee being overstated in the budget and less staff than budgeted as a result of lower subject enrolments.

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

1 January 2022 to 31 December 2022				
Accountability Indicators included in the Institute's 2022-23 Statement of Intent	Notes	31 December 2022 Target	31 December 2022 Actual Result	Variance %*
a) Subject Enrolments	1	100,000	93,701	(6)
b) Subject Pass Rates		85%	86%	1
Achieve key output targets:				
i) Learner Satisfaction Rate	2	85%	81%	(5)
ii) Employer Satisfaction Rate	3	80%	89%	11

1 July 2021 to 30 June 2022				
Accountability Indicators included in the Institute's 2021-22 Budget	Notes	30 June 2022 Target	30 June 2022 Actual Result	Variance %*
a) Subject Enrolments	1	108,000	93,789	(13)
b) Subject Pass Rates		85%	85%	0
c) Nominal Hours**	1	2,600,000	2,294,250	(12)
d) Achieve key output targets:				
i) Program Enrolments**		10,200	10,634	4
ii) Module Pass Rates**	4	75%	79%	5
iii) Program Completions**	4	3,400	3,919	15
iv) Learner Satisfaction Rate	2	85%	81%	(5)
v) Employer Satisfaction Rate	3	80%	89%	11
e) Average Controlled Recurrent Payments per Nominal Hour*	5	\$30.29	\$34.32	13

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

The above Accountability Indicators were examined by the ACT Audit Office in accordance with the *Financial Management Act 1996*.

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

** Nominal Hours, Program Enrolments, Module Pass Rates, Program Completions and Average Controlled Recurrent Payment per Nominal Hour were discontinued as Accountability Indicators from 1 July 2022. These measures only related to training delivered under the default Profile student scheme (see below) and do not include students enrolled under other schemes.

CIT Profile student scheme

CIT's 'Profile' student scheme is the default general Government-subsidised student scheme for accredited training offered at CIT where no other student scheme is available.

Alternative student schemes include User Choice (for Apprentices and Trainees), Skilled Capital, JobTrainer, and Fee-Free TAFE; the number and significance of these alternative student schemes has been steadily increasing over recent years and represent an increasing proportion of CIT's total effort.

The accountability measures being discontinued from 1 July 2022 related only to training delivered under the Profile student scheme. The new accountability measures include all student schemes, providing a clearer picture of CIT's total activity.

Notes – Explanation of Material Variances (greater than or equal to 5%)

- 1 Subject enrolments for both periods and Nominal Hours for the period ended 30 June 2022 are below target due to a combination of the flow-on effects of reduction in enrolments post-COVID-19 pandemic and the strong local employment market reducing the immediate demand for training.
- 2 In 2022, the previous method of calculating the Learner Satisfaction rate was changed from the AVETMISS Learner Engagement Survey (LES) to the VET Student Experience Survey (VETSES); the results from the two different surveys are not directly comparable, and the figure for 2022 cannot be directly compared with previous years. This change was made after the 2022 accountability indicator targets were set, and the target will be reviewed to determine if it is still appropriate under the new methodology.
- 3 The 2022 employer satisfaction showed high overall levels of satisfaction consistent with previous years, reflecting the positive views of employers and the experiences of their employees at CIT. This online survey was sent to all current employers of apprentices enrolled at CIT in 2022 and uses questions set by the Australian Skills Quality Authority (CIT's primary Commonwealth regulator). The satisfaction rate is expressed as a proportion of completed surveys.
- 4 Module pass rates and program completions under the Profile student scheme were above target due to CIT's continued focus on high-quality and relevant training and support for students.
- 5 Average Controlled Recurrent Payments per Nominal Hour for students under the Profile student scheme was above target due to lower numbers of students in this scheme, with students increasingly studying under alternative schemes. This results in a higher figure per Nominal Hour, despite CIT's funding and expenditure remaining unchanged.

Accountability Indicator Definitions

- a) **Subject Enrolments** is the sum of the **total** student enrolments in each individual Unit of Competency for the reporting period, excluding any enrolments relating to students who withdrew without attendance (i.e., where a Withdrawal - Without Attendance/WW grade has been recorded). This measure includes all students enrolled at CIT during the reporting period.
- b) **Subject Pass Rates** reflect the proportion of subject enrolments issued with a grade indicating successful completion of the Unit of Competency during the reporting period, expressed as a percentage of total subject enrolments during the same period. This measure includes all students enrolled at CIT during the reporting period.
- c) Student activity data reported here (**Nominal Hours, Program Enrolments, Module Pass Rates and Program Completions**) only includes the subset of CIT's education delivery traditionally referred to as 'Profile' activity. 'Profile' refers to training offered with heavily subsidised student fees that is not funded by any source other than ACT Government Controlled Recurrent Payments (CRP). CIT's other student activity, including student activity subsidised through other ACT Government funding mechanisms such as the User Choice (Australasian Apprenticeships) and Skilled Capital programs is not included in these figures.
- d) **Nominal Hours** is the nationally accepted quantitative output measure for the Vocational Education and Training sector. This measures the anticipated hours of supervised learning or training provided by Registered Training Organisations (RTOs) 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 (RPL) process.
- e) **Output targets** are as specified below.
 - 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. The learner satisfaction rate measures the proportion of current CIT students participating in the VET Student Experience Survey (VETSES) who indicated that they were satisfied with the training at CIT. In prior

years the Learner Engagement Survey (LES) was used for this measure, which used a different methodology.

- v. The employer satisfaction rate measures the proportion of employers with apprentices or trainees at CIT that expressed their satisfaction with the training delivered at CIT.
- f) The Average Government Payment per Nominal Hour is an output target calculated as the Total Controlled Recurrent Payments divided by the Nominal Hours outcome for Profile training programs delivered. A below-target Nominal Hour outcome will result in a higher figure for this target.

ACRONYMS AND ABBREVIATIONS

AC	Academic Council	HSR	Health and Safety Representative
ACE	Adult and Community Education	IAG	Industry Advisory Group
ACT	Australian Capital Territory	IAHA	Indigenous Allied Health Australia
ACTIA	ACT Insurance Authority	IAP	Indigenous Apprenticeship Program
ACTPS	ACT Public Service	IAGPD	Indigenous Australian Government Development Program
ACU	Australian Catholic University	ICT	Information and Communication Technology
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies	IMICT	Information Management/Information and Communication Technology
AIUE	Academy of Interactive Entertainment	JSA	Jobs and Skills Australia
ANMAC	Australian Nursing & Midwives Accreditation Council	LES	Learner Engagement Survey
ANU	Australian National University	LLN	Language, Literacy and Numeracy
AQF	Australian Qualifications Framework	LLND	Language, Literacy, Numeracy and Digital
ASbA	Australian School-based Apprenticeship	LSA	Learning Support Assistant
ASNZS	Australian/New Zealand Standard	MCP	Major Projects Canberra
ASQA	Australian Skills Quality Authority	MOU	Memorandum of Understanding
ATSIPP	Aboriginal and Torres Strait Islander Procurement Policy	MPC	Major Projects Canberra
BCP	Business Continuity Plan	NCVER	National Centre for Vocational Education Research
BIF	Better Infrastructure Fund	NUHEP	Non-University Higher Education Provider
BSSS	ACT Board of Senior Secondary Studies	PIF	Product Innovation Fund
CBRIN	Canberra Innovation Network	RAP	Reconciliation Action Plan
CEO	Chief Executive Officer	RED	Respect, Equity and Diversity
CIT	Canberra Institute of Technology	REDCO	Respect, Equity and Diversity Contact Officer
CITSA	CIT Student Association	RMP	Records Management Program
CMT	Crisis Management Team	RTO	Registered Training Organisation
CMTEDD	Chief Minister, Treasury, Economic Development Directory	SERBIR	Senior Executive Responsible for Business Integrity Risk
CPP	Career Pathway Program	SWATT	Study Work Anywhere Any Time
CRP	Controlled Recurrent Payment	TAE	Training and Education
CSU	Charles Sturt University	TAFE	Technical and Further Education
DIRC	Design Innovation Research Centre	TDA	TAFE Directors Australia
EA	Enterprise Agreement	TEQSA	Tertiary Education Quality and Standards Agency
EAP	Employee Assistance Program	UC	University of Canberra
EMC	Executive Management Committee	UNEC	United Ngunnawal Elders Council
ESS	Employer Satisfaction Survey	UNSW	University of New South Wales
ETD	Education and Training Directorate	VET	Vocational Education and Training
FMA	Financial Management Act 1996	VETSES	VET Student Experience Survey
FOI	Freedom of Information	WHS	Work Health and Safety
FOI Act	Freedom of Information Act 2016	WHS Act	Work Health and Safety Act 2011
FTE	Full-Time Equivalent	YECC	Yurauna Early Childhood Centre
GWO	Global Wind Organisation		
HR	Human Resources		

COMPLIANCE INDEX

COMPLIANCE INDEX 2022

The CIT 2022 Annual Report must comply with the Annual Report Directions (the Directions) made under section 8 of the Annual Reports Act. The Directions are found at the ACT Legislation Register: legislation.act.gov.au.

The Compliance Statement indicates the subsections, under Parts 1 to 5 of the Directions, that are applicable to CIT and the location of information that satisfies these requirements.

PART 1 DIRECTIONS OVERVIEW

The requirements under Part 1 of the Directions relate to the purpose, timing and distribution, and records keeping of annual reports. The CIT 2022 Annual Report complies with all subsections of Part 1 under the Directions. To meet Section 15 Feedback, Part 1 of the Directions, contact details for CIT are provided within the CIT 2022 Annual Report to provide readers with the opportunity to provide feedback.

PART 2 REPORTING ENTITY ANNUAL REPORT REQUIREMENTS

The requirements within Part 2 of the Directions are mandatory for all reporting entities and CIT complies with all subsections. The information that satisfies the requirements of Part 2 is found in the CIT 2022 Annual Report as follows:

- A. Transmittal Certificate, see page 7.
- B. Organisational Overview and Performance, inclusive of all subsections, see pages 12–82.
- C. Financial Management Reporting, inclusive of all subsections, see pages 84–169.

PART 3 REPORTING BY EXCEPTION

CIT has nil information to report by exception under Part 3 of the Directions for the 2022 reporting year.

PART 4 DIRECTORATE AND PUBLIC SECTOR BODY SPECIFIC ANNUAL REPORT REQUIREMENTS

CIT is not required to report under Part 4 of the Directions.

PART 5 WHOLE OF GOVERNMENT ANNUAL REPORTING

Four of the five subsections of Part 5 of the Directions apply to CIT. Consistent with the Directions, the information satisfying these requirements is reported in the one place for all ACT Public Service directorates, as follows:

- > **Human Rights**, see the annual report of the Justice and Community Safety Directorate
- > **Legal Services Directions**, see the annual report of the Justice and Community Safety Directorate
- > **Public Sector Standards and Workforce Profile**, see the annual State of the Service Report
- > **Territory Records**, see the annual report of Chief Minister, Treasury and Economic Development Directorate.

The CIT 2022 Annual Report can be found at cit.edu.au.

CONTACT OFFICER

CIT Chief Executive Officer

Canberra Institute of Technology

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CANBERRA ACT 2601

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Annual Report 22

Canberra Institute of Technology

