



Canberra Institute of Technology

ANNUAL

REPORT

2010



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Annual Report 2010

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Cover photo: The new \$9.3 million Sustainable Skills Training Hub at CIT's Bruce Campus

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From the Chief Executive

I am delighted to present the 2010 Canberra Institute of Technology annual report, my first as Chief Executive.

The Institute has continued to grow this year, with record enrolments and more than 6.4 million nominal hours of training delivered.

2010 has been the first year of operation of CIT's new Horticulture Facility at Bruce Campus, providing students with a leading edge training environment. Efficient water management, water efficient plantings and recycling processes have expanded CIT's synergies with emerging industries and enhanced students' learning experience.

The environment was also the focus with the opening in December of the Sustainable Skills Training Hub, a \$9.3 million facility, also at Bruce Campus. This innovative facility will enable support of additional trainees and apprentices in accredited science, engineering, building and construction programs. Importantly, the building design allows sufficient flexibility to adapt to new and emerging green technologies as they become available.

This year, CIT was again successful at the ACT Training Excellence Awards, the premier event in the ACT vocational education and training calendar. CIT won the award for Large Training Organisation of the Year for the fourth year in a row, and CIT students won the Apprentice of the Year and Vocational Student of the Year awards.

On arriving at CIT in May this year, I found an organisation with a deserved reputation for quality, but also one that was not daunted by the challenges of the future, prepared to be as innovative and flexible as needed. CIT has grown and changed with Canberra over more than eighty years, and the Institute will continue to work with its industry partners and the broader community to respond to their skill needs and, where possible, anticipate them.

CIT will begin 2011 with a refreshed vision and mission, and I look forward to leading an institute determined to be Australia's premier vocational education and training provider.



Adrian Marron
Chief Executive



SECTION A

Performance and Financial Management Reporting



Mu Yai Paw Shew at CIT Graduation, March 2010

Role

The Canberra Institute of Technology (CIT) is the ACT and region's leading vocational education and training (VET) organisation and has been awarded Training Excellence Gold status under the Australian Quality Training Framework. The Institute provides career and lifelong learning opportunities for individuals, and partners with industry to develop programs that will improve workforce skills.

In 2010 CIT operated four campuses, at Reid, Bruce, Southside and Fyshwick, a Learning Centre in Tuggeranong and training facilities at Sutton Road. The Weston campus closed at the end of 2009 and the horticulture facility transferred to the new \$13 million state-of-the-art facility at the Bruce campus from the beginning of 2010.

CIT manages the major component of the ACT's vocational education and training commitment, working closely with industry and the community. In 2010 CIT delivered over 6.4 million nominal hours of training with more than 36,900 student enrolments.

As the ACT's largest publicly-owned educational institution with Registered Training Organisation (RTO) status, CIT specialises in providing vocational education for all people in the ACT and region. CIT is an integral part of the community, encouraging business and industry to access accredited training and fostering community appreciation of the value of vocational education and training.

The Institute's functions, as set out in the *Canberra Institute of Technology Act 1987*, include:

- fostering excellence in the study and provision of VET
- advancing and developing VET knowledge and skills

- supporting and assisting the development of industry, commerce and the community, and
- promoting community awareness and appreciation of vocational education and training.

CIT provides apprenticeship training in the ACT and publicly-funded VET activity delivered in the ACT under a funding agreement between the ACT and Australian Governments.

CIT has scope to offer 529 vocational education and training qualifications and offers four degrees. These opportunities provide all CIT students with quality learning experiences and industry-appropriate knowledge and skills. These programs enable graduates to be job-ready across more than 18 major industry groups, and range from VET in schools and training for trades through to professional diplomas, advanced diplomas and degrees. A significant proportion of the qualifications delivered by CIT are at the higher levels of the Australian Qualifications Framework (AQF). CIT also offers the ACT Year 12 Certificate.

In addition, CIT provides an expanding range of VET in Schools programs across the ACT and works closely with all education sectors. It offers a wide range of fee-for-service courses, including adult and community education courses, customised training programs for business and industry, and consultancy services.

Programs are delivered in a variety of ways and locations to increase student and industry access and to meet the different needs of the diverse student population. CIT's qualified and skilled workforce drives innovative teaching solutions to ensure current and future needs are met. Creative learning options are used in classrooms, in distance as well as online learning, in CIT learning

centres, and within workplaces and simulated work environments.

Mission and Values

CIT is committed to providing quality education and training to support the productivity of the community. The key values underpinning what CIT does are Quality, Integrity and Respect.

CIT values diversity and the rights, dignity and safety of all individuals, and works hard to reduce barriers to access and to provide more equal outcomes for those disadvantaged in society.

The CIT Strategic Plan 2009-2013 is designed to focus the organisation on the key outcomes needed to deliver the best possible vocational education and training opportunities and results for the people of the ACT.

CIT's Strategic Plan 2009-2013 sets out a vision and mission, to be realised through five strategic themes:

- growing the business
- promoting quality education and training
- expanding organisational capability
- establishing contemporary client services and facilities, and
- pursuing industry, government and community partnerships.

The Commonwealth Review of Australian Higher Education, conducted by Professor Denise Bradley, and the Australian Government's response to that review, ushered in a new wave of change in the tertiary education sector. At the same time, some state governments have made major reforms to their vocational education and training sectors.

In the second half of 2010, CIT decided that such a dynamic environment called for a refreshed vision, and undertook a comprehensive and focussed all-staff consultation process.

The consultation process identified and explored the following topics:

- positioning, branding and product development
- processes, systems and product offer to service clients
- management, governance and change management
- elearn and technology, and
- workforce change competitive behaviours, flexibility and responsiveness

The aim of the consultations across CIT was to refresh CIT's new vision and mission, and this process was ongoing at the end of 2010.

Structure

CIT is a statutory authority operating under the *Canberra Institute of Technology Act 1987*. The Chief Executive is responsible to the ACT Minister for Education and Training.

In 2010, the Institute consisted of 16 centres, each dedicated to delivering specialist learning and development services within the Institute, to the Canberra community and beyond. CIT's 16 centres are:

Teaching Centres

- Building and Environment Centre
- Centre for Business
- Centre for Creative Industries
- Centre for Educational Excellence
- Centre for Health, Community and Wellbeing

- Centre for Information and Communication Technology
- CIT Vocational College
- Science, Forensic and Engineering Centre
- Tourism and Hotel Management Centre
- Fyshwick Trade Skills Centre
- Yurauna Centre (Aboriginal and Torres Strait Islander Education)

Support Centres

- Central Support Centre
- Centre for Organisational Capability
- Learning Centre
- Marketing and National Positioning Centre
- Student Services Hub

CIT has completed a three-year organisational renewal. This has positioned the Institute as a contemporary model of sustainability in its training programs, use of technology, development of assets and partnerships.

CIT's revitalised approach has confirmed the Institute's ability to respond to the needs and demands of industry, community and government, and its capacity to continue leading in quality vocation education and training locally, regionally, nationally and internationally.

Clients and Stakeholders

CIT has a range of clients and stakeholders, including students, industry, employers, government and the community.

Both the ACT and the Commonwealth Governments are significant stakeholders. The ACT Government provides the bulk of funding for the Institute and agreed outcomes are described in CIT's annual Statement of Intent which forms part of the ACT Budget.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Summary of Performance

CIT provides direct benefits to students, industry, employers and the community by:

- increasing employment opportunities;
- developing new skills; and
- improving the ability of individuals to participate in the community.

These outcomes also contribute to achieving the ACT and Australian Governments' priorities, goals and targets relating to educational attainment, as well as directly contributing to the economic health of the ACT and region.

In 2010, CIT delivered almost 6.5 million hours of training, an increase of 2.5 per cent on 2009's outcome of 6.320 million hours. During the year, the Institute had a total of 36,952 student enrolments in 2010, a 6.8 per cent increase on the 34,613 enrolments in 2009.

Most students (75.1 per cent) lived in the ACT, with 16.7 per cent coming from New South Wales, and 2.3 per cent from other States or Territories.

Twelve hundred and eighty-four international students attended CIT in 2010, comprising 5.9 per cent of the total student population. This was down from 1,312 international students in 2009, an expected fall resulting from the strong Australian dollar, increased competition from other countries and other factors.

The age profile of CIT students has remained consistent over the past four years. The largest proportion of CIT students in 2010 were aged 25 years and under, with this group accounting for 43.3 per cent, followed by those aged 26 to 40 years, totalling 32.4 per cent. The remaining 24.3 per cent of enrolments represented students aged 40 and over.

Employers and professional associations are critical in defining the outcomes that are required from training. CIT serves both large and smaller local and national employers through the implementation of training packages, including Australian Apprenticeship Training and customised and fee-for-service programs. Some 1,565 employers had 2,778 apprentices and trainees studying at CIT during 2010. In 2010, apprenticeships or traineeships represented 7.5 per cent of program enrolments, and included 183 Australian School-Based Apprenticeships (ASBA). CIT's combined ASBA/VET in Schools enrolments increased from 175 in 2009 to 244 in 2010.

Planning Framework and Organisational Environment

CIT responds to national goals, priorities and policy directions for the Australian Vocational Education and Training (VET) system, as well as to the policy priorities set by the ACT Government to meet local skill needs.

The Ministerial Council for Tertiary Education and Employment has responsibility for setting the national priorities and strategic policy directions for the tertiary education sector, within the context of the reform agenda of the Council of Australian Governments (COAG).

The national VET policy context is dynamic. The COAG reform agenda includes:

- boosting productivity
- workforce participation and mobility
- supporting social inclusion
- closing the gap on indigenous disadvantage, and
- environmental sustainability.

Skills development is central to this reform agenda. CIT is working nationally and locally with its stakeholders to analyse need and respond with accessible and innovative training solutions.

CIT's principal role is to serve the ACT and, in doing so, the Institute works within the context of:

- *The Canberra Plan: Towards Our Second Century*, which sets out long-term plans for the future of Canberra;
- *ACT Annual Vocational Education and Training Priorities*, which guide government funding of vocational education and training in the ACT;
- *The ACT Young People's Plan 2009-2014*, which aims to ensure young people in Canberra reach their full potential;
- The corporate objectives and targets, and the strategic and operational priorities set out in CIT's annual *Statement of Intent*; and
- *The National Agreement for Skills and Workforce Development*, which identifies long-term objectives of Australian governments to develop the skills of the Australian people.

The ACT continues to experience skill shortages in many parts of the economy. The ACT Government has a strong commitment to vocational education and training and provides significant funding to support subsidised programs at CIT. These training programs are major contributors to the economic and social wellbeing of the ACT and region.

CIT operates in accordance with a Statement of Intent (SOI) which establishes the ACT Government's ownership interest in CIT. This agreement is co-signed by the Minister for Education and Training, the Treasurer and CIT's Chief Executive. The SOI covers:

- corporate objectives;

- strategic framework and annual operational priorities;
- agreed annual Training Profile;
- relationship with the ACT Department of Education and Training;
- performance measure and targets;
- strategic and operational management of financial resources;
- staffing profile and occupational health and safety;
- service provision capability and longevity;
- optimal level of investment in the Institute; and
- Strategic Asset Management.

Legislative Framework

The Institute operates under the *Canberra Institute of Technology Act 1987*. The Institute has a range of powers under the Act, relating to its functions as an education and training provider.

The *Canberra Institute of Technology Act 1987* gives various statutory powers to the Minister including the power to approve, determine and provide directions on the functions of the Institute as described in Section 5 of the Act. Such directions are notifiable instruments under the *Legislation Act 2001*. The Minister also appoints the Chief Executive and all members of the CIT Advisory Council. No directions were issued in 2010. Mr Andrew Barr MLA was the relevant minister during 2010.

Other significant legislation affecting CIT's operations includes:

- *Public Sector Management Act 1994*
- *Financial Management Act 1996*
- *Training and Tertiary Education Act 2003*

- *Skilling Australia's Workforce Act 2005 (Commonwealth)*
- *Education Services for Overseas Students Act 2000 (Commonwealth)*
- *Higher Education Support Act 2003 (Commonwealth).*

Subsidiaries

CIT Solutions Pty Ltd

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

During 2010, CIT Solutions' revenue and profit were the highest in the company's history. Revenue for 2010 was \$19.4 million, and growth was 10.5 per cent on 2009 revenue, along with very high levels of client satisfaction and repeat business.

During 2010, CIT Solutions ensured that the growth over recent years was reflected in adequately resourced facilities and a sustainable staffing structure. Staff retention, recruitment and professional development continued to be a focus.

Throughout 2010, CIT Solutions continued to build its relationships with key clients such as Centrelink and the Department of Human Services in relation to the provision of public sector training, and with clients such as the Department of Foreign Affairs and Trade, the Australian Federal Police and the Department of Defence in its provision of language and cultural awareness training. The company was also very successful during 2010 in securing a large

number of places in the Australian Government's Productivity Places Program.

CIT Solutions' Adult and Community Education (ACE) program has continued to grow, with almost 8,000 people completing a course in the program, an increase of more than 10 per cent from 2009.

CIT Solutions is responsible for the marketing and recruitment of CIT's international students. In 2010, 1,284 students resulted in 2,129 enrolments across nine CIT centres. While these numbers were lower than the previous year, nominal hours of training increased by 2.1 per cent in 2010. Overall, this was a good result, achieved in the context of a difficult trading environment, with the extended election process, increasing interest rates and a higher dollar putting pressure on the company's inbound international student numbers.

2010 also saw CIT Solutions establish better cross-company business development processes which improved the quality and coordination of client relationship management across all business centres/units and helped to identify new cross-company business initiatives.

The company has progressed a number of initiatives that resulted from a strategic planning discussion at the July Board of Directors meeting. Outcomes from this process will see CIT Solutions becoming more active both nationally and offshore as well as moving into more consultancy work and offering targeted, short workshop programs.

Partnerships

CIT has a diverse range of education and industry partners. Some of the key partnerships are:

Charles Sturt University (CSU)

CIT has a Memorandum of Understanding (MoU) with CSU to provide students with the opportunity of better articulation to degree courses through CIT/CSU pathways.

Examples of these expanded pathways for students are the arrangement which provides two years' credit towards the Bachelor of Information Technology at CSU following the completion of a CIT Diploma of Information Technology (Networking) and CCNA (Cisco Certified Network Associate) Certification, and two years' credit towards the Bachelor of Business following the completion of a range of Business Advanced Diplomas at CIT.

Australian Federal Police (AFP)

CIT's Building and Environment Centre worked with the AFP during 2010 to expand the student training opportunities at the AFP Majura site. This follows the signing in 2009 of a three-year Memorandum of Understanding, which sets out cooperation agreements for the environmental restoration and development of the site and other related activities.

Housing Industry Association of ACT and Southern NSW (HIA)

CIT has been the training provider of choice for the HIA for some eight years ensuring the HIA Group Apprentices Scheme receives the necessary training to accompany their Australian apprenticeship agreement.

CIT's Building and Environment Centre expanded their working relationship with the HIA during 2010, promoting and delivering sustainability skills

induction training to all site workers and contractors during the construction of the CIT Sustainable Skills Training Hub at the Bruce Campus.

Hay Group/Therapeutic Goods Administration

During 2010, CIT built on its partnership with the Hay Group, leading to a partnership with the Therapeutic Goods Administration (TGA). CIT's Centre for Business in conjunction with the Hay Group provided project management training through its management development program to senior staff at the TGA, as well as further training in frontline management to middle managers and supervisors. It is expected that CIT will be the lead provider of this training to over 100 TGA staff.

Toyota

Automotive training in Canberra was raised to a new level following the signing of an apprentice training agreement between Toyota and CIT in 2009. The three-year agreement established a Toyota national training facility at CIT's Fyshwick Trade Skills Centre, where Toyota apprentices from the Canberra and surrounding regions undertake Toyota-specific training under the supervision of CIT's highly qualified automotive teachers. This training provides fast-track apprenticeships with a flexible approach to allow advanced students to complete qualifications quickly.

In 2010, numbers have tripled with several new dealerships joining the program. Non-Toyota apprentices will also benefit by being able to take to their employer a sound understanding of Toyota products and equipment, including the green technologies for which Toyota is becoming known.

National Centre for Forensic Studies

The National Centre for Forensic Studies (NCFS) is a partnership between the Canberra Institute of

Technology, the University of Canberra (UC) and the Australian Federal Police (AFP).

The Centre brings together many forensic science disciplines such as biology, chemistry (including explosive residue analysis), crime-scene investigation, toxicology and computer forensics. In addition, emerging areas of forensic science in which the Centre is engaged include environmental forensic chemistry and wildlife forensics.

Highlights for the Centre in 2010 include:

- hosting the 10th International Symposium on Analysis and Detection of Explosives (ISADE), a prestigious international conference that provides a stage for technical experts and leaders from around the world in the field of explosives;
- working with the AFP Forensic and Data Centre's Training Team to develop and deliver specific forensic science training to Pacific island police members focusing on crime scene and advanced fingerprint examination, with other forensic science areas of discipline to be considered as the Project continues; and
- as part of the Australian Government's Overseas Development Assistance to the Iraqi Police Service (IPS) initiative, working to develop a more effective IPS by providing police training in Australia for specific forensic science training. Approximately 150 IPS personnel are receiving training under this project over a three-year period.

Cultural Partnerships

CIT's Centre for Creative Industries continued its strong associations with state cultural institutions. Through the delivery of Museum Practice, Corporate Communication and Design courses, relationships are active with the Australian War

Memorial, National Museum of Australia, the National Film and Sound Archive, Queanbeyan Museum, the Royal Australian Mint and the Public Relations Institute of Australia (PRIA). In 2010 CIT students were co-winners of the prestigious PRIA award.

CIT and Ausdance ACT have enjoyed a key partnership over a number of years. This partnership with an industry peak body provides a valuable teaching opportunity for digital media students as they live-record each night's Ausdance performance, then edit and produce a DVD for distribution to Ausdance participants.

CIT is also a cultural partner of the Canberra International Film Festival with media students involved in the recording of panel discussions following screenings.

Academy of Interactive Entertainment

CIT's partnership with the Academy of Interactive Entertainment (AIE) in relation to the Bachelor of Games & Virtual World (Programming) enjoyed a successful first year.

The new Bachelor of Games & Virtual Worlds (Programming) qualification commenced with nine students this year after receiving accreditation in late 2009 to meet a niche – but growing – demand for tertiary-qualified professionals in the industry with practical and higher education skills and knowledge in this area. Seven of the students are continuing on to the second year in 2011.

ACT Health

CIT expanded its partnership relationship with ACT Health by delivering training to ACT Health staff, developing training in response to ACT Health's identified needs and through collaborative initiatives aimed at enhancing the skills of the ACT health care workforce.

During 2010, CIT provided training for:

- twenty enrolled nurses employed by ACT Health, who commenced in October 2010 to upgrade their enrolled nursing qualifications to the new Diploma of Nursing. CIT worked closely with ACT Health to ensure the program provided content currently required in the industry .
- nine Enrolled Nurses in medication management, and is developing an intravenous medication training course for nurses.
- twenty-three students to undertake the Certificate IV in Allied Health Assistance with specialisation options in Nutrition and Dietetics, Speech Pathology, Occupational Therapy or Physiotherapy. CIT also delivered the Certificate IV in Allied Health Assistance with a specialisation in Podiatry as a traineeship in ACT Community Health for the first time in 2010.

CIT agreed to host the ACT Health and Laerdal's ACT Simulation Forum Meetings to increase exposure to simulation education in health care for staff within the ACT and surrounding region. CIT initiated a CIT–ACT Government Colleges Collaborative Group three years ago, which met eight times in 2010 resulting in a range of and practical training opportunities for students.

Partnerships with ACT Schools and Colleges

In addition, several CIT centres have specialised relationships with individual schools and colleges. For example, the CIT Vocational College has well-established partnerships with Lake Ginninderra, Lake Tuggeranong and Dickson for the introduction of the CIT Access 10 program into these colleges. The Health, Community and Wellbeing Centre joined with the University of Canberra in a joint project to again run the Healthy Day Out,

which provided college students with hands-on experiences. CIT has also committed to a long-term relationship with Richardson, Charnwood, Florey and Kingsford Smith Schools to encourage aspiration and enable these communities to participate more actively in further education and training.

CIT and the ACT Catholic Education Office successfully formed a consortium for a Commonwealth-funded trade training centre which was launched in 2010.

CIT Student Association (CITSA)

The strong established partnership between CIT and the CIT Student Association continued during 2010 with CITSA making substantial contributions on all campuses.

The most significant contribution was the total refurbishment of Ground Floor C Block, Southside Campus at a cost of \$880,000. This entailed upgraded services including food outlet, café, bookshop, CITSA Shopfront and new furnishings for the student area.

CITSA continued with its commitment to sustainability and the environment with a contribution of \$100,000 towards photovoltaic panels installed on the roof of the new Electrotechnology building at Fyshwick campus.

CITSA provides \$500 student scholarships and awards to all CIT teaching centres annually, and sponsors all end-of-year student exhibitions. In 2010, CITSA introduced a \$2000 scholarship for a meritorious Accounting student who articulates to the University of Canberra. This accompanies the \$2000 Len Barrett Award for a graduating Indigenous student.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Growing the Business

Enrolments and Delivery

2010 saw record numbers of enrolments at CIT: 36,952, an increase of 6.8 per cent on the previous year. The Institute delivered almost 6.5 million nominal hours of training, and exceeded its target of government-funded activity by five per cent.

Contestable Environment

During 2010, CIT continued to operate successfully in the increasingly contestable vocational education and training market. Examples are:

CIT's Centre for Business secured new contracts to service the needs of a wide range of ACT and Australian Government departments and agencies. The centre has increased its contestable revenue by 300 per cent over the past three years.

The Centre for Information and Communications Technology (ICT) was awarded the contract to continue to train the Australian Government's ICT apprentices for a further three to five years. CIT, in conjunction with the Australian Government Information Management Office (AGIMO), has designed Certificate IV courses to suit various government agencies' needs. In 2011, the program will be expanded to include diploma qualifications.

In 2010 the CIT Vocational College won the contract to deliver the Language Literacy and Numeracy Program (LLNP) for the Department of Education, Employment and Workplace Relations, for 2010-2013. This contract has the option for two three-year extensions after 2013.

Promoting Quality Education and Training

Awards

CIT and CIT students again won a number of awards including:

- ACT Large Training Provider of the Year;
- ACT Australian Apprentice of the Year;
- ACT Vocational Student of the Year; and
- Worldskills Australia medals: gold, silver and two bronze.

New Courses/Programs

A number of new courses and programs have been developed or brought on line during 2010. This work has been undertaken to meet the ACT Government's goals, in response to the changing Commonwealth Government's focus for the VET sector, to meet the needs of industry and the community sector, and to expand opportunities for students. Examples include:

- The Centre for Information and Communication Technology (ICT), as a member of Apple's iOS Developer University Program, has begun to offer iPhone/iPad application development courses in Canberra. It has also expanded its use of Ebook, especially for the Games and Charles Sturt University (CSU) degrees this year. This reduces the necessity for students to outlay quite large amounts of funds for specialist ICT textbooks.
- The Centre for ICT has again this year worked with a range of clients to develop customised courses, the highlight this year being to conduct a two-week professional development program for five participants from the Central Library, Vietnam National University, to expand their specialist knowledge of best library practice.

- The Centre for ICT has partnered with CSU to deliver their Bachelor of IT, networking stream. It currently has 15 students enrolled in the course, delivered on the Reid campus. This two-plus-one arrangement has opened a useful articulation pathway for the networking students.
- CIT Vocational College delivered two successful Foundation Skills Taster Courses, funded by the Department of Education, Employment and Workplace Relations (DEEWR). These programs are designed to engage members of the community who are reluctant to connect to further education by delivering relevant community-based activities that incorporate language, literacy and numeracy activities.
- The Vocational College also delivered “Homes and Gardens” in partnership with Havelock House at Ainslie Village and “Feed your Family” to a group of single fathers at the Woden Community Centre. 2010 was the first year the Vocational College offered its vocationally-focused Year 12 program, incorporating e-courses, which enable students to include vocational training as a major or minor towards their Year 12 Certificate.
- In July 2010, CIT became the first registered training organisation (RTO) to deliver the minimum gap training for overseas electricians off-shore. Currently one of the greatest barriers for UK tradespeople wanting to live and work in Australia is the need to gain additional qualifications to meet strict licensing standards. This program is delivered from the Downunder Tradies premises in London, meaning that the students can continue to work and earn as an electrician in the UK for four days a week completing the training required for three days a week over a six-week period. Two programs

have been run for electricians in 2010 and this is expected to grow to three in 2011 and expand to three additional programs in plumbing with courses delivered in both London and Dublin. A bonus for the ACT is that, while the graduates can work anywhere in Australia, all graduates of the first program will be working in Canberra. This will assist the skill shortage in Canberra’s booming construction industry.

Expanding Organisational Capability

During 2010, CIT further refined its customised workforce planning tool to enhance managers’ ability to access and update information relating to critical roles. Other ACT agencies have expressed interest in using the tool, which was developed in-house by CIT.

In January, CIT held the third whole of Institute professional development day, attended by 550 staff. This day promoted CIT as a networked organisation with a vibrant learning culture. The day featured keynote speakers as well as a wide selection of workshops designed to develop and deepen the range of skills demanded by today’s education and training workplace.

Establishing Contemporary Client Services and Facilities

Sustainable Skills Training Hub

The Sustainable Skills Training Hub was officially opened at CIT’s Bruce Campus in December. A \$9.3 million project, the Hub is a model of sustainability in itself, and will provide key skills in emerging sustainable technologies for both the residential and commercial sectors.

The majority of CIT's courses already contain a sustainability component. This facility further enhances the overall CIT vision for a carbon-neutral campus, and will be an integral support to the emerging environmental training ground being realised at Bruce.

This innovative facility will enable support of additional trainees and apprentices in accredited science, engineering, building and construction programs. Importantly, the building design will allow sufficient flexibility to adapt to new and emerging green technologies as they become available.

The Sustainable Skills Training Hub was funded with \$6.2 million from the Australian Government's Training Infrastructure Investment for Tomorrow Program, with the remaining \$3.1 million coming from the ACT Government, including \$1.1 million from CIT's wholly owned subsidiary CIT Solutions, plus \$40,000 from the CIT Students' Association.

CIT Online

The continued expansion of the Institute's online services in 2010 has focused on two major projects: Client Relationship Management (CRM) and eLearn.

CIT's business imperative of securing growth in contestable and commercial markets provided a catalyst for extending the CIT online CRM project into the Business Development arena. The CIT 'AskUs' CRM platform was upgraded in September 2010 to allow for a number of new features that could be implemented to provide accurate information about CIT through the web. The new version of the platform has many more rich functionalities to increase the Institute's customer service standards and engagement.

The eLearn IT environment allows students, staff and other CIT users to access all educational services and systems across all CIT campuses, at their workplaces, through public internet access points and in their homes. The eLearn solution provides the backbone for CIT's future endeavours in flexible and accessible learning and teaching, in an increasingly networked global world. ELearn is made up of three main systems: a learning management system (Moodle), a synchronous live virtual classroom (Wimba) and a digital learning object repository (Equella).

Moodle is a software package for producing internet-based courses and web sites. The Wimba collaboration suite combines interactive technologies such as voice, video, podcasting, instant messaging, application sharing, polling and white-boarding. Students and teachers are empowered with a unique collaborative environment that enhances learning, improves outcomes and increases student retention. Equella provides for the flexible storage, search, discovery and retrieval of all files and document types as well as learning objects, course content, items of curricula, images, sounds, video, PDF files and Microsoft Word documents.

The CIT Vocational College won Australian Flexible Learning Framework funding to develop an online pathway planning tool. The tool has been developed and trialled with students in 2010. In 2011 it will incorporate the agreed ACT pathway planning documents developed for the Youth Commitment and will be implemented in all programs in the CIT Vocational College

During 2010, CIT's Yurauna Centre has created and developed e-learning tools for Indigenous literacy and numeracy with Australian Flexible Learning Framework support.

Social Media

In 2010 CIT markedly increased its uptake of social media as a strategy for improving communication with stakeholders and enhancing the Institute's positioning and brand.

Facebook, CIT's primary social media channel, is used to communicate upcoming events, news and student successes, allowing the Institute to communicate with stakeholders in an informal way that is not possible through the website. It also allows the community to communicate with CIT; members frequently post questions on the page such as information about particular courses or study modes. Created in late 2009, CIT's Facebook membership has grown to over 4,000 people.

CIT also has an official YouTube account wherein videos are uploaded in CIT's name, and the Institute will be prioritising the collection of more video content in 2011. Content is easy to share within other social networks and gives CIT another alternative method of communicating.

Users can share news articles on CIT's website through their existing social media networks with a single click. Interactive aerial campus 'tours' have also been incorporated.

Student Support Measures

In 2010 CIT provided a number of additional measures to support students. These include:

- arrangements were made for CIT to participate in the University Admissions Centre (UAC), providing the Institute with access to broader group of potential applicants.
- student payments can now be taken, and student payment plans be organised, over the phone.
- CIT received approval to offer VET FEE-HELP to

full fee-paying students in selected programs.

- CIT now has a therapy dog named Kali who works with the Student Services Hub Youth Advisor to support young people up to 25 years of age to have the best possible learning experience whilst studying at CIT.

Pursuing Industry, Community and Government Partnerships

Leading ACT Participation in the Australian Flexible Learning Framework

CIT is taking a leading role in national collaborative efforts to embed e-learning in vocational education and training. CIT hosts the ACT Flexible Learning Advisory Group (FLAG) and manages Australian Flexible Learning Framework (Framework) business activities for the ACT and nationally.

The Institute is responsible for the ACT allocation of the \$15 million national Framework strategy. This means that at the ACT level CIT chairs, through the ACT FLAG member, an ACT Framework Committee. This committee has representatives from ACT Government, VET in Schools, CIT and private training providers. The ACT Framework Committee governs the funding allocation provided to CIT to manage ACT outcomes for the Framework. With this funding, CIT provides a service to ACT-registered training providers, including the Toolbox Champion service (through the Centre for Education Excellence), ACT e-learning coordinator function and ACT innovation grants (through CIT's Centre for Marketing and National Positioning).

CIT's Marketing and National Positioning Centre also project-manages two national business activities for the Framework 2008-2011 strategy. The Industry Integration of E-learning business activity received \$1 million to embed e-learning

in workforce development over multiple years in industry sectors. Consequently CIT is working with industry sectors and their RTO partners on the industry sector's workforce development plans and implementation. The industry sectors include airports, bakery retail stores, electrical supply, community housing, child and family welfare, outdoor power, independent grocery retailers, stainless steel, water supply and the dairy industry.

CIT also works with WestOne in Western Australia, receiving \$195,000 to deliver outcomes on the Access to E-learning Knowledge and Know-How business activity. CIT's role is to produce two editions of *The Knowledge Tree: an E-journal of Learning Innovation*, develop communities of practice and facilitate a series of national online professional development events for VET practitioners.

Both national business activities highlight CIT's leadership role as a leading training provider nationally.

CIT Vocational Year 12

In 2010 the CIT Vocational College commenced the delivery of an innovative vocationally focused Year 12 program which allows students to include vocational training as a major or minor towards their Year 12 Certificate.

The course is composed of VET studies at Certificate III or Certificate II level (e- courses), and Year 12 subjects specifically chosen to support career skills. These include relevant units in Year 12 English, Maths and Business. Students can therefore achieve an ACT Year 12 Certificate and a nationally-recognised VET Certificate III, Certificate II or Statement of Attainment.

Response to the program has been good with steady enrolments in 2010 and increased numbers predicted in 2011.

Floriade 2010

As part of CIT's Executive Sponsorship of Floriade, CIT staff and students supported the event by producing exhibitions and displays, as well as participating in activities during the event.

CIT's Children's Services area developed and delivered a specific program for families visiting the Floriade event, and CIT Fashion students collaborated with the CIT Floristry teaching staff and students to produce exhibitions and displays throughout the event.

Showcasing CIT to Industry and the Community

In March 2010 CIT hosted and ran *Business after Business*, an industry networking event, in conjunction with the ACT and Region Chamber of Commerce and Industry. The event was attended by people from a range of businesses and government. It was an opportunity for CIT to maintain its strong relationship with the Chamber and for staff to network with others and promote business opportunities.

The Centre for Creative Industries has continued to refine the operations of its Fashion Incubator. The Incubator aims to bridge the gap between study in fashion and practice in the industry. It supports designers to start up fashion businesses in Canberra that will be genuinely viable and sustainable within a National Industry. During 2010 the Incubator also became a research platform for new business models and for innovative approaches to sustainable design. As a testament to graduate success, two Bachelor of Design (Fashion) graduates are current winners of the debut section of Sydney and Melbourne fashion awards.

Industry Connection Newsletter

The *Industry Connection* newsletter was launched two years ago with the aim of strengthening many of CIT's relationships with industry and business stakeholders, and is proving to be very successful. It is delivered bi-monthly via email to subscribers, and is an avenue through which a range of industry-relevant issues are explored, such as skills shortages, business innovations, funding, and sustainability. Industry Connection also frequently includes submissions by respected external parties.

During 2010, the *Industry Connection* audience has increased from around 690 subscribers to over 800.

Industry Connection is now evolving to encourage greater collaboration and interaction by subscribers. This includes more content delivered by video and pod cast, and the ability for subscribers to leave comments on articles.

ACT Tertiary Taskforce

In May 2010, the Minister announced an ACT Tertiary Taskforce, with representation from ACT industry and education institutions and other stakeholders, to consult with the Canberra community on the future of skills training in the

ACT. The Tertiary Taskforce, chaired by the Chief Executive of the ACT Department of Education and Training, aims to:

- create a vision for ACT tertiary education, training and skills development
- steer stakeholder consultations
- report to the Minister for Education and Training and the ACT Government on its findings, and
- make recommendations for the future of ACT tertiary education.

During the year, CIT played a leading role in the ACT Tertiary Taskforce. CIT's Chief Executive chaired a working group exploring ways to improve school retention rates and encourage tertiary education pathways.

The two deputy chief executives have been active members of working groups examining lifelong learning and connections, and industry engagement, innovation and growth.

CIT also provided a substantial submission to the taskforce.

For more information:

Executive Director, Governance and Executive Services
6207 3133

In 2011 CIT will be vigorously pursuing its goal of being Australia's premier vocational education and training provider.

The Institute will continue to pursue partnership opportunities, focussing particularly on its relationship with the University of Canberra. Discussions will continue between CIT and UC to explore the collaborative possibilities opened up by an increasingly fluid tertiary environment. CIT has shown over a number of years that it is ready to embrace innovative concepts if they are likely to deliver improved education and training opportunities to the ACT.

In 2011 CIT will compete in local, national and international markets to broaden economic investment in the ACT.

International

The international market in 2011 will continue to reflect the difficulties which became apparent during 2010. There is likely to be a contraction in international student numbers in the coming twelve months, reversing the strong growth of the last three years. Nevertheless, the Institute still expects to perform creditably in this area, based on its quality product and the reputation of the ACT as a safe and welcoming destination for foreign students.

As part of the diversification of the Institute's international engagement, 2011 will see the commencement of offshore delivery of the CIT Certificate III in Design Fundamentals at the Beijing Institute of Fashion Technology, China. The course will be offered in conjunction with English language studies, and is expected to start in November 2011.

New facilities

Recent new ACT Government investment in CIT will come to fruition in 2011, with the opening of both the new CIT Learning Centre at Gungahlin, and the Electrotechnology building at the Fyshwick Trade Skills Centre.

CIT's newest Learning Centre in Gungahlin will provide residents of the Gungahlin region with access to a wide range of CIT programs and services, without the need to travel far from home or work.

Seven teaching centres will deliver an established range of flexible learning options (self-paced, start any time courses) in Gungahlin in 2011 ranging from short courses to Diploma-level qualifications. The new Learning Centre will also provide all CIT students living in Gungahlin with local, drop-in, technology enhanced study spaces and services.

Co-location and collaboration with the Gungahlin College and the ACT Public Library will enable CIT to use some of the specialist teaching areas in the college for example use of the commercial kitchen to deliver cookery, use of the visual arts spaces for design qualifications, and use of computing areas to deliver Cisco qualifications.

Promotional and public information activities will continue throughout the early part of 2011 to maximise public engagement with the project and to encourage student enrolments at the new facility.

The new, \$10 million Electrotechnology building will provide CIT students with access to the latest equipment and methodologies for fast developing trades, including an extensive photovoltaic array on the roof and a self-paced eLearning computer laboratory.

The location of Electrotechnology at the Fyshwick Trade Skills Centre means it will be adjacent to training facilities in similar disciplines, such as plumbing, metal fabrication, refrigeration and automotive. This will give Electrotechnology students ready access to the wider range of related trades, for example, plumbing, which is required for solar hot water services.

The new building will give the Institute the opportunity to present itself differently to industry with the inclusion of office space, conference rooms and exhibition space that will be available for use by appropriate industry groups and partners. It is envisioned that the Trades Skills Centre will become the “place to go” in Canberra for anything to do with service trade training.

2011 will also be the first full year of operation of the Sustainable Skills Training Hub, putting CIT at the forefront of green skills training. In keeping with this, CIT’s Centre for Business will be launching a carbon-accounting program during 2011.

In early 2011, CIT will complete a feasibility study into the possibility of expanding the range of learning services and options that the Institute provides to the Tuggeranong community.

CIT Online

Student Information Management System

From the beginning of 2011, a new version of Banner, CIT’s student information management system, will be implemented. Banner manages a student’s program life cycle at CIT from first contact through to admission, enrolment, registration, fee assessment and grade entry to final graduation.

December 2010 marked the end of a two-year project to update Banner to provide for more streamlined, more responsive ways of dealing with

learner needs and to reduce or remove duplication of effort by staff.

The new version will not only address current business needs but will provide a platform that can be readily updated with vendor supplied upgrades as they become available, ensuring ongoing responsiveness and efficiency.

Online enrolments

Online enrolments, part of the CIT Online project, are scheduled to start in January 2013. A pilot will begin early in 2011 in the Flexible Delivery areas of the Learning Centres across CIT. Participants in the Pilot for Online Enrolment will be asked to complete an evaluation of the process to further improve the process. In 2012 Online Enrolment will be available for all teaching centres and by 2013 all enrolments at CIT will be completed online.

Client Relationship Management System

A new version of CIT’s AskUs Client Relationship Management (CRM) program will be implemented in 2011, featuring many more rich functionalities to increase customer service standards and engagement. A new look and feel of AskUs to match the new CIT website look and feel will also be implemented in early 2011.

The new features for 2011 include:

- having an AskUs Mobile friendly version.
- adding chat- room support services to our customers.
- implementing Cloud Monitoring so we can monitor, hear and engage with people who are talking about CIT users in the different online worlds such as social networks and other social media platforms, and
- AskUs Forum support – crowd sourcing support and engagement within the CIT community.

Marketing

In early 2011, CIT will launch a new branding campaign, designed to:

- help make CIT the first choice for those seeking post-secondary qualifications as individuals, employees or as employers; and
- drive student recruitment in 2011 and 2012.

The campaign, *Change the Course of Your Life*, recognises that CIT students come in and out of CIT throughout the course of their lives, for personal and professional reasons, to start a career, or to change or enhance their career. *Change the Course of Your Life* has a positive, energetic and dynamic narrative, which aims to emotionally resonate with the target markets of industry and students. It communicates the opportunities, choice, freedom and flexibility of opportunities available through CIT.

A new positioning statement has also been developed: *Get real industry skills for your career*, to position CIT in relation to its competitors, and in the rapidly changing post-secondary education landscape.

The new brand tagline will be: *What Works For You. Workplace. Online. Campus.*

This communicates the flexible, supportive and welcoming experience that CIT offers.

The campaign will involve a new TV commercial, website, course guide, press and radio advertisements, online banners and image bank.

Year 12 and equivalent attainment

Through its Vocational College, CIT aims to increase delivery in its ACT Year 12 program by 10 per cent in 2011. The Institute will continue to work in partnership with the ACT Department of Education and Training (DET) and other agencies to deliver educational outcomes for all young people in the ACT to achieve the targets set by the Council of Australian Governments. The Vocational College will implement the agreed ACT Pathway Plan for students under the age of 17, using its newly-developed online Pathway Planning Tool, and it will offer Access 10 (alternative Year 10) and English for Employment, Study and Life programs at Gungahlin in 2011.

During 2011, CIT will also partner with the Police and Citizens' Youth Club to conduct a youth crime prevention program for young people that incorporates literacy and numeracy training, pre-vocational skills training, intensive youth worker support and recreational activities to build personal and group skills

For more information:

Executive Director, Governance and Executive Services
6207 3133

General overview

Objectives

The Canberra Institute of Technology's (CIT's) mission is to build professional and personal skills by providing quality training and further education. The organisation has a diverse client base including students, industry, the ACT and Australian Governments, the Canberra and broader Australian communities, as well as overseas clients. CIT is committed to meeting the needs of all clients through its responsive and innovative education and business practices.

CIT is the ACT Large Training Provider of the Year and has achieved Training Excellence – Gold. Training Excellence - Gold is the highest ranking against the national Australian Quality Training Framework excellence criteria and CIT is one of the first training providers to achieve this level of recognition.

Financial Performance

The following financial information is based on audited financial statements for 2009 and 2010, as well as the Canberra Institute of Technology Statement of Intent 2010-11.

CIT is the ACT Large Training Provider of the Year and has achieved Training Excellence – Gold. This has been achieved through the delivery of high quality training and further education. The delivery of high quality training and further education is supported by quality facilities and infrastructure. CIT has made significant investments in infrastructure and, information technology systems during 2010 which saw noticeable improvements to facilities and services for students.

CIT has excelled in its delivery of government funded training by an additional 5% over the budgeted 2010 level. This was due to an increased

demand for training from industry and students. Disciplines of high demand include plumbing, building and construction, accounting, business, nursing, children's services and community services.

The increased expenditure on facilities and infrastructure upgrades, the higher cost of delivering additional nominal hours to the community and lower than expected international student revenue are all reflected in the 2010 CIT operating result.

The specific revenue and expense variances affecting the operating result are detailed in the revenue and expense sections of this report.

Revenue

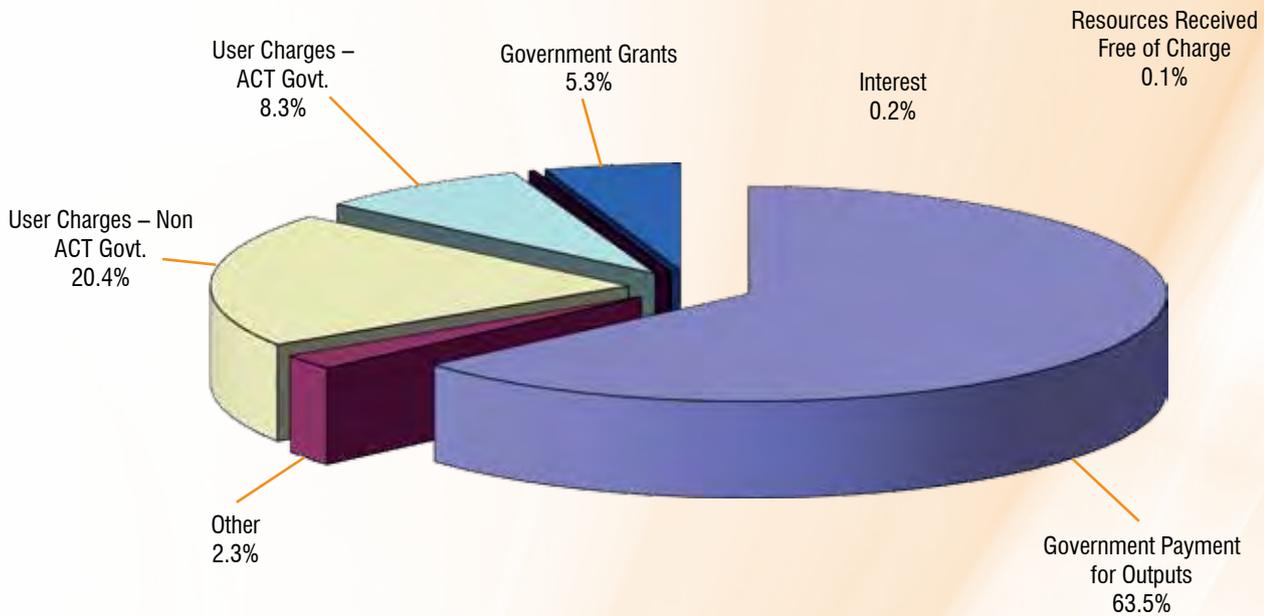
Total revenue for 2010 was \$109.1 million. This outcome is \$2.6 million or 2.5% above the 2010 budgeted outcome and represents an increase of \$1.1 million or 1.0% on the 2009 financial year.

Figure 1 indicates that the Institute received 63.5% of its total revenue from the ACT Government as Government Payment for Outputs.

There have been movements within some revenue categories compared to budget with total revenue above budget expectations for 2010.

The increase in government payment for outputs (GPO) results from an appropriation of \$2.6 million that related to January 2011 being paid to CIT in December 2010. This payment was budgeted to be received in 2011 but in accordance with the *Financial Management Act 1996*, the GPO must be recognised as revenue in the month received (cash basis).

Figure 1: Components of revenue



Source: Canberra Institute of Technology Financial Statements

The decreases relating to User Charges from Non-ACT Government are represented by a reduction of approximately 30% in international student training activity in semester 2, 2010 (-\$2.0 million) as a consequence of immigration reforms and the high value of the Australian dollar, and lower than budgeted outcomes in both government grants (-\$0.1 million) and commercial activities (-\$0.2m). The decrease of \$5.3 million in government grants revenue from 2009 substantially relates to a one-off \$5.9 million in Commonwealth Government capital funding for the Sustainable Skills Training Hub recognised in 2009. CIT achieved a higher than budget outcome result for User Charges – ACT Government (+\$0.8 million) resulting from increased training activity for ACT User Choice and new activity for ACT Productivity Places Program.

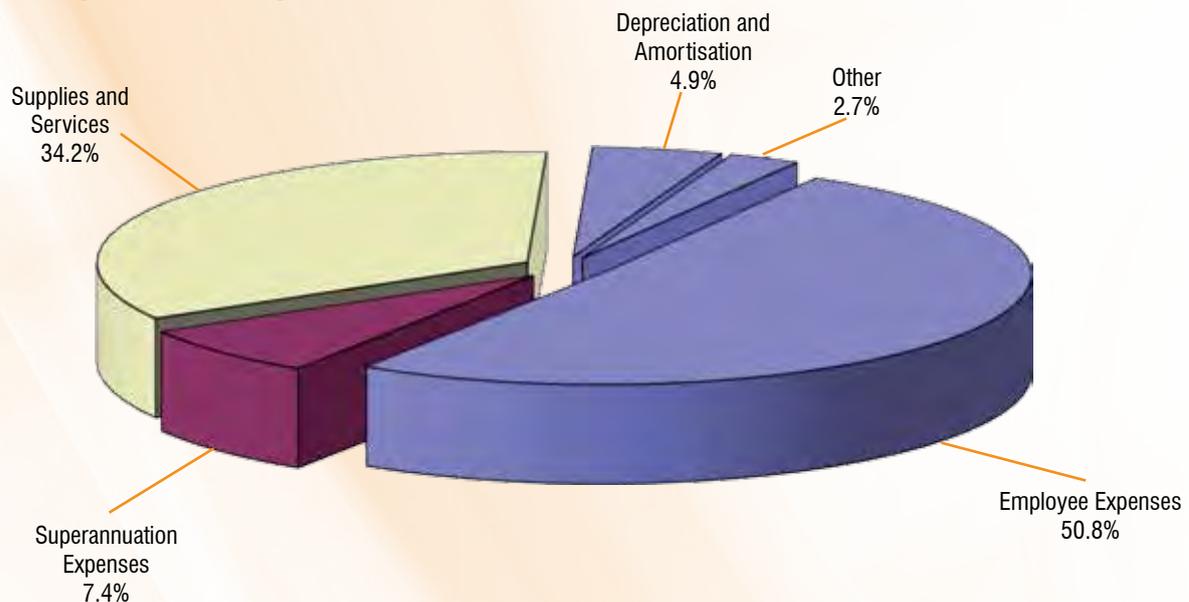
CIT also received a contribution from CIT Solutions Pty Limited of \$1.1 million to assist with the completion of the Sustainable Skills Training Hub.

Expenses

Expenses totalled \$119.3 million in 2010, representing an increase of \$7.2 million or 6.4% above the budget. This also represents an increase of \$4.5 million or 3.9% from the previous year.

Figure 2 shows that 58% of the Institute's expenditure relates to employee and superannuation expenses.

Figure 2: Components of expenses



Source: Canberra Institute of Technology Financial Statements

The increase in actual expenditure compared to the budget and from the prior year is the result of a number of factors including the additional costs associated with CIT delivering student training at 5% above the levels funded by Government (+\$4.0 million). CIT has also experienced above budget expenditure as a result of increased investment in facility infrastructure which has in turn increased operational costs such as utilities services (+\$0.1 million), cleaning services (+\$0.6 million), information communications technology (+\$2.0 million) and repairs and maintenance (+\$1.7 million). Other expenditure was higher

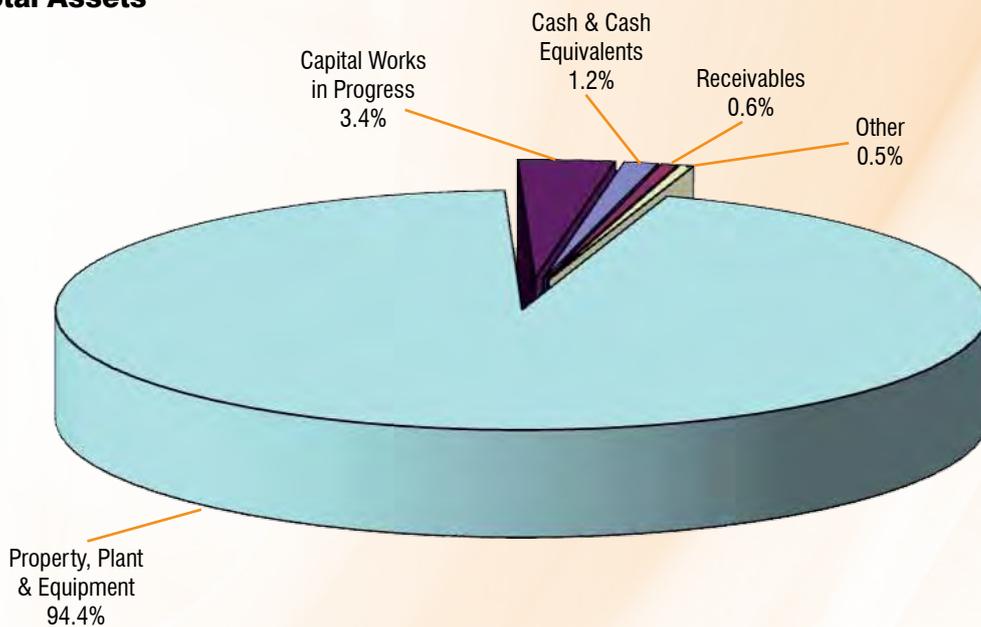
than expected due to the write-off of plant and equipment assets (+\$0.1 million) and the expensing of non-capital items that occurred as part of the finalisation of capital projects (+\$0.6 million).

The increase in actual expenditure from the 2009 outcome is a result of increased information communications technology operating lease costs, staff salary costs from higher staff numbers and wage increases and increased staffing and operational costs associated with increased education delivery outputs.

Total assets

Figure 3 indicates that for the financial year ended 31 December 2010, the Institute held 97.8% of its assets in property, plant and equipment, and works in progress, and 2.3% in cash and cash equivalents, receivables and other current assets.

Figure 3: Total Assets



Source: Canberra Institute of Technology Financial Statements

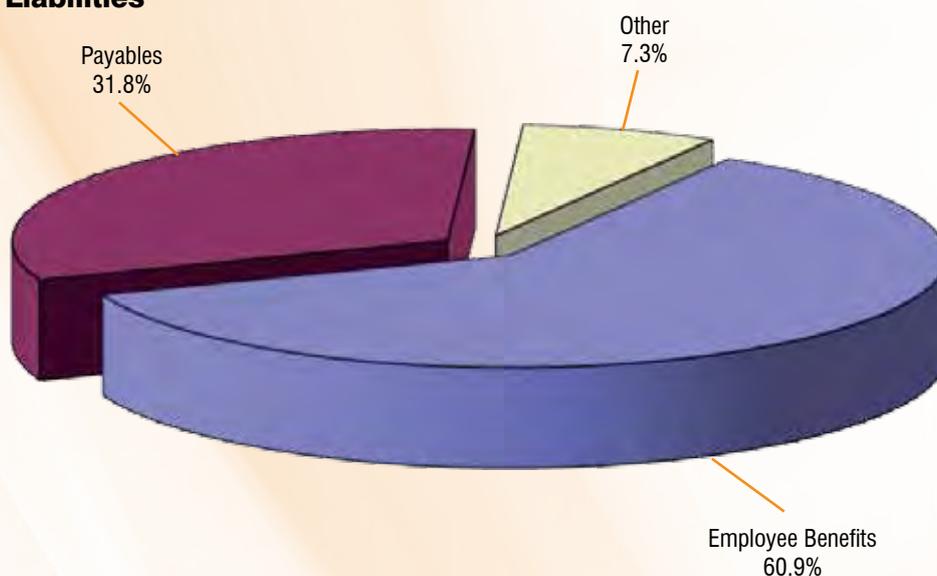
The total asset position as at 31 December 2010 is \$391.2 million, \$6.5 million higher than the budget of \$384.7 million and \$18.4 million more than 2009 levels. The increase in asset balances is primarily due to the completion and capitalisation of significant capital works program undertaken during 2010. Works scheduled for the 2010-11 financial year have financially progressed ahead of the budgeted expectation. The Institute’s cash balance of \$4.6 million was \$4.2 million higher than budgeted due to the receipt of a government payment for outputs payment of \$2.6 million which was budgeted as 2011 revenue and a Capital

Injection of \$1.6 million. Receivables are \$0.2 million lower than budget due to the reduction in international student training activity. Property, plant and equipment and capital works in progress are a combined \$1.2 million above budget due to additional investment in building upgrades to improve teaching facilities to students.

Total liabilities

Figure 4 indicates that the majority of the Institute's liabilities relate to employee benefits (60.9%), payables (31.8%) and other revenue received in advance (7.3%).

Figure 4: Total Liabilities



Source: Canberra Institute of Technology Financial Statements

The Institute's liabilities for the year ended 31 December 2010 of \$31.6 million are \$6.0 million higher than the 2010 budget of \$25.6 million and \$7.1 million more than the 2009 figure. The increase in liabilities is mostly due to a significant increase in accounts payable recorded as at 31 December 2010 (\$6.0 million above budget and \$5.9 million above the prior year).

Liquidity

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

The current working capital ratio of 0.29 is higher than the budget target of 0.19 for the year but is marginally down on the 2009 outcome. This positive movement is due to a large increase in cash and cash equivalents during 2010 compared to budget and is mostly as a result of government payment for outputs appropriation budgeted as 2011 revenue, combined with the receipt of Capital Injection of \$1.6 million received in 2010. CIT is focussing on strengthening the working capital ratio during 2011.

Working Capital Ratio

	Actual 2010 \$'000	Budget 2010 \$'000	Actual 2009 \$'000
Current Assets			
Cash	4,630	437	5,070
Receivables	2,306	2,500	3,160
Other	1,865	1,555	1,218
Total Current Assets	8,801	4,492	9,448
Current Liabilities			
Payables	10,038	4,000	4,116
Employee Benefits	17,603	16,004	16,278
Other	2,315	3,855	2,397
Total Current Liabilities	29,956	23,859	22,791
Working Capital Ratio	0.29	0.19	0.41

Cash decreased by \$0.4 million from the previous year to \$4.6 million. Cash was \$4.2 million above budget at year-end due to the receipt of an additional Government Payment for Outputs allocation received in 2010 of \$2.6 million which was budgeted for 2011, combined with the receipt of a Capital Injection of \$1.6 million.

Statement of Cash Flows for 2010

	Actual 2010 \$'000	Budget 2010 \$'000	Actual 2009 \$'000
Cash at beginning of year	5,070	5,070	6,404
Cash inflow/(outflow) from Operating Activities	3,057	(1,041)	(892)
Cash (outflow) from Investing Activities	(24,887)	(19,806)	(20,823)
Cash inflow from Financing Activities	21,390	16,214	20,381
Net Cash Inflow / (Outflow)	(440)	(4,633)	(1,334)
Cash at the end of the year	4,630	437	5,070

Cash Inflows/Outflows from Operating Activities

CIT's primary source of liquidity is cash generated from operating activities through Government Payment for Outputs, and Government and Non-Government User Charges. During 2010, the cash flow from operating activities increased overall by \$4.1 million compared with the budgeted outflow of \$1.0 million. The net cash inflow from operations for 2010 was better than budget due to the receipt of an additional Government Payment for Outputs allocation received in 2010 of \$2.6 million which was budgeted for 2011, combined increases in collections from User Charges, offset by a reduction in Government Grants receipts and an increase in supplies and services payments.

Cash Inflows/Outflows from Investing Activities

Cash used in investing activities was mainly for the purchase of property, plant and equipment. This totalled \$24.9 million, which was \$5.1 million more than budget for 2010. This higher than budgeted performance related to the completion of capital works projects.

Cash Inflows/Outflows from Financing Activities

The only financing activity for CIT is the capital injection from ACT Government. Injections are only drawn down from government when costs are being incurred. The capital injection in 2010 of \$21.4 million was significantly higher than budget due to higher funding provided for capital works projects as mentioned above.

Accounting issues

There has been one significant change to the Institute's accounting estimates for long service and annual leave liabilities which affect the 2010 financial statements.

The estimated future payments are discounted using market yields on Commonwealth Government bonds at the reporting date with terms to maturity that match, as closely as possible, the estimated future cash flows. The rate used to calculate the present value of these estimated future payments has been revised from 89.7% to 90.9% mainly due to a change in the long-term yields on Commonwealth Government bonds. The revision to the discount rate has resulted in a decrease to the liability for employee benefits and the related expense.

Performance Measures

The main measures relating to Government funded training services indicate better than target results in all measures. Specifically, nominal hours of training exceeded target by 5% and program enrolments were above target by 3% due to high demand for skills training from the ACT and region.

The program completions outcome is 2% above target due to higher enrolments and a continued focus on quality support services for CIT's students. In addition, CIT has achieved improved pastoral care support for students, which has resulted in increased positive completions of their studies.

The 2010 surveys of graduate satisfaction and employer satisfaction showed a satisfaction level of 90% and 91% respectively, reflecting the positive view held by industry and students of CIT training. CIT actively improved its effectiveness and responsiveness in skilling students in contemporary training methods which has been very positively received by industry and students alike.

The decrease in the average profile funding per nominal hour shows that CIT delivered more Profile delivery hours (NH) than was it was funded for by the Government Payment for Output amount. The

5% variance in effect shows that in 2010 CIT self-funded an increased demand for training services.

The measures relating to CIT's performance against all indicators indicate the Institute achieved a very sound performance during 2010.

Risk management

In 2010 CIT conducted a business and fraud risk assessment exercise to identify and analyse CIT fraud and business risks. This was used as a foundation to prepare the CIT Business Risk Management and Fraud and Corruption Control Plans 2011-2012.

The assessment exercise was facilitated by an external consultant, and included the review of existing documentation, liaising with senior management to gain their input into the process and conducting an environmental scan to determine what risks and frauds possibly face CIT. The plans were approved by the CIT Audit Committee at its December meeting 2010. The risks identified in the plans informed the CIT 2011 Internal Audit Program.

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

For more information:

Deputy Chief Executive, Operations
6207 3106



ACT AUDITOR-GENERAL'S OFFICE



INDEPENDENT AUDIT REPORT

CANBERRA INSTITUTE OF TECHNOLOGY

To the Members of the ACT Legislative Assembly

Report on the financial statements

I have audited the financial statements for the Canberra Institute of Technology (the Institute) for the year ended 31 December 2010. The financial statements are comprised of the operating statement, balance sheet, statement of changes in equity, cash flow statement, statement of appropriation and accompanying notes.

Responsibility for the financial statements

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

The auditor's responsibility

My responsibility is to express an independent audit opinion on the financial statements of the Institute based on my audit as required by the *Financial Management Act 1996*.

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

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

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

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

Electronic presentation of the audited financial statements

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

Independence

I followed applicable independence requirements of Australian professional ethical pronouncements in conducting the audit.

Audit opinion

In my opinion, the financial statements of the Institute for the year ended 31 December 2010:

- (i) are presented in accordance with the *Financial Management Act 1996*, Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) present fairly the financial position of the Institute as at 31 December 2010 and the results of its operations and its cash flows for the year then ended.

This audit opinion should be read in conjunction with the above information.



Bernie Sheville
Acting Auditor-General
21 March 2011

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2010**

Statement of Responsibility

In my opinion, the financial statements are in agreement with the Canberra Institute of Technology's accounts and records and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2010 and the financial position of the Canberra Institute of Technology on that date.



Adrian Marron
Chief Executive Officer
Canberra Institute of Technology

21 March 2011

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2010**

Statement by the Chief Finance Officer

In my opinion, the financial statements of the Canberra Institute of Technology have been prepared in accordance with generally accepted accounting principles, are in agreement with the Canberra Institute of Technology's accounts and records and fairly reflect the financial operations of the Canberra Institute of Technology for the year ended 31 December 2010 and the financial position of the Canberra Institute of Technology on that date.



Peter Kowald
Chief Finance Officer
Canberra Institute of Technology
21 March 2011

Canberra Institute of Technology

Financial Statements

For the year ended 31 December 2010

Canberra Institute of Technology
Operating Statement
For the Year Ended 31 December 2010

Output Class 1.1 Provision of Vocational Education and Training Services

This output class represents the provision of places in publicly funded programmes at the Canberra Institute of Technology, consistent with training needs identified in the Institute's Statement of Intent.

	Note	Consolidated		Institute		
		Actual	Actual	Actual	Original	Actual
		2010	2009	2010	Budget	2009
		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Revenue						
Government Payment for Outputs	4	69,279	64,556	69,279	66,283	64,556
User Charges – ACT Government	5	9,928	7,979	9,054	8,295	7,987
User Charges – Non-ACT Government	5	33,768	32,499	22,268	24,869	22,189
Government Grants	6	5,760	11,040	5,760	5,854	11,040
Interest	7	303	428	182	250	308
Resources Received Free of Charge	8	59	68	59	35	68
Other Revenue	9	669	1,087	1,426	930	1,890
Total Revenue		119,766	117,657	108,028	106,515	108,038
Gains						
Transfer from CIT Solutions Pty Limited	10	-	-	1,100	-	-
Total Gains		-	-	1,100	-	-
Total Income		119,766	117,657	109,128	106,515	108,038
Expenses						
Employee Expenses	11	68,886	66,360	60,610	60,964	59,070
Superannuation Expenses	12	9,576	8,810	8,795	7,834	8,198
Supplies and Services	13	41,944	38,800	40,773	33,772	38,375
Depreciation and Amortisation	14	6,029	5,303	5,872	5,322	5,209
Other Expenses	15	4,141	4,879	3,211	4,150	3,888
Total Expenses		130,576	124,152	119,261	112,042	114,740
Operating Deficit		(10,810)	(6,495)	(10,133)	(5,527)	(6,702)
Other Comprehensive Income						
Increase/(Decrease) in the Asset Revaluation Surplus		-	-	-	-	-
Total Other Comprehensive Income		-	-	-	-	-
Total Comprehensive Income		(10,810)	(6,495)	(10,133)	(5,527)	(6,702)

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

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

**Canberra Institute of Technology
Balance Sheet
As at 31 December 2010**

	Note	Consolidated		Institute		
		Actual 2010 \$'000	Actual 2009 \$'000	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Current Assets						
Cash and Cash Equivalents	18	6,646	7,821	4,630	437	5,070
Receivables	19	4,275	4,686	2,306	2,500	3,160
Other Assets	20	2,064	1,440	1,865	1,555	1,218
Total Current Assets		12,985	13,947	8,801	4,492	9,448
Non-Current Assets						
Investments	21	-	-	20	20	20
Property, Plant and Equipment	22	368,581	347,787	368,174	355,754	347,333
Intangible Assets	23	1,119	30	1,040	-	-
Capital Works in Progress	24	13,173	16,038	13,173	24,409	16,038
Total Non-Current Assets		382,873	363,855	382,407	380,183	363,391
Total Assets		395,858	377,802	391,208	384,675	372,839
Current Liabilities						
Payables	25	10,386	4,144	10,038	4,000	4,116
Employee Benefits	26	18,564	17,286	17,603	16,004	16,278
Other Liabilities	27	2,964	3,036	2,315	3,855	2,397
Total Current Liabilities		31,914	24,466	29,956	23,859	22,791
Non-Current Liabilities						
Employee Benefits	26	1,742	1,722	1,635	1,769	1,688
Other Non-Current Liabilities	27	33	24	-	-	-
Total Non-Current Liabilities		1,775	1,746	1,635	1,769	1,688
Total Liabilities		33,689	26,212	31,591	25,628	24,479
Net Assets		362,169	351,590	359,617	359,047	348,360
Equity						
Accumulated Funds		119,827	109,248	117,275	116,705	106,018
Asset Revaluation Surplus	28	242,342	242,342	242,342	242,342	242,342
		362,169	351,590	359,617	359,047	348,360

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

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

**Canberra Institute of Technology
Statement of Changes in Equity
For the Year Ended 31 December 2010**

Note	Consolidated				Institute									
	Accumulated Funds		Asset Revaluation Surplus		Total Equity		Accumulated Funds		Asset Revaluation Surplus		Total Equity		Original Budget	
	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000	Actual 2010 \$'000
Balance at the Beginning of the Reporting Period	109,248	242,342	351,590		106,018	242,342	348,360		106,018	242,342	348,360		348,360	
Comprehensive Income														
Operating Surplus/(Deficit)	(10,810)	-	(10,810)		(10,133)	-	(10,133)		(10,133)	-	(10,133)		(5,527)	
Increase/(Decrease) in the Asset Revaluation Surplus	-	-	-		-	-	-		-	-	-		-	
Other Comprehensive Income	-	-	-		-	-	-		-	-	-		-	
Total Comprehensive Income	(10,810)	-	(10,810)		(10,133)	-	(10,133)		(10,133)	-	(10,133)		(5,527)	
Transfers to/(from) Reserves														
Transactions Involving Owners Affecting Accumulated Funds														
Capital Injections	21,390	-	21,390		21,390	-	21,390		21,390	-	21,390		16,214	
Total Transactions Involving Owners Affecting Accumulated Funds	21,390	-	21,390		21,390	-	21,390		21,390	-	21,390		16,214	
Balance at the End of the Reporting Period	119,827	242,342	362,169		117,275	242,342	359,619		117,275	242,342	359,619		359,047	

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 2010

Note	Consolidated				Institute									
	Accumulated Funds		Asset Revaluation Surplus		Total Equity		Accumulated Funds		Asset Revaluation Surplus		Total Equity		Original Budget	
	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000	Actual 2009 \$'000
Balance at the Beginning of the Reporting Period	95,362	242,342	337,705		92,339	242,342	334,681					334,681		334,681
Comprehensive Income														
Operating (Deficit)/Surplus Increase/(Decrease) in Asset Revaluation Surplus	(6,495)	-	(6,495)		(6,702)	-	(6,702)					(6,702)		(9,026)
Other Comprehensive (Deficit)/Income	-	-	-		-	-	-					-		-
Total Comprehensive (Deficit)/Income	(6,495)	-	(6,495)		(6,702)	-	(6,702)					(6,702)		(9,026)
Transfers to/(from) reserves														
Transactions Involving Owners Affecting Accumulated Funds														
Capital Injections	20,381	-	20,381		20,381	-	20,381					20,381		13,775
Total Transactions Involving Owners Affecting Accumulated Funds	20,381	-	20,381		20,381	-	20,381					20,381		13,775
Balance at the End of the Reporting Period	109,248	242,342	351,590		106,018	242,342	348,360					348,360		339,430

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

Canberra Institute of Technology
Cash Flow Statement
For the Year Ended 31 December 2010

Note	Consolidated		Institute			
	Actual 2010 \$'000	Actual 2009 \$'000	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000	
Cash Flows from Operating Activities						
Receipts						
	Government Payment for Outputs	69,279	64,556	69,279	66,283	64,556
	User Charges – ACT Government	12,457	6,433	11,572	8,295	6,047
	User Charges – Non-ACT Government	34,179	30,978	23,123	20,612	20,831
	Interest Received	304	428	182	250	308
	Dividends Received	-	-	900	900	900
	Government Grants	3,159	11,040	3,159	5,854	11,040
	Goods and Services Tax Input Tax Credits from the Australian Taxation Office	4,209	4,576	4,209	-	4,576
	Goods and Services Tax Collected from Customers	1,726	1,421	1,726	-	1,421
	Other	656	1,072	1,614	6,500	977
	Total Receipts from Operating Activities	125,969	120,504	115,764	108,693	110,656
Payments						
	Employee	67,589	62,736	59,338	60,025	55,823
	Superannuation	9,576	8,810	8,795	7,689	8,198
	Supplies and Services	36,326	38,533	35,498	32,370	37,930
	Good and Services Tax Paid to Suppliers	5,865	5,707	5,865	-	5,707
	Other	4,141	4,881	3,211	9,650	3,888
	Total Payments from Operating Activities	123,497	120,667	112,707	109,734	111,546
	Net Cash Inflows/(Outflows) from Operating Activities	2,472	(163)	3,057	(1,041)	(892)
32						
Cash Flows from Investing Activities						
Receipts						
	Proceeds from Sale of Property, Plant and Equipment	1	13	1	-	13
	Total Receipts from Investing Activities	1	13	1	-	13

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

**Canberra Institute of Technology
Cash Flow Statement - Continued
For the Year Ended 31 December 2010**

	Note	Consolidated		Institute		
		Actual 2010 \$'000	Actual 2009 \$'000	Actual 2010 \$'000	Original Budget 2010 \$'000	Actual 2009 \$'000
Payments						
Purchase of Property, Plant and Equipment		25,037	21,199	24,888	19,806	20,836
Total Payments from Investing Activities		25,037	21,199	24,888	19,806	20,836
Net Cash Outflows from Investing Activities		(25,037)	(21,186)	(24,887)	(19,806)	(20,823)
Cash Flows from Financing Activities						
Receipts						
Capital Injections		21,390	20,381	21,390	16,214	20,381
Total Receipts from Financing Activities		21,390	20,381	21,390	16,214	20,381
Net Cash Inflows from Financing Activities	32	21,390	20,381	21,390	16,214	20,381
Net (Decrease)/Increase in Cash and Cash Equivalents Held		(1,175)	(968)	(440)	(4,633)	(1,334)
Cash and Cash Equivalents at the Beginning of the Reporting Period		7,821	8,789	5,070	5,070	6,404
Cash and Cash Equivalents at the End of the Reporting Period	32	6,646	7,821	4,630	437	5,070

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

**Canberra Institute of Technology
Statement of Appropriation
For the Year Ended 31 December 2010**

	Original Budget 2010 \$'000	Total Appropriated 2010 \$'000	Appropriation Drawn 2010 \$'000	Appropriation Drawn 2009 \$'000
Government Payment for Outputs	66,283	69,279	69,279	64,556
Capital Injections	16,214	21,390	21,390	20,381
Total Appropriation	82,497	90,669	90,669	84,937

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

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement in the Institute's Statement of Intent. This amount also appears in these financial statements, in the Cash Flow Statement of the Institute.

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

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

Variances between 'Original Budget' and 'Total Appropriated'

Government Payment for Outputs

The difference between the Original Budget and the Total Appropriated results from an appropriation of \$2,601,346 that related to a payment for January 2011 being paid to the Institute in December 2010. This payment was budgeted to be received in 2011 but in accordance with the *Financial Management Act 1996*, the payment was recognised as revenue in the month received (cash basis).

Also an additional payment for TAFE Fee Waivers for Childcare Qualifications through the National Partnerships Program (\$292,000), and an adjustment for the Teachers' Certified Agreement (\$253,000). This was offset by a variance in the budget for the Gungahlin and Tuggeranong Learning Centres, which was initially spread equally across 12 months. However, since the funding was related to delivery of training and the delivery activity did not start until 2011, less appropriation was drawn in 2010 (-\$150,000).

Capital Injections

The difference between the Original Budget and the Total Appropriated is due to additional funded capital works conducted during the year. Projects included the ACT Government funded accelerated capital works upgrades and the Commonwealth Government funded Better TAFE Program.

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

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Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 1 Objectives of the Canberra Institute of Technology

Operation and Principal Activities

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

Note 2 Summary of Significant Accounting Policies

(a) Basis of Accounting

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

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

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

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

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

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

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

The Institute is a group reporting entity.

(b) Principles of Consolidation

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

(c) The Reporting Period

These financial statements state the financial performance, changes in equity and cash flows of the Institute for the year ended 31 December 2010, together with the financial position of the Institute as at 31 December 2010.

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 2 Summary of Significant Accounting Policies - Continued

(d) Comparative Figures

Budget Figures

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

Prior Year Comparatives

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

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

(e) Rounding

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

(f) Revenue Recognition

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

Sale of Goods

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

Rendering of Services

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

Interest

Interest revenue is recognised using the effective interest method.

Dividends

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 2 Summary of Significant Accounting Policies - Continued

(g) Resources Received and Provided Free of Charge

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

Resources provided free of charge are recorded at fair value in the expense line items to which they relate.

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

- (i) The CIT Student Association was provided with an amount of \$418,080 in 2010 (2009 \$407,089) for use of the Institute's accommodation and utilities; and
- (ii) The Canberra City Band was provided with a benefit of rent and utilities to the value of \$62,749 in 2010 (2009 \$61,099).

(h) Repairs and Maintenance

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

(i) Waivers of Debt

Debts that are waived during the year under Section 131 of the *Financial Management Act 1996* are expensed during the year in which the right to payment was waived. Further details of waivers are disclosed at Note 16 – Waivers, Impairment Losses and Write-offs.

(j) Taxation

The Institute and the Company are exempt organisations under income tax legislation and therefore are not subject to Income Tax. Both the Institute and the Company are liable to pay Goods and Services Tax and Fringe Benefits Tax. Fringe Benefits Tax expense for the year was \$135,136 (2009 \$129,567).

(k) Current and Non-Current Items

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

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

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 2 Summary of Significant Accounting Policies - Continued

(l) Impairment of Assets

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

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

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

(m) Cash and Cash Equivalents

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

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

(n) Receivables

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

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

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

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

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

- becoming aware of financial difficulties of debtors;
- default payments; or
- debts more than 90 days overdue

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 2 Summary of Significant Accounting Policies - Continued

(n) Receivables - Continued

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

(o) Investments

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

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

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

Where property, plant and equipment is acquired at no cost, or minimal cost, cost is its fair value at the date of acquisition. However property, plant and equipment acquired at no cost or minimal cost as part of a restructuring of administrative arrangements is measured at the transferor's book value in accordance with AASB 1004 'Contributions'.

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

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

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

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

Land, buildings and building improvements, plant and equipment and heritage assets (excluding artworks) were measured at fair value as part of an asset revaluation conducted in 2008. In accordance with ACT accounting policy, another asset revaluation will be commissioned in 2011.

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

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 2 Summary of Significant Accounting Policies - Continued

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

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

(r) Intangible Assets

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

Externally acquired software is recognised and capitalised when:

- (a) it is probable that the expected future economic benefits that are attributable to the software will flow to the Institute;
- (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.

(s) Depreciation and Amortisation of Non-Current Assets

Non-current assets, with a limited useful life, are systematically depreciated/amortised over their useful lives in a manner that reflects the consumption of their service potential. The useful life commences when an asset is ready for use. When an asset is revalued, it is depreciated/amortised over its newly assessed remaining useful life. Amortisation is used in relation to intangible assets, while depreciation is applied to physical assets such as buildings, and plant and equipment.

Land and heritage assets have an unlimited useful life and are therefore not depreciated.

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

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

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

Class of Asset	Depreciation/Amortisation Method	Useful Life (Years)
Buildings and Improvements	Straight Line	5-100
Leasehold Improvements	Straight Line	2-10
Plant and Equipment	Straight Line	2-20
Externally Purchased Software	Straight Line	3

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 2 Summary of Significant Accounting Policies - Continued

(t) Payables

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

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

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

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

(u) Leases

The Institute has entered into operating leases.

Operating Leases

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

(v) Employee Benefits

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

Wages and Salaries

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

Annual and Long Service Leave

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

Annual and long service leave including applicable on-costs that do not fall due within the next 12 months are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period, the estimated future payments are discounted using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows. In 2010, the discount factor used to calculate the present value of these future payments is 90.9% (89.7% in 2009).

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 2 Summary of Significant Accounting Policies - Continued**(v) Employee Benefits - Continued**

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

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

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

(w) Superannuation

Superannuation payments are made to the Territory Banking Account each year, to cover the Institute's superannuation liability for the Commonwealth Superannuation Scheme (CSS) and the Public Sector Superannuation Scheme (PSS). This payment covers the CSS/PSS employer contribution, but does not include the productivity component. The Institute pays the productivity component directly to Comsuper. The CSS and PSS are defined benefit superannuation plans meaning that the defined benefit received by an employee is based on the employee's years of service and average final salary.

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

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

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

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

(x) Equity Contributed by the ACT Government

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

(y) Insurance

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 2 Summary of Significant Accounting Policies - Continued

(z) Significant Accounting Judgements and Estimates

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

(a) *Fair Value of Assets*: The Institute has made a significant judgement 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 have been recorded at depreciated replacement cost as determined by an independent valuer. Heritage assets (excluding artworks) have been recorded at fair value based on depreciated replacement cost as determined by an independent valuer.

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

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

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

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

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

(aa) Monies Held on Behalf of Third Parties

The Institute administers these monies on behalf of third parties independently of Institute funds. They are reported separately in Note 35 – Third Party Monies.

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 2 Summary of Significant Accounting Policies - Continued**(ab) Impact of Accounting Standards Issued but yet to be Applied**

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

- AASB 9 Financial Instruments (application date 1 Jan 2013);
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors (application date 1 Jan 2011);
- AASB 110 Events after the Reporting Period (application date 1 Jan 2011);
- AASB 119 Employee Benefits (application date 1 Jan 2011);
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets (application date 1 Jan 2011);
- AASB 1031 Materiality (application date 1 Jan 2011);
- AASB Interpretation 4 Determining whether an Arrangement contains a lease (application date 1 Jan 2011); and
- AASB Interpretation 14 AASB 119 - the Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction (application date 1 Jan 2011).

Note 3 Changes in Accounting Policy and Accounting Estimates and Correction of a Prior Period Error**Change in Accounting Estimates***Revision of the Discount Rate Used to Estimate the Liability for Employee Benefits*

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

The estimated future payments are discounted using market yields on Commonwealth Government bonds at the reporting date with terms to maturity that match, as closely as possible, the estimated future cash flows. The rate used to calculate the present value of these estimated future payments has been revised from 95% to 90.9% mainly due to a change in the long-term yields on Commonwealth Government bonds. The revision to the discount rate has resulted in a decrease to the liability for employee benefits and the related expense of \$452,862.

Change in Accounting Policy

The Institute had no changes in Accounting Policy during the reporting period.

Correction of Prior Period Errors

The Institute had no corrections of prior period errors.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 4 Government Payment for Outputs

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

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Revenue from the ACT Government				
Government Payment for Outputs ^(a)	69,279	64,556	69,279	64,556
Total Government Payment for Outputs	69,279	64,556	69,279	64,556

(a) The increase in government payment for outputs (GPO) results from an appropriation of \$2.6 million that related to January 2011 being paid to CIT in December 2010. This payment was budgeted to be received in 2011 but in accordance with the *Financial Management Act 1996*, the GPO must be recognised as revenue in the month received (cash basis).

Note 5 User Charges for Goods and Services

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

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
User Charges – ACT Government				
Special Purpose Fund Activities ^(a)	9,928	7,979	9,054	7,987
Total User Charges – ACT Government	9,928	7,979	9,054	7,987
User Charges – Non-ACT Government				
Commercial Revenue	26,079	25,148	14,578	14,838
Student Fees and Charges	7,684	7,333	7,685	7,333
Donations	5	18	5	18
Total User Charges - Non-ACT Government	33,768	32,499	22,268	22,189
Total User Charges for Goods and Services	43,696	40,478	31,322	30,176

(a) The significant increase in Special Purpose Fund Activities from 2009 primarily relates to the increased training activity for ACT User Choice and new activity for ACT Productivity Places Program funded through the ACT Department of Education and Training.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 6 Government Grants

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Government Grants				
Government Grants – Commonwealth ^(a)	5,630	10,714	5,630	10,714
Government Grants – State	130	326	130	326
Total Government Grants	5,760	11,040	5,760	11,040

(a) The significant decrease in Government Grants - Commonwealth from 2009 relates to one-off Commonwealth Government capital funding payment of \$5.9 million for the Sustainable Skills Training Hub received in 2009.

Note 7 Interest

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Interest Received	303	428	182	308
Total Interest Received	303	428	182	308

Note 8 Resources Received Free of Charge

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

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

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Revenue from ACT Government Entities				
Legal Services	38	56	38	56
Library Reference Materials	21	12	21	12
Total Resources Received Free of Charge	59	68	59	68

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 9 Other Revenue

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Revenue from ACT Government Entities				
Dividend – CIT Solutions Pty Limited	-	-	900	900
Total Other Revenue from ACT Government Entities	-	-	900	900
Revenue from Other Sources				
Other	669	1,087	526	990
Total Other Revenue from Other Sources	669	1,087	526	990
Total Other Revenue	669	1,087	1,426	1,890

Note 10 Gains

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Transfer from CIT Solutions Pty Limited ^(a)	-	-	1,100	-
	-	-	1,100	-

(a) The transfer received in 2010 is a contribution from CIT Solutions Pty Limited of \$1.1 million to assist with the completion of the Sustainable Skills Training Hub.

Note 11 Employee Expenses

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Wages and Salaries	56,972	57,128	49,819	50,932
Annual Leave Expense	9,153	5,939	8,701	5,462
Long Service Leave Expense	1,653	2,445	1,567	2,321
Other Employee Benefits and On-Costs	1,108	848	523	355
Total Employee Expenses ^(a)	68,886	66,360	60,610	59,070
The average full-time equivalent staffing level for the Institute's operations during the year was:	900	852	812	774

(a) The increase in Employee Expenses from 2009 is a result of wage increases and higher staffing numbers to deliver additional training activities.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 12 Superannuation Expenses

The Institute receives funding for superannuation payments as part of the Government Payments for Outputs. The Institute then makes payments on a fortnightly basis to the Territory Banking Account for its portion of the Territory's Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS) superannuation liability. The productivity benefit for these schemes is paid directly to Comsuper.

Superannuation payments have been made direct to Comsuper to cover the superannuation liability for employees that are in the new Public Sector Superannuation Scheme Accumulation Plan (PSSAP).

Superannuation payments are also made to external providers as part of the employee fund of choice arrangements, and to employment agencies for the superannuation contribution the Institute is required to make for the contract staff it employs.

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Superannuation Contributions to the Territory Banking Account	5,076	5,019	5,005	4,959
Superannuation Payments to Comsuper (for the PSSAP)	475	459	475	459
Superannuation to External Providers	4,025	3,332	3,315	2,780
Total Superannuation Expenses ^(a)	9,576	8,810	8,795	8,198

(a) The increase in Superannuation Expenses from 2009 is a result of wage increases and higher staffing numbers to deliver additional training activities.

Note 13 Supplies and Services

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Travel and Transport	1,371	1,359	938	950
Materials	4,723	4,809	4,355	4,427
Consultants and Contractors ^(a)	12,227	9,868	9,386	7,659
Repairs and Maintenance	13,118	14,498	12,752	13,947
Operating Lease Charges ^(b)	7,326	5,187	7,119	5,038
Reference and Learning Materials	696	592	636	523
Seminars and Conferences	509	506	489	472
Advertising	1,160	1,261	798	905
Overseas Student Management Fees ^(c)	385	233	3,930	4,036
Other	429	487	370	418
Total Supplies and Services	41,944	38,800	40,773	38,375

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 13 **Supplies and Services - Continued**

(a) The significant increase in Consultants and Contractors from 2009 results from an increase in the IT consultancy costs and higher management fees paid to CIT Solutions for the increased commercial business projects.

(b) The significant increase in Operating Lease Charges from 2009 results from an increase in the number of operating leases for equipment and office/teaching space.

(c) The decrease in Overseas Student Management Fees from 2009 primarily relates to the reduction in international student training activity in semester 2, 2010.

Note 14 **Depreciation and Amortisation**

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Depreciation				
Buildings and Improvements	4,638	4,250	4,639	4,250
Plant and Equipment	1,202	978	1,179	954
Leasehold Improvements	110	58	5	5
Total Depreciation	5,950	5,286	5,823	5,209
Amortisation				
Externally Purchased Software	78	17	49	-
Total Amortisation	78	17	49	-
Total Depreciation and Amortisation	6,029	5,303	5,872	5,209

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 15 Other Expenses

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Waivers, Impairment Losses and Write-offs ^(a)	286	672	276	632
Bank Charges and Security Services	85	107	61	76
Copyright Charges	154	140	154	140
Insurance	1,338	1,301	1,267	1,236
Grants and Sponsorships	1,810	1,820	1,204	1,188
Other Expenses	468	839	249	616
Total Other Expenses	4,141	4,879	3,211	3,888

(a) The variance in Waivers, Impairment Losses and Write-offs results from a program of debt assessment undertaken in 2009 which resulted in the write-off of aged debts deemed uncollectable. This write-off has abnormally inflated the 2009 figure.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 16 Waivers, Impairment Losses and Write-Offs

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

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

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

The financial impact of Student Fee Waivers is included under 'Waivers, Impairment Losses and Write-offs' in Note 15 - Other Expenses. The number of Student Fee Waivers relates to transactions with 504 students who attracted a waiver during 2010.

	Institute			
	2010		2009	
	Number	\$'000	Number	\$'000
Waivers and Write-offs				
Student Fee Waivers	504	110	1,527	354
Student Fee Irrecoverable Debts	194	58	373	11
Total Waivers and Write-Offs	698	168	1,900	365
Impairment Losses				
<i>Impairment Loss from Receivables</i>				
Trade Receivables and Other Trade Receivables	-	108	-	267
Total Impairment Loss from Receivables	-	108	-	267
Total Waivers, Impairment Losses and Write-offs	698	276	1,900	632
	Consolidated			
Waivers and Write-offs				
Student Fee Waivers	504	110	1,626	382
Student Fee Irrecoverable Debts	194	58	373	11
Total Waivers and Write-Offs	698	168	1,999	393
Impairment Losses				
<i>Impairment Loss from Receivables</i>				
Trade Receivables and Other Trade Receivables	-	118	-	279
Total Impairment Loss from Receivables	-	118	-	279
Total Waivers, Impairment Losses and Write-offs	698	286	1,999	672

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 17 Auditor's Remuneration

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

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Audit Services				
Audit Fees Paid to the ACT Auditor-General's Office	123	118	96	92
Total Audit Fees	123	118	96	92
Total Auditor's Remuneration	123	118	96	92

Note 18 Cash and Cash Equivalents

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

Term Deposits are held with the Westpac Banking Corporation Limited. The funds earned an interest rate of 4.21% (4.72% in 2009). These funds are able to be withdrawn upon request.

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Cash at Bank	5,622	5,805	4,611	3,058
Cash on Hand	24	16	19	12
Cash Equivalent – Term Deposit	1,000	2,000	-	2,000
Total Cash and Cash Equivalents	6,646	7,821	4,630	5,070

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 19 Receivables

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Current Receivables				
Accounts Receivable	3,976	4,931	2,020	3,385
Less: Allowance for Impaired Receivables	(66)	(385)	(64)	(365)
Total Accounts Receivable	3,910	4,546	1,956	3,020
Student Receivables				
Student Receivables	539	498	539	498
Less: Allowance for Impaired Receivables	(190)	(365)	(190)	(365)
Total Student Receivables	349	133	349	133
Accrued Revenue	16	7	-	7
Total Accrued Revenue	16	7	-	7
Total Current Receivables	4,275	4,686	2,306	3,160
Total Receivables	4,275	4,686	2,306	3,160
Reconciliation of the Allowance for Impaired Receivables				
Allowance for Impaired Receivables at the Beginning of the Reporting Period	751	630	730	617
Additional Allowance Recognised	-	121	-	113
Reduction in Allowance resulting from a Write Back against the Receivables	(495)	-	(477)	-
Allowance for Impaired Receivables at the End of the Reporting Period	256	751	253	730
Classification of ACT Government/Non-ACT Government Receivables				
Receivables with ACT Government Entities				
Net Accounts Receivable	902	50	690	10
Total Receivables with ACT Government Entities	902	50	690	10
Receivables with Non-ACT Government Entities				
Net Accounts Receivable	2,835	4,138	1,077	2,652
Net Student Receivables	539	498	539	498
Total Receivables with Non-ACT Government Entities	3,374	4,636	1,616	3,150
Total Receivables	4,275	4,686	2,306	3,160

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
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Note 19 Receivables - Continued

Aging of Receivables
Consolidated

	Not Overdue	Past Due			Total
		Less than 30 Days	30 to 60 Days	Greater than 60 Days	
2010	\$'000	\$'000	\$'000	\$'000	\$'000
Not Impaired ⁽¹⁾					
Receivables	3,321	487	112	355	4,275
Impaired					
Receivables	-	-	-	256	256
2009					
Not Impaired ⁽¹⁾					
Receivables	2,819	976	184	707	4,686
Impaired					
Receivables	-	-	-	750	750

Institute

	Not Overdue	Past Due			Total
		Less than 30 Days	30 to 60 Days	Greater than 60 Days	
2010	\$'000	\$'000	\$'000	\$'000	\$'000
Not Impaired ⁽¹⁾					
Receivables	1,875	167	51	213	2,306
Impaired					
Receivables	-	-	-	253	253
2009					
Not Impaired ⁽¹⁾					
Receivables	1,879	635	95	551	3,160
Impaired					
Receivables	-	-	-	730	730

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

Canberra Institute of Technology
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Note 20 Other Assets

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Current Other Assets				
Prepayments	2,064	1,440	1,865	1,218
Total Current Other Assets	2,064	1,440	1,865	1,218
Total Other Assets	2,064	1,440	1,865	1,218

Note 21 Investments

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Non-Current Investments				
CIT Solutions Pty Limited ^(a)	-	-	20	20
Total Non-Current Investments	-	-	20	20
Total Investments	-	-	20	20

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

Note 22 Property, Plant and Equipment

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

Land includes leasehold land held by the Institute.

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

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

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

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

Canberra Institute of Technology
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Note 22 Property, Plant and Equipment - Continued

	Consolidated		Institute	
	2010 S'000	2009 S'000	2010 S'000	2009 S'000
Land				
Land at Fair Value	245,595	245,595	245,595	245,595
Total Land Assets	245,595	245,595	245,595	245,595
Buildings and Improvements				
Buildings and Improvements at Fair Value	124,699	99,322	124,698	99,322
Less: Accumulated Depreciation	(8,889)	(4,250)	(8,889)	(4,250)
Total Written-Down Value of Buildings and Improvements	115,810	95,072	115,809	95,072
Total Written-Down Value of Land and Buildings	361,405	340,667	361,404	340,667
Leasehold Improvements				
Leasehold Improvements at Cost	1,036	941	497	497
Less: Accumulated Amortisation	(222)	(115)	(47)	(42)
Total Written-Down Value of Leasehold Improvement	814	826	450	455
Plant and Equipment				
Plant and Equipment at Fair Value	8,279	7,195	8,196	7,043
Less: Accumulated Depreciation	(2,020)	(1,005)	(1,980)	(936)
Total Written-Down Value of Plant and Equipment	6,259	6,190	6,216	6,107
Heritage Assets				
Heritage Assets at Fair Value	104	104	104	104
Total Heritage Assets	104	104	104	104
Total Written-Down Value of Property, Plant and Equipment	368,581	347,787	368,174	347,333

Valuation of Non-Current Assets

Rushton Valuers Propriety Limited, an independent valuer, performs all revaluations of the Institute's assets. The next valuation of property, plant and equipment is scheduled for the 2011 reporting year.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 22 Property, Plant and Equipment - Continued

The following table shows the movements in Property, Plant and Equipment balances:

	Land \$'000	Buildings and Improvements \$'000	Leaschold Improvements \$'000	Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
Consolidated 2010						
Carrying Amount at the Beginning of the Reporting Period	245,595	95,072	826	6,190	104	347,787
Additions	-	25,375	94	1,568	-	27,038
Depreciation and Amortisation	-	(4,638)	(110)	(1,201)	-	(5,950)
Disposals	-	-	-	(382)	-	(382)
Depreciation Write-back for Asset Disposals	-	-	-	189	-	189
Other Movements	-	-	-	(101)	-	(101)
Carrying Amount at the End of the Reporting Period	245,595	115,809	810	6,263	104	368,581
Consolidated 2009						
Carrying Amount at the Beginning of the Reporting Period	245,595	92,060	559	5,592	104	343,910
Additions	-	7,262	302	1,649	-	9,213
Revaluation Increment Recognised Directly in Equity	-	-	23	4	-	27
Depreciation and Amortisation	-	(4,250)	(58)	(978)	-	(5,286)
Disposals	-	-	-	(174)	-	(174)
Depreciation Write-back for Asset Disposals	-	-	-	41	-	41
Other Movements	-	-	-	56	-	56
Carrying Amount at the End of the Reporting Period	245,595	95,072	826	6,190	104	347,787

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 22 Property, Plant and Equipment - Continued

The following table shows the movements in Property, Plant and Equipment balances:

	Land \$'000	Buildings and Improvements \$'000	Leasehold Improvements \$'000	Plant and Equipment \$'000	Heritage Assets \$'000	Total \$'000
Institute 2010						
Carrying Amount at the Beginning of the Reporting Period	245,595	95,072	455	6,107	104	347,333
Additions	-	25,375	-	1,568	-	26,943
Depreciation and Amortisation	-	(4,638)	(5)	(1,179)	-	(5,822)
Disposals	-	-	-	(314)	-	(314)
Depreciation Write-back for Asset Disposals	-	-	-	135	-	135
Other Movements	-	-	-	(101)	-	(101)
Carrying Amount at the End of the Reporting Period	245,595	115,809	450	6,216	104	368,174
Institute 2009						
Carrying Amount at the Beginning of the Reporting Period	245,595	92,060	460	5,544	104	343,764
Additions	-	7,262	-	1,580	-	8,842
Depreciation and Amortisation	-	(4,250)	(5)	(954)	-	(5,209)
Disposals	-	-	-	(146)	-	(146)
Depreciation Write-back for Asset Disposals	-	-	-	27	-	27
Other Movements	-	-	-	56	-	56
Carrying Amount at the End of the Reporting Period	245,595	95,072	455	6,107	104	347,333

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 23 Intangible Assets

CIT Solutions Pty Limited has externally purchased software, comprising five core corporate business systems (off-the-shelf products modified to meet the Institute's needs) and 615 software titles.

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Computer Software				
<i>Externally Purchased Software</i>				
Computer Software at Fair Value	1,030	50	901	-
Computer Software at Cost	1,088	-	1,088	-
Less : Accumulated Amortisation	(999)	(20)	(949)	-
<i>Total Externally Purchased Software</i>	1,119	30	1,040	-
Total Computer Software ^(a)	1,119	30	1,040	-
Total Intangible Assets	1,119	30	1,040	-

(a) The increase in Externally Purchased Software from 2009 is due to the completion of ACT Government Capital funded CIT online projects.

Reconciliation of Intangible Assets

The following table shows the movements in Intangible Assets from the beginning to the end of 2009 and 2010.

	Consolidated		Institute	
	Externally Purchased Software		Externally Purchased Software	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Carrying Amount at the Beginning of the Reporting Period	30	9	-	-
Additions	1,167	38	1,088	-
Amortisation	(78)	(17)	(48)	-
Carrying Amount at the End of the Reporting Period	1,119	30	1,040	-

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 24 Capital Works in Progress

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

The Institute currently has Capital Works in Progress comprising buildings under construction and information technology infrastructure for the CIT online development project.

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Building Works in Progress	12,315	14,228	12,315	14,228
Information Technology Infrastructure in Progress	858	1,810	858	1,810
Total Capital Works in Progress	13,173	16,038	13,173	16,038

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 24 Capital Works in Progress - Continued

Reconciliation of Capital Works in Progress

The following table shows the movements in the consolidated Capital Works in Progress balances:

	Buildings Works in Progress	Software Works in Progress	Total
	\$'000	\$'000	\$'000
Consolidated 2010			
Carrying Amount at the Beginning of the Reporting Period	14,228	1,810	16,038
Additions	24,030	-	24,030
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(25,807)	-	(25,807)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	(1,088)	(1,088)
Carrying Amount at the End of the Reporting Period	12,451	722	13,173
Consolidated 2009			
Carrying Amount at the Beginning of the Reporting Period	2,520	-	2,520
Additions	19,054	1,810	20,864
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(7,346)	-	(7,346)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	-	-
Carrying Amount at the End of the Reporting Period	14,228	1,810	16,038

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 24 Capital Works in Progress - Continued

Reconciliation of Capital Works in Progress

The following table shows the movements in the Institute's Capital Works in Progress balances:

	Buildings Works in Progress \$'000	Software Works in Progress \$'000	Total \$'000
Institute 2010			
Carrying Amount at the Beginning of the Reporting Period	14,228	1,810	16,038
Additions	24,029	-	24,030
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(25,807)	-	(25,806)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	(1,088)	(1,088)
Carrying Amount at the End of the Reporting Period	12,451	722	13,173
Institute 2009			
Carrying Amount at the Beginning of the Reporting Period	2,485	-	2,485
Additions	19,054	1,810	20,864
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(7,311)	-	(7,311)
Capital Works in Progress Completed and Transferred to Intangible Assets	-	-	-
Carrying Amount at the End of the Reporting Period	14,228	1,810	16,038

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 25 Payables

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Current Payables				
Accounts Payable	2,059	643	1,913	644
Other Payables	277	125	182	125
Accrued Expenses ^(a)	8,050	3,376	7,943	3,347
Total Current Payables	10,386	4,144	10,038	4,116
Total Payables	10,386	4,144	10,038	4,116
Payables are Aged as Follows:				
Not Overdue	5,704	3,619	5,356	3,591
Overdue for Less than 30 Days	1,162	450	1,162	450
Overdue for 30 to 60 Days	1,646	75	1,646	75
Overdue for more than 60 Days	1,874	-	1,874	-
Total Payables	10,386	4,144	10,038	4,116
Classification of ACT Government/Non-ACT Government Payables				
Payables with ACT Government Entities				
Accounts Payable	1,765	17	1,668	17
Accrued Expenses	5,526	1,440	5,526	1,720
Total Payables with ACT Government Entities	7,291	1,457	7,194	1,737
Payables with Non-ACT Government Entities				
Accounts Payable	497	1,069	245	761
Other Payables	182	-	182	-
Accrued Expenses	2,416	1,618	2,417	1,618
Total Payables with Non-ACT Government Entities	3,095	2,687	2,844	2,379
Total Payables	10,386	4,144	10,038	4,116

(a) The significant increase in Accrued Expenses from 2009 primarily results from the accrual of large invoices relating to 2010 supplies and services unpaid as at 31 December 2010.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 26 Employee Benefits

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Current Employee Benefits				
Annual Leave	5,946	6,260	5,538	5,669
Long Service Leave	9,772	9,343	9,477	9,083
Accrued Salaries	2,323	1,291	2,267	1,234
Other Benefits	523	392	321	292
Total Current Employee Benefits	18,564	17,286	17,603	16,278
Non-Current Employee Benefits				
Long Service Leave	1,742	1,722	1,635	1,688
Total Non-Current Employee Benefits	1,742	1,722	1,635	1,688
Total Employee Benefits	20,306	19,008	19,238	17,966

For Disclosure Purposes Only				
Estimate of when Leave is Payable				
Estimated Amount Payable within 12 Months				
Annual Leave	5,946	6,260	5,538	5,669
Long Service Leave	2,027	968	1,942	914
Accrued Salaries	2,323	1,291	2,267	1,234
Other Benefits	523	392	321	292
Total Amount Payable within 12 Months	10,819	8,911	10,068	8,109
Estimated Amount Payable after 12 Months				
Long Service Leave	9,487	10,097	9,170	9,857
Total Amount Payable after 12 Months	9,487	10,097	9,170	9,857
Total Employee Benefits	20,306	19,008	19,238	17,966

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 27 Other Liabilities

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Current Other Liabilities				
Revenue in Advance - Student Fees	1,886	1,602	1,886	1,602
Revenue in Advance - Grants	539	1,434	328	796
Other	539	-	101	-
Total Current Other Liabilities	2,964	3,036	2,315	2,397
Non-Current Other Liabilities				
Other	33	24	-	-
Total Non-Current Other Liabilities	33	24	-	-
Total Other Liabilities	2,997	3,060	2,315	2,397

Note 28 Asset Revaluation Surplus**Asset Revaluation Surplus**

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

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Balance at the Beginning of the Reporting Period	242,342	242,343	242,342	242,342
Transfer to the Asset Revaluation Surplus	-	-	-	-
Balance at the End of the Reporting Period	242,342	242,343	242,342	242,342

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 29 Financial Instruments

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

Interest Rate Risk

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. As shown in the maturity analysis in Note 30 - Financial Instruments, the Institute currently has most of its financial assets held in floating interest rate investments. This means that the Institute is exposed to movements in interest receivable.

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

As the Institute's operating cash flows are not significantly dependant on interest earned from cash and cash equivalents, a sensitivity analysis of the interest rate risk has not been performed. There have been no changes in risk exposure or processes for managing risk since last financial reporting period.

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

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Institute's credit risk is limited to the amount of the financial assets it holds. This risk is minimised due to a majority of the transactions taking place with State and Australian Government entities. Total term deposits held are with Westpac Banking Corporation Limited, which is considered to be a high quality credit financial institution. Therefore these funds are considered to be subject to an insignificant amount of credit risk.

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

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

Liquidity Risk

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 29 Financial Instruments - Continued

Price Risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in prices traded in the market. The Institute has no exposure to price risk, as it does not hold financial instruments that are exposed to movements in market prices.

Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes to foreign currency exchange rates. As the Institute's transactions are carried out in Australian dollars, the Institute has no exposure to currency risk.

Fair Value of Financial Assets and Liabilities

The fair value of cash and cash equivalents is the carrying value recorded in the Balance Sheet.

The carrying amounts and fair values of financial assets and liabilities at balance date are:

	Consolidated			
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	2010 \$'000	2010 \$'000	2009 \$'000	2009 \$'000
Financial Assets				
Cash and Cash Equivalents	6,646	6,646	7,821	7,821
Receivables	4,275	4,275	4,686	4,686
Total Financial Assets	10,921	10,921	12,507	12,507
Financial Liabilities				
Payables	10,386	10,386	4,144	4,144
Total Financial Liabilities	10,386	10,386	4,144	4,144

Fair Value Hierarchy

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

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 29 Financial Instruments - Continued

The following table sets out the Institute's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 31 December 2010. All financial assets and liabilities, which have a floating interest rate or are non-interest bearing, will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

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

Consolidated 2010

Financial Instruments	Note	Fixed Interest Maturing In:					Total \$'000
		Floating Interest Rate \$'000	1 Year or Less \$'000	1 to 5 Years \$'000	Over 5 Years \$'000	Non-Interest Bearing \$'000	
Financial Assets							
Cash and Cash Equivalents	18	5,642	1,000	-	-	4	6,646
Receivables	19	-	-	-	-	4,275	4,275
Total Financial Assets		5,642	1,000	-	-	4,279	10,921
Weighted Average Interest Rate		4.54%	5.13%	-	-	-	-
Financial Liabilities							
Payables	25	-	-	-	-	(10,386)	(10,386)
Total Financial Liabilities		-	-	-	-	(10,386)	(10,386)
Weighted Average Interest Rate		-	-	-	-	-	-
Net Financial Assets		5,642	1,000	-	-	(6,107)	535

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 29 Financial Instruments - Continued

The following table sets out the Institute's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 31 December 2009. All financial assets and liabilities, which have a floating interest rate or are non-interest bearing, will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

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

Consolidated 2009

Financial Instruments	Note	Fixed Interest Maturing In:					Total \$'000
		Floating Interest Rate \$'000	1 Year or Less \$'000	1 to 5 Years \$'000	Over 5 Years \$'000	Non-Interest Bearing \$'000	
Financial Assets							
Cash and Cash Equivalents	18	5,071	2,746	-	-	4	7,821
Receivables	19	-	-	-	-	4,686	4,686
Total Financial Assets		5,071	2,746	-	-	4,690	12,507
Weighted Average Interest Rate		3.92%	4.72%	-	-	-	-
Financial Liabilities							
Payables	26	-	-	-	-	(4,144)	(4,144)
Total Financial Liabilities		-	-	-	-	(4,144)	(4,144)
Weighted Average Interest Rate		-	-	-	-	-	-
Net Financial Assets		5,071	2,746	-	-	547	8,364

**Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010**

Note 29 Financial Instruments - Continued

	Consolidated	
	2010 \$'000	2009 \$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability		
Financial Assets		
Loans and Receivables	4,275	4,686
Financial Liabilities		
Financial Liabilities Measured at Amortised Cost	10,386	4,144

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 30 Commitments

	Consolidated		Institute	
	2010	2009	2010	2009
	\$'000	\$'000	\$'000	\$'000
Capital Commitments				
Capital commitments contracted at reporting date, that have not been recognised as liabilities, are payable as follows:				
<i>Buildings and Minor New Works</i>				
Within one year ^(a)	10,405	26,067	10,405	26,067
Later than one year but not later than five years	-	2,000	-	2,000
<i>Total Buildings and Minor New Works Commitments</i>	10,405	28,067	10,405	28,067
Total Capital Commitments	10,405	28,067	10,405	28,067
Other Commitments				
Other commitments contracted at reporting date, that have not been recognised as liabilities, are payable as follows:				
Within one year	2,476	2,246	2,476	2,246
Later than one year but not later than five years	3,242	4,157	3,242	4,157
Total Other Commitments	5,718	6,403	5,718	6,403

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

(a) The significant decrease in Capital Commitments payable within one year from 2009 results from the large Capital Program completed by CIT in 2010.

Note 31 Contingent Liabilities and Contingent Assets**Contingent Liabilities**

In December 2010, the Institute notified their public liability insurer, ACT Insurance Authority, of pending legal claims from third parties. The public liability insurance policy provides insurance cover for the legal costs that have occurred through defending claims against the Institute from a third party.

At the reporting date an estimate of the potential insurance claims as a result of the court action is \$385,000 (2009 \$410,000).

Contingent Assets

At the reporting date an estimate of the potential insurance settlement receivable in relation to pending legal claims from third parties is \$365,000 (2009 \$385,000).

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 32 Cash Flow Reconciliation

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

	Consolidated		Institute	
	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	6,646	7,821	4,630	5,070
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement	6,646	7,821	4,630	5,070
(b) Reconciliation of Net Cash (Outflows)/Inflows from Operating Activities to the Operating Surplus/(Deficit)				
Operating (Deficit)/Surplus	(10,810)	(6,495)	(10,133)	(6,702)
Add/(Less) Non-Cash Items				
Depreciation of Property, Plant and Equipment	5,951	5,286	5,823	5,209
Amortisation of Intangibles	78	17	49	-
Add/(Less) Items Classified as Investing or Financing				
Net (Gain)/Loss on Disposal of Non-Current Assets	(1)	(13)	(1)	(13)
Cash Before Changes in Operating Assets and Liabilities	(4,783)	(1,206)	(4,262)	(1,506)
Changes in Operating Assets and Liabilities				
Decrease/(Increase) in Receivables	906	(1,111)	1,332	(955)
(Decrease) in Allowance for Impaired Receivables	(495)	(121)	(477)	(114)
(Increase) in Other Assets	(624)	(258)	(646)	(219)
Increase/(Decrease) in Payables	6,243	(1,023)	5,922	(973)
Increase in Provisions	1,297	3,623	1,272	3,246
Increase/(Decrease) in Other Liabilities	(72)	(67)	(83)	(371)
Net Changes in Operating Assets and Liabilities	7,254	1,043	7,320	614
Net Cash Inflows/(Outflows) from Operating Activities	2,472	(162)	3,057	(892)

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2010

Note 33 Events Occurring after Balance Date

There were no events occurring after balance date for the reporting period.

Note 34 Third Party Monies

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

	Consolidated		Institute	
	2010 S'000	2009 S'000	2010 S'000	2009 S'000
Balance at the Beginning of the Reporting Period	442	391	442	391
Cash Receipts	1,221	1,303	1,221	1,303
Cash Payments	(967)	(1,252)	(967)	(1,252)
Balance at the End of the Reporting Period	696	442	696	442

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

	Consolidated		Institute	
	2010 S'000	2009 S'000	2010 S'000	2009 S'000
CIT Student Association Fees	310	217	310	217
Contractors' Deposits	258	55	258	55
Other	60	64	60	64
Conference Deposits	48	82	48	82
Students – Accommodation Bonds	20	24	20	24
Total Third Party Monies	696	442	696	442

For more information:

Deputy Chief Executive, Operations
6207 3106



ACT AUDITOR-GENERAL'S OFFICE



REPORT OF FACTUAL FINDINGS

CANBERRA INSTITUTE OF TECHNOLOGY

To the Members of the ACT Legislative Assembly

Report on the statement of performance

I have reviewed the statement of performance of the Canberra Institute of Technology (the Institute) for the year ended 31 December 2010.

Responsibility for the statement of performance

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

The auditor's responsibility

My responsibility is to provide a report of factual findings that expresses an independent review opinion on the statement of performance of the Institute as required by the *Financial Management Act 1996* and *Financial Management (Statement of Performance Scrutiny) Guidelines 2008*.

I have reviewed the statement of performance of the Institute to report on whether any matters have come to my attention which indicate that the statement of performance is not fairly presented in accordance with the *Financial Management Act 1996*.

This review was conducted in accordance with the Australian Auditing Standards applicable to review engagements. A review is primarily limited to inquiries of the representatives of the Institute, analytical and other review procedures and the examination of other available evidence. As review procedures do not provide all of the evidence that would be required in an audit, the level of assurance provided is less than given in an audit. I have not performed an audit and have not expressed an audit opinion on the statement of performance.

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

I have not expressed an opinion on the accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations.

Electronic presentation of the statement of performance

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

Independence

I followed applicable independence requirements of Australian professional ethical pronouncements in conducting this review.

Review opinion

Based on my procedures, no matters have come to my attention which indicate that the statement of performance of the Institute for the year ended 31 December 2010 does not fairly present the performance of the Institute in accordance with the *Financial Management Act 1996*.



Bernie Sheville
Acting Auditor-General
21 March 2011

**Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2010**

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 2010 and also fairly reflects the judgements exercised in preparing them.



Adrian Marron
Chief Executive Officer
Canberra Institute of Technology
March 2011

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**Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2010**

Statement by the Chief Finance Officer

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflects the service performance of the Canberra Institute of Technology for the year ended 31 December 2010 and also fairly reflects the judgements exercised in preparing them.



Peter Kowald
Chief Finance Officer
Canberra Institute of Technology
21 March 2011

**Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2010**

OUTPUT CLASS 1: CANBERRA INSTITUTE OF TECHNOLOGY				
Output 1.1: Provision of Vocational Education and Training Services				
Measures included in the Institute's 2010-11 Statement of Intent	Notes	31 December 2010 Target	31 December 2010 Outcome	Variance %*
a) Nominal Hours	1	3,770,000	3,948,431	5
b) Achieve key output targets.				
i) Program Enrolments	1	19,000	19,494	3
ii) Module Pass Rates	2	75%	77%	3
iii) Program Completions	2	9,000	9,135	2
iv) Graduate Satisfaction Rate	3	85%	90%	6
v) Employer Satisfaction Rate	3	80%	91%	14
c) Average Government Payment per Nominal Hour	4	\$17.86	\$17.55	(2)
Measures included in the Institute's 2009-10 Budget	Notes	30 June 2010 Target	30 June 2010 Outcome	Variance %*
a) Nominal Hours	1	3,770,000	3,963,387	5
b) Achieve key output targets.				
i) Program Enrolments	1	17,500	18,918	8
ii) Module Pass Rates	2	75%	76%	1
iii) Program Completions	2	5,000	8,284	66
iv) Graduate Satisfaction Rate	3	85%	90%	6
v) Employer Satisfaction Rate	3	80%	91%	14
c) Average Government Payment per Nominal Hour	4	\$17.18	\$16.46	(4)

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

Notes

- 1 Nominal Hours of training and Program Enrolments are above target for both 31 December 2010 and 30 June 2010 due to an increased demand for training from industry and students. Disciplines of high demand include plumbing, building and construction, accounting, business, nursing, children's services and community services.

**Canberra Institute of Technology
Statement of Performance
For the Year Ended 31 December 2010**

- 2 The program completions outcome is above target for both 31 December 2010 and 30 June 2010 due to a higher number of enrolments and a continued focus on quality support services for CIT's students. In addition, CIT has provided improved pastoral care for students, which has resulted in an increase in program completions and an improvement in module pass rates. The increase in the 30 June 2010 outcome for program completions is due to higher numbers of enrolments and the inclusion of all accredited training outcomes for students. Statement of Attainment qualifications were originally excluded from the 30 June 2010 target but were included in outcome figure. The correct target figure including Statement of Attainment qualifications for 30 June 2010 was 8,000. The actual 30 June 2010 outcome of 8,284 compared against the correct target gave a positive variance of 4%.
- 3 The 2010 surveys of graduate and employer satisfaction showed a satisfaction level of 90 per cent and 91 per cent respectively reflecting industries' and students' positive view of the relevance of CIT training.
- 4 The decrease in the Average Profile Funding per Nominal Hour occurred as a result of CIT delivering more Profile nominal hours than were funded by the Government Payment for Outputs (GPO) amount. The -2% and -4% variances indicate that in 2010, CIT internally self-funded the increased demand for training services.

The Average Profile Funding per Nominal Hour for December 2010 would have been \$16.73 per nominal hour or a -6% variance but was increased to \$17.55 per nominal hour. The increase occurred because of an additional \$2.6 million of GPO that related to January 2011 (received in December 2010) being accounted for on a cash basis in December 2010 as required by 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.

Canberra Institute of Technology Statement of Performance For the Year Ended 31 December 2010

Performance Measure Definitions

- a) Nominal Hours is the nationally accepted quantitative output measure for the Vocational Education and Training sector. It measures the anticipated hours of supervised learning or training provided by the Institute to adequately present the educational material associated with the delivery and assessment of a program of study when delivered in a standard classroom. It also includes student contact hours delivered through a recognition of prior learning process.
- b) Output targets are as specified below noting that “Profile” relates to training activities that are funded directly by the ACT Government appropriation for the provision of public access vocational education and training.
 - i. The number of records of students completing program enrolment requirements in accordance with the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).
 - ii. The proportion of successful module (subject) outcomes compared to module enrolments weighted by Nominal Hours in accordance with the national AVETMIS Standard.
 - iii. The number of student records where program completion requirements have been met in accordance with the AVETMIS Standard for students completing study in the previous academic year(s). This measure does not include completions for non-accredited training such as Adult Community Education (ACE) programs.
 - iv. Graduate satisfaction rates measure the proportion of graduates indicating they were satisfied with their program. Graduate satisfaction is measured by using results of surveys of ACT students undertaken by the National Centre for Vocational Education Research Ltd (NCVER). NCVER is Australia’s principal research organisation for the Vocational Education and Training sector in Australia.
 - v. Employer satisfaction rates measure the proportion of employers of CIT graduates indicating they are satisfied with training provided to their staff. It is measured through the Institute’s surveys of ACT region employers. Responses indicating employers as being ‘very satisfied’ and ‘satisfied’ were counted as a proportion of total surveys completed.
- c) The Average Government Payment per Nominal Hour is an output target calculated as the Total Government Payment for Outputs divided by the Nominal Hours outcome for training programs delivered under the Institute’s training Profile.

For more information:

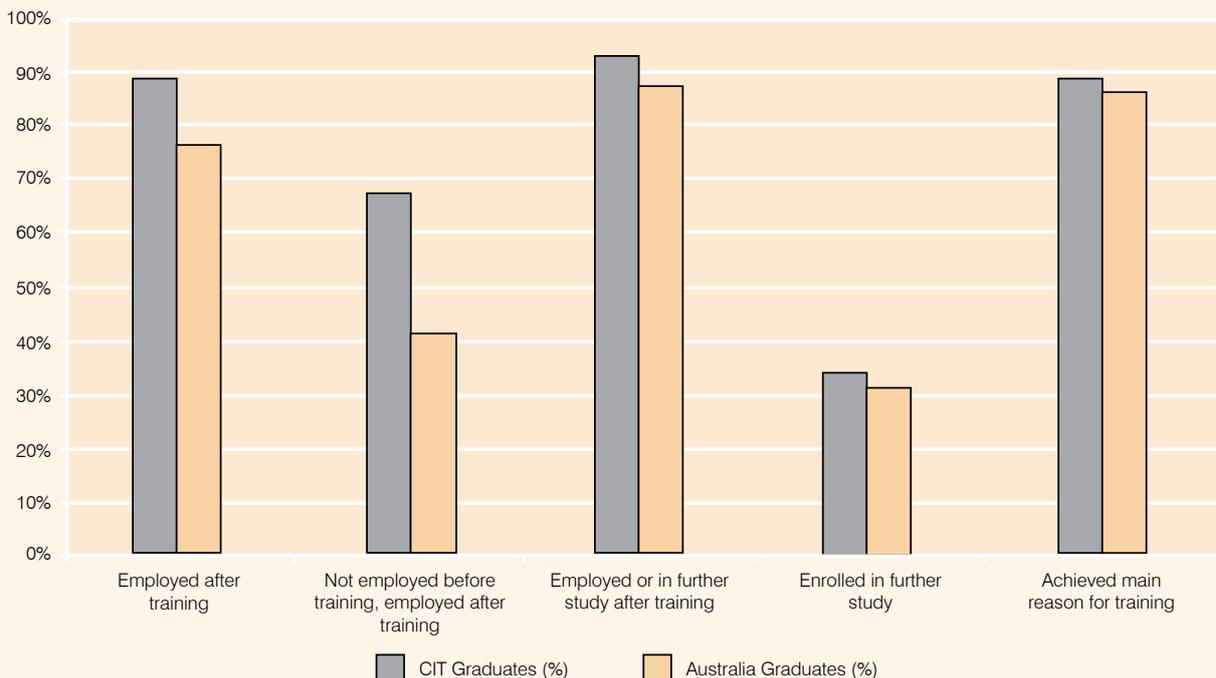
Deputy Chief Executive, Operations
6207 3106

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

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

The 2010 performance of CIT graduates against national benchmarks for Australian Graduates is highlighted in the table below. CIT graduates are shown in the grey and have exceeded the national benchmark on all measures indicating a strong performance across all strategic indicators.

VET Graduate Outcomes 2010



(1) The most recently reported figures are from 6 December 2010, as published in the National Centre for Vocational Education Research report: *Student Outcomes 2010*.

For more information:

Deputy Chief Executive, Operations
6207 3106

Performance against CIT Statement of Intent

CIT's 2010-2011 Statement of Intent has one corporate objective. The Institute's performance against this objective in 2010 is set out below. The Statement of Intent includes government funded public access programs (Profile) and does not include Special Purpose Funded programs or Commercial funded programs.

Corporate Objective 1

Provision of vocational education and training services.

Details of achievements against targets are provided in A.7 Statement of Performance.

CIT's performance relating to the provision of vocational education and training services continued to be of a high standard, with all of the targets met or exceeded.

Under the Statement of Intent:

- CIT delivered 3,948,431 nominal hours, 5% above the target of 3,770,000 nominal hours.
- There were 19,494 program enrolments, which is 3% above the target. This is due to CIT's strong reputation which is underpinned by quality training provision and an effective marketing strategy.
- Module pass rates were 77%, which is 3% above the target.

- Program completions were 9,135, which is 2% above the target. This was due to higher enrolments and a continued focus on increased pastoral support for students.
- The graduate satisfaction rate was 90%, which is 6% above the target.
- The employer satisfaction rate was 91%, which is 14% above the target.
- The average government payment per nominal hour was \$17.55, which is 2% lower than the target.

For more information:

Deputy Chief Executive, Operations
6207 3106

	INDICATOR	2010 Result	2009 Result	% Change
ECONOMIC	Employee Expenses			
	Number of staff employed (head count, not FTE)	1,148	1,261	-9.0%
	Total employee expenditure (dollars) ¹	69.4 million	67.3 million	3.1%
	Operating Statement			
	Total expenditure (dollars thousands)	119.3 million	114.7 million	4.0%
	Total own sourced revenue (dollars thousands) ²	38.7 million	43.5 million	-11.0%
	Total net cost of services (dollars thousands)	80.6 million	71.2 million	13.2%
	Economic Viability			
	Total assets (dollars)	391.2 million	372.8 million	4.9%
	Total liabilities (dollars) ³	31.6 million	24.5 million	29.0%
ENVIRONMENTAL ⁴	Transport			
	Total number of fleet vehicles	39	35	11.4%
	Total transport fuel used (kilolitres)	77.0	76.2	1.0%
	Total direct greenhouse emissions of the fleet (tonnes of CO ₂ e)	195.0	186.3	4.7%
	Energy Use			
	Total office energy use (megajoules)	81,822,454	76,735,335	6.6%
	Office energy use per person (megajoules)	100,767	99,141	1.6%
	Office energy use per m ² (megajoules)	6,211.4	5,825.2	6.6%
	Greenhouse Emissions			
	Total office greenhouse emissions - direct and indirect (tonnes of CO ₂ e)	13,179	12,819	2.8%
	Total office greenhouse emissions per person (tonnes of CO ₂ e)	16.2	16.6	-2.0%
	Total office greenhouse emissions per m ² (tonnes of CO ₂ e)	1.0	1.0	2.8%
	Water Consumption			
	Total water use (kilolitres) ⁵	77,919	121,628	-35.9%
	Office water use per person (kilolitres)	8.5	12.1	-29.7%
	Office water use per m ² (kilolitres)	0.7	1.2	-36.0%
	Resource Efficiency and Waste			
Total co-mingles office waste per FTE (litres)	80.2	89.8	-10.7%	
Total paper recycled (litres)	429.6m ³	449.6m ³	-4.4%	
Total paper used (by reams) per FTE (litres)	21.2	23.8	-10.7%	
Percentage of paper recycled (%)	2.5%	2.4%	2.0%	

	INDICATOR	2010 Result	2009 Result	% Change
	The Diversity of Our Workforce			
SOCIAL	Women (Female FTE's as a percentage of the total workforce)	61.7%	60.1%	2.6%
	People with a disability (as a percentage of the total workforce)	1.8%	1.7%	5.9%
	Aboriginal and Torres Strait Islander people (as a percentage of the total workforce)	2.2%	2.1%	4.8%
	Staff with English as a second language (as a percentage of the total workforce)	15.2%	13.3%	14.3%
	Staff Health and Wellbeing			
	OH&S Incident Reports	38	53	-28.3%
	Accepted claims for compensation (as at 31 December 2010)	31	38	-18.4%
	Staff receiving influenza vaccinations	365	264	38.3%
	Workstation assessments requested	126	70	80.0%

Notes:

1. The increase in Employee Expenses from 2009 is a result of wage increases and higher staffing numbers to deliver additional training activities.
2. The reduction in total own sourced revenue from 2009 relates to one-off Commonwealth Government capital funding payment of \$5.9 million for the Sustainable Skills Training Hub received in 2009.
3. The increase in total liabilities from 2009 primarily results from the accrual of large invoices relating to 2010 supplies and services unpaid as at 31 December 2010.
4. Measured as at 30 June 2010 and 30 June 2009.
5. The reduction in water consumption from 2009 has been achieved through the implementation of numerous water saving initiatives by the Institute.

SECTION B

Consultation and Scrutiny Reporting



Dragonfly over Bunyip waterhole by Cindy Fuller, one of the artworks featured at CIT's Exhibition of Aboriginal and Torres Strait Islander artists, July 2010

CIT is an integral part of the ACT community. The Institute has grown and developed with the Territory over the last 82 years, providing the skills to construct buildings, run government programs, and help make Canberra Australia's most educated community.

CIT offers specific programs for people from culturally and linguistically diverse backgrounds and people with disabilities to enable them to improve their skills. CIT's support delivers benefits to students who perhaps would not otherwise have participated in VET study, increasing the benefits to the community more broadly.

CIT values its links with the community and works to develop, strengthen and broaden these links through a wide range of activities. Examples of CIT's engagement with the community are:

- The Centre for Business has been very active in supporting disadvantaged groups in the community. It has trained members of the indigenous community, persons with a disability, young mothers and mature parents in a range of courses from reception skills to Certificate III in Business Administration, providing the participants with entry-level skills to enter the labour market in both public and private enterprise.
- The CIT Vocational College has delivered two successful Foundation Skills Taster Courses funded by the (Commonwealth) Department of Education, Employment and Workplace Relations (DEEWR). These programs are designed to engage members of the community who are reluctant to connect to further education

by delivering relevant community-based activities that incorporate language, literacy and numeracy activities. The Centre delivered "Homes and Gardens" in partnership with Havelock House at Ainslie Village and "Feed your Family" to a group of single fathers at the Woden Community Centre.

- In August 2010, as part of Tertiary Open Day, CIT opened two of its four campuses, Reid and Bruce, to the ACT and regional community to visit and experience CIT facilities and vocational education and training opportunities.

Community Skills/Training Support Grant Program

Following a 2009 review of CIT's approach to community engagement, the CIT Advisory Council established the Community Skills/Training Support Grant Program. This program provides opportunities for non-profit and community organisations to apply for funding and establish partnership arrangements with CIT centres for projects to improve their organisational capacity or services. It provides non-recurrent financial assistance to community organisations and groups to add value to the fabric of the ACT community through the use of the skills and training provided by the CIT.

In 2010, applications were received from four community organisations. These were assessed by the Council, which awarded grants totalling \$11,940 to Canberra Mothercraft Centre and Companion House Inc.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Auditor-General

In June 2010, the Auditor-General released a performance audit report entitled *Delivery of Budget Initiatives*, which examined the implementation of budget initiatives by six agencies, including CIT. The audit focussed on whether agencies had delivered selected initiatives for which they received funding in the 2007-08 and 2008-09 budgets. CIT's relocation of the horticulture training facilities from Weston to Bruce Campus was cited in the report as an example of good practice project management and environmental considerations.

The report was tabled in the Legislative Assembly on 22 June 2010.

Report Title	Recommendations	CIT Response	Action to Date
ACT Auditor-General's Performance Audit Report Delivery of Budget Initiatives (June 2010)	<p>Recommendation 1: Agencies should adopt a formalised project management framework to manage the implementation of budget initiatives.</p>	<p>Agreed. CIT utilises a formal project methodology for all projects relevant to the scale of the project. This may include project documentation, project teams and project committees.</p>	No action required as CIT already carries out this recommendation
	<p>Recommendation 2: Agencies should:</p> <ul style="list-style-type: none"> – Identify early the skills and expertise required to manage budget funded projects; – Provide appropriate training to project management staff; and – Allocate staff specifically to the project management aspects of large capital projects. 	<p>Agreed. CIT assesses each project individually and determines the appropriate skill levels required to successfully deliver the project. This may include the utilisation of internal staff or external contract project staff depending on the size and complexity of the project and the level of expertise required. In all cases, resource skill levels are assessed and the appropriate level of training is provided.</p>	No action required as CIT already carries out this recommendation

B2 – Internal and External Scrutiny

Report Title	Recommendations	CIT Response	Action to Date
	<p>Recommendation 3: Agencies should:</p> <ul style="list-style-type: none"> – Develop, for each project, an implementation plan, appropriate to the size and complexity of the project; – Include in the implementation plan sufficient details to allow adequate monitoring, including timeframe, phases of implementation, procurement strategy, roles and responsibilities, resources, stakeholder management, monitoring and evaluation. 	<p>Agreed. CIT utilises a formal project methodology for all projects relevant to the scale of the project. This may include project documentation, project teams and project committees. Projects are planned for, monitored and reported on consistent with standard project phases, deliverables, critical paths, etc. The overall governance for a project is controlled by the project steering committee as reported by the project manager.</p>	<p>No action required as CIT already carries out this recommendation</p>
	<p>Recommendation 4: Agencies should:</p> <ul style="list-style-type: none"> – Review their existing performance reporting system to improve the monitoring and reporting of project performance, especially against project milestones; and – Undertake and document post-implementation reviews of the project to identify any lessons learnt that may assist in the delivery of future initiatives. 	<p>Agreed. CIT utilises a formal project methodology for all projects relevant to the scale of the project. The delivery of CIT projects for the current 09/10 financial year has seen all projects managed and delivered according to agreed milestones. Where variations to delivery dates have occurred, this has been reported to and managed by the steering committee. The project methodology used by CIT includes a post-implementation review phase to assess the overall success of the project and record lessons learnt to be fed into future projects.</p>	<p>No action required as CIT already carries out this recommendation</p>

For more information:

Executive Director, Governance and Executive Services
6207 3133

B3

Legislative Assembly Committee Inquiries and Reports

There were three ACT Legislative Assembly inquiries relating to CIT in 2010:

- Standing Committee on Education, Training and Youth Affairs
 1. The Educational Achievement Gap in the ACT; and
 2. Annual and Financial Reports
- Select Committee on Estimates 2010-11
 3. Appropriation Bill 2010-11

Committee	Report	Date Tabled	Report Recommendations	Government Response
Standing Committee on Education, Training and Youth Affairs	The Educational Achievement Gap in the ACT	6 May 2010	None relating to CIT	17 August 2010
	Annual and Financial Reports 2009-10	6 May 2010	None relating to CIT	24 August 2010
Select Committee on Estimates 2010-11	Appropriation Bill 2010-11 Volume 1	22 June 2010	None for which CIT has carriage	29 June 2010
	Appropriation Bill 2010-11 Volume 2 – dissenting report	22 June 2010	None for which CIT has carriage	29 June 2010

For more information:

Executive Director, Governance and Executive Services
6207 3133

B4

Legislation Report

CIT does not have responsibility under the Administrative Arrangements for any legislation.

For more information:

Executive Director, Governance and Executive Services
6207 3133

SECTION C

Legislative and Policy Based Reporting



Julie Krech and other students preparing desserts during the CIT Icon Dinner with guest chef Damian Heads, June 2010

A key corporate governance role is performed by the Institute's Audit Committee, providing independent objective assurance and assistance to the Chief Executive.

The responsibilities of the Committee are expressed through a charter of activities, that is annually reviewed and approved by the Chief Executive and this includes:

- maintaining effective internal audit and review capability;
- risk and fraud management;
- effectively managing strategic, operational and financial risk;
- adopting appropriate accounting policies for business activities;
- maintaining reliable management reporting systems; and
- complying with laws, regulations and reporting requirements.

The Committee reports after each meeting to the Chief Executive and on all matters that may significantly affect the operation of the Institute.

The CIT Audit Committee comprises four independent members, two of which are appointed by the Minister (Chair and Deputy) and three internal CIT staff members. The Director of CIT's Central Support Centre and a representative of the ACT Auditor-General's Office both hold observer status. Each Audit Committee member is appointed for a period of two years.

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

During 2010, a total of six meetings were held, one of which included the examination of the Institute's annual financial statements.

The membership as at 31 December 2010, and attendance of Audit Committee members are as follows:

Name of Member	Position	Duration	Meetings attended
Mr Kevin Patchell	Chair: Independent	Full year	6 meetings
Ms Helen Strauch	Deputy Chair Independent	Full year	5 meetings
Mr Roger Rose	Independent member	Full year	3 meetings
Dr Margo Wade	Independent member	Full year	6 meetings
Mr Peter Kowald	CIT member	Full year	5 meetings
Mr Shane Kay	CIT member	Full year	6 meetings
Ms Jackie Wenner	CIT member	Full year	5 meetings
Mr David O'Toole	Observer status	Full year	5 meetings
Mr Mark Organ	Observer status	Full year	5 meetings

The Institute's risk management policy, guidelines and tools are based on the Australian/New Zealand Standard on Risk Management (AS/NZS 4360:2004), and the AS/NZS ISO31000:2009 builds on this for risk management. During 2010 the Executive and key managers reviewed and identified CIT's strategic business risks to prepare the 2011- 2012 Risk Management Plan. Strategies and controls are in place to manage the identified risks and have been assigned to key executive members for management oversight and six monthly reporting.

CIT's emerging risks are continually reviewed by the Audit Committee and identified through:

- the development and ongoing maintenance of the Risk Management and Fraud and Corruption Control Plans and as advised by CIT Centres, at six monthly intervals;
- regular discussions with the Board of Management and Executive; and
- regular reporting as part of the internal Performance Audit and Review Program.

Internal audits and reviews conducted by the Institute aim to promote better practice and generate advice as to whether CIT is operating efficiently, effectively and in accordance with the relevant laws and authorities. Audit and reviews are undertaken by members of the Internal Audit and Review Team and by external contractors. This ensures there is balance of objectivity when providing advice to the Chief Executive.

All internal audits and reviews are based on the Institute's risks, including fraud and corruption. The Institute ensures there is a broad range of audit coverage against the business and that appropriate action is taken to ensure all recommendations are monitored through to implementation, including those which are relevant to CIT from the ACT Auditor-General's reports. A total of 13 internal audits and reviews and three external audits were completed in 2010. CIT also received continued ISO 9001:2008 certification. The progress of the Program is reviewed at each Audit Committee meeting and the relevant findings and recommendations discussed.

Policies, procedures and charters are reviewed annually and these include the Policy and Procedures for internal Audit and Review, Internal Audit and Review Charter and the Audit Committee Charter.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Fraud Control and Prevention Policies

During 2010 the CIT Fraud and Corruption Prevention Plan was reviewed and scheduled for presentation to the CIT Audit Committee in March 2011. The Institute also reviewed its Strategic Business Risk Plan.

Security for staff and students is continually being reviewed and upgraded across CIT as part of an ongoing process. For example, additional closed circuit cameras have been installed, broken locks replaced and a continued conversion from keys to electronic access to gain entry to buildings and rooms is underway.

The process for managing and responding to fraud risks is discussed within the CIT Executive team and Directors. Strategies are reviewed six monthly and adjustments are made as required.

Number of Reports or Allegations of Fraud or Corruption Received

Three disciplinary processes involving staff were initiated during 2010. Two were completed and the third was ongoing at the end of the year. During 2010, equipment losses due to theft totalled \$29,486.

Action Taken and Outcomes of Investigations

- An allegation of bribery against a staff member was investigated and found to have insufficient evidence.
- A staff member who had behaved inappropriately during an institute trip was counselled and issued a first warning.
- Disciplinary action against a staff member who had not paid a fine in relation to previous disciplinary action was underway at year end.
- A staff member charged with a criminal offence arising in their private life remained on suspension from their CIT employment.

For more information:

Deputy Chief Executive, Operations
6207 3106

Procedures

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

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

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

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

The policy is available on the Institute's intranet.

Disclosures Received

CIT did not receive any Public Interest Disclosures during 2010.

For more information:

Deputy Chief Executive, Operations
6207 3106

Section 7 Statement

Organisation, Functions and Powers

The Canberra Institute of Technology is a statutory authority established under the *Canberra Institute of Technology Act 1987*.

The functions of the Institute, as described in the Act, are:

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

The powers of the Institute, as described in the Act, are:

- (a) erecting buildings and structures and carrying out works;
- (b) occupying, using and controlling any land or building owned or leased (whether from the Territory or anyone else) and made available to the Institute;
- (c) making available, by lease or otherwise, any land or building to anyone else;
- (d) accepting gifts, grants, devises and bequests, whether on trust or otherwise, and acting as trustee of property vested in it on trust;
- (e) providing scholarships and other similar benefits;
- (f) charging for work done and services provided;
- (g) providing consultative services;
- (h) investing in shares in, or debentures or other securities of, a company;
- (i) providing services, facilities or resources to:
 - any company in which it holds shares; or
 - a member of any partnership it has entered into; or
 - a member of any joint venture it participates in;
- (j) acting as an agent for other people;
- (k) getting commercial sponsorship;
- (l) establishing and conducting residential facilities for its staff or students either by itself or in association with other entities;
- (m) establishing and maintaining library, museum, art and other collections either by itself or in association with other entities.

Public Participation in Decision Making

Members of the public contribute to the work of the Institute by the following means:

- membership of various boards and committees including the CIT Advisory Council, CIT Audit Committee, Academic Board, Resources Board, CIT Solutions Board and Centre Advisory Committees;
- participation in consultative groups for program design and review; and
- participation in a range of client consultative processes and industry specific surveys and activities.

Categories of Documents

Documents freely available on request and without charge

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

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

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

Facilities for Access

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

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

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

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

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

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

Section 8 Statement

CIT student policies and associated procedures are available electronically. Hard copies may be obtained from the Student Services Hub, 6207 3188.

CIT staff policies and associated procedures are available on the CIT intranet (Staff Information Service). Hard copies may be obtained from the Centre for Organisational Capability, 6207 3573.

The Student Information Book is available on the CIT website, and in hard copy from the Student Services Hub, 6207 3188.

Section 9 Statement

Freedom of Information Requests 2010	
Number of applications made	
– where full access to the documents was granted	2
– where access was refused to all documents	0
– where partial access to the documents was granted	1
Number of applications made for the review of decisions under Section 59	1
Number of applications made to the Tribunal for the review of decisions	Nil
Particulars of the total charges and application fees collected	Nil
Number of requests received to amend records under Section 48	Nil

For more information:

Executive Director, Governance and Executive Services
6207 3133

CIT Executive Members

As at 31 December 2010, the Executive Management Group of the Institute comprised:

Chief Executive

Adrian Marron

Deputy Chief Executive, Academic

Jenny Dodd (acting)

- Academic policy and procedures
- Program accreditation
- Quality and innovation in education

Deputy Chief Executive, Operations

Peter Kowald

- Finance and resources
- Facilities and campus development
- Institute performance targets

Executive Director, Business Development and Industry Engagement

Ian Drayton

- Business development and growth
- International partnerships
- Institute-wide new business partnerships

Executive Director, Corporate Governance and Organisational Capability

Shane Kay (acting)

- Institute governance
- Legislation and Ministerial staff relations
- Capability development of all staff
- Strategic planning

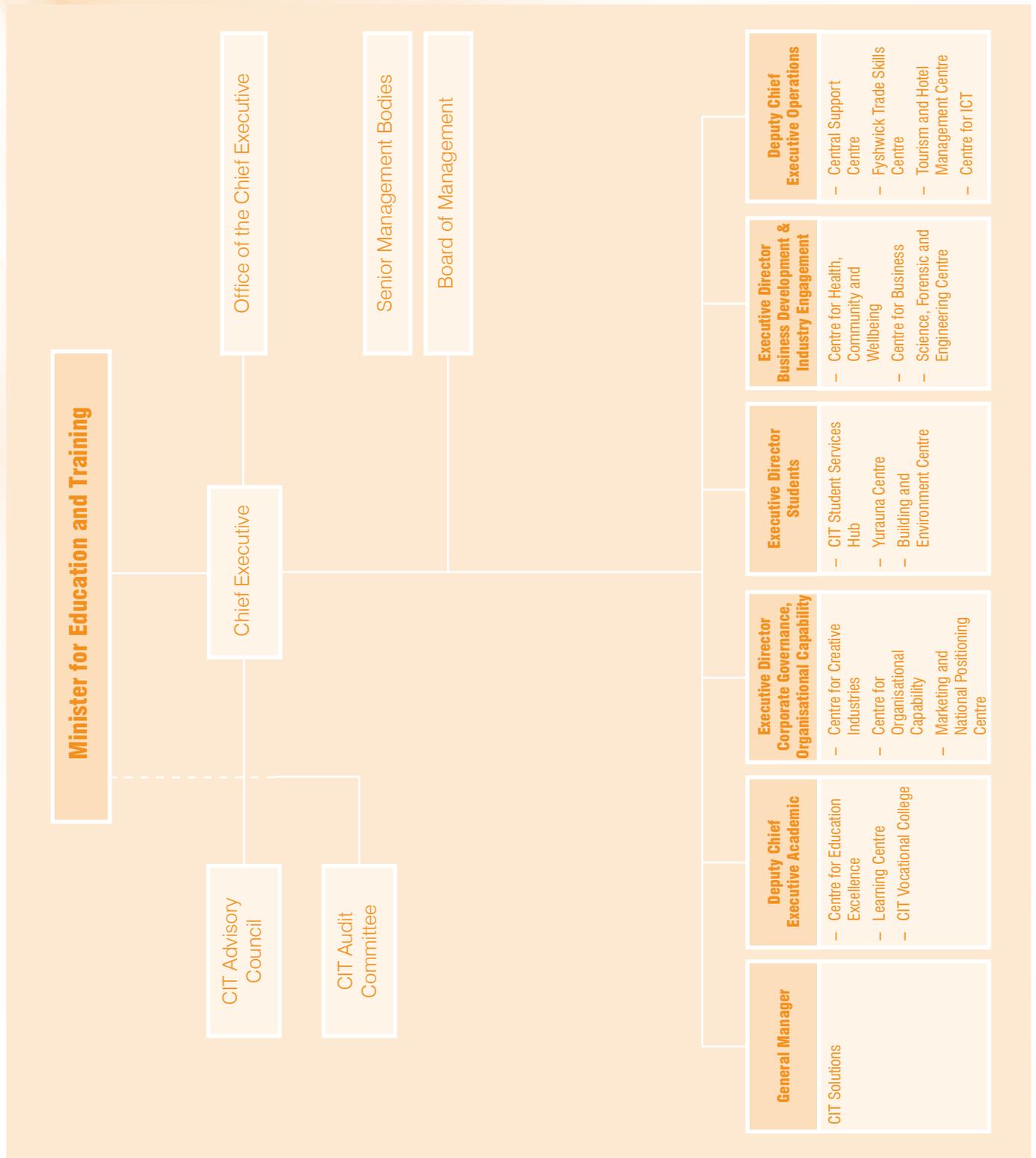
Executive Director, Students

Tracey Cappie-Wood

- Student policies and procedures
- Student welfare and services
- School relationships
- CIT Students' Association relations

General Manager, CIT Solutions

Paul Ryan



Senior Management Committees

Board of Management

The Board of Management is the main body providing advice to the Chief Executive on strategic and operational management issues. Meetings of the Board of Management are chaired by the Chief Executive.

As at 31 December 2010, membership of the Board comprised the seven members of the Executive Group, two CIT Centre Directors, and the Manager, Office of the Chief Executive.

Following the retirement of Dr Colin Adrian at the end of 2009, Mr Adrian Marron took over as the Institute's Chief Executive from 3 May 2010. Prior to this, Adrian was the Managing Director of the TAFE SA Adelaide North Institute in South Australia.

His teaching and learning career has involved high school, further education, and university and distance education. Adrian is committed to the VET sector and public provision that is relevant, flexible, competitive, customer focussed and high quality. Adrian has a background in Economics and Business education and has been very involved in the study and practice of Strategic Business Planning. He has participated in many key policy and planning initiatives and is an active participant in the continuing reform of structure and practice in the Australian sector. Adrian has contributed to many conferences and workshops nationally and internationally, and presented papers on various aspects of vocational education. In 2003 Adrian was made a Fellow of the Australian College of Educators.

Remuneration for Executives

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

CIT Audit Committee

The CIT Audit Committee comprises four independent members, two of which are appointed by the Minister (Chair and Deputy) and three internal CIT staff members. The CIT Director of Central Support Services and a representative of the ACT Auditor-General's Office, both hold observer status. Each Audit Committee member is appointed for a period of two years.

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

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

CIT Advisory Council

The *Canberra Institute of Technology Act 1987* (CIT Act) establishes a 12-member council to provide advice to the Chief Executive on matters relating to the functions of the Institute, particularly:

- (a) the educational policies to be implemented in the institute; and
- (b) the welfare of students at the institute and the management of the institute; and
- (c) the development of relationships between the institute and the community; and

- (d) the planning and programming of educational services to be provided.

The Council may also provide advice to the Minister. All members of the Council are appointed by the Minister for Education and Training for up to three years.

Under Section 31 of the CIT Act, the Council consists of:

- (a) 1 member who represents an organisation that represents the teaching staff; and
- (b) 1 member who represents the student body; and
- (c) 7 members who represent the interests of industry and commerce; and
- (d) 2 members, not representing the interests of industry or commerce, who have experience and knowledge relevant to the functions of the council; and
- (e) 1 member who has skills in and knowledge of vocational education and training.

In making appointments to the Council, the CIT Act requires the Minister to have regard to the balance of skills, expertise and gender among the council members.

Details of Council members, as at 31 December 2010, are as follows:

Mr Roger Buckley

Roger is currently the Chief Executive of the Surveying and Spatial Sciences Institute, and a board member of the Capital Region Student to Industry Association. His past roles include:

- General Manager/Director Employment Education and Training, ACT Chamber of Commerce and Industry

- Corporate Services Manager, John James Memorial Hospital
- Director, Resource Management, Outward Bound Australia.

As part of his work at the Chamber of Commerce, Roger held positions on several training-related boards and committees in the ACT and at the national level. He was the Executive Officer of the ACT Association of Providers of Training Services in the ACT, and has spent several years on the VET subcommittee of the ACT Vocational Education and Training Advisory Group (VETAG).

Roger has been involved in the ACT Training Awards as a judge, and was a member of the reference group that introduced the accelerated chefs program.

He was a member of the training sub committee of the ACT Skills Committee, and has been involved in the implementation of a Training and Work strategy of prisoners at the Alexander Maconochie Centre.

Mr Kevin Patchell

Kevin has been a member of the Council since 1997. He is also Chair of the CIT Audit Committee and a Committee Member of CIT's Asset Development Committee, the CIT Solutions Board and CIT Solutions Audit Committee. Kevin was formerly an Assistant Commissioner in the Australian Tax Office. He also has held a number of elected positions within the ACT Division of CPA Australia.

More recently Kevin has been the independent chair of the Office of Parliamentary Council, an independent member of the National Archives of Australia Audit Committee, and an independent member of the Australian Institute of Criminology Audit Committee.

Mr Stephen Darwin

Stephen is currently working as a teacher in the CIT Centre for Business. He is also a Lecturer and Evaluation co-ordinator, at the Centre for Educational Development and Academic Methods at the the Australian National University (ANU).

Stephen has extensive experience in the secondary and vocational sector through his work with CIT, University of Canberra, ANU and Deakin Australia, consultancies and the publication of articles. CIT staff have elected Stephen as their representative on the Council.

Associate Professor Paul Dugdale

Paul is the Director of the Chronic Disease Management Unit, ACT Health. He has held previous executive positions in the Department of Health for both NSW and the Commonwealth. Paul holds a PhD in Public Health and Community Medicine from the University of Sydney, an MA in Sociology from the ANU, and a BM/BS from Flinders University.

Mr Ken Hogg

Ken is the Director of Mac 1 Computing Stores. His connection with CIT began twenty years ago when he studied at CIT as an apprentice in pre-press printing. Ken is a keen sponsor of the Institute, providing computers for major exhibitions in the Graphic Arts, Technology and Communications and Media programs, as well as prizes for student competitions and free computers for businesses that take on CIT Graphic Design students during work placements.

Ken was awarded the CIT Honoured Friend Award in 2007.

Ms Kathy Kostyrko

Kathy has had a career in the recruitment industry in New Zealand and Australia that has spanned the last 23 years. She has been with Hays for the last 14 years and has held a number of senior roles in Sydney, Canberra and Auckland. Living in Canberra, she is currently the Director, Public Sector for Hays. In this role, she is responsible for Hays' public sector business that includes working with clients in the Commonwealth Government, the state governments across Australia, not for profit organisations, and the health and education sectors.

Kathy is :

- A member of the CIT Solutions Board;
- Council Member of the Institute of Public Administration Australia in the ACT;
- Member of the Australian Institute of Company Directors;
- Member of the Australian Institute of Management;
- Former Chairman of the ACT & Region Chamber of Commerce & Industry; and
- Deputy Chair of the ACT Council of the Recruitment Consulting Services Association.

Mr Craig Robertson

Craig is currently the Group Manager, Infrastructure and Funding for schools in the Department of Education, Employment and Workplace Relations in Canberra.

In this role, he is responsible for national policy for the funding of schools, focusing mainly on needs-based funding for non-government schools, the development of Trade Training Centres in secondary schools as well as Budget and financial

management and oversight of the Commonwealth's contribution to ministerial council for schooling.

Mr Robertson also has oversight of the Australian Government's review of funding for schooling which is being conducted during 2010 and 2011 by a panel of eminent Australians. Prior to taking up this role in February 2010 he led a program to support reform of training and labor market policy, including joint work with the Department of Prime Minister and Cabinet.

From 2003 to 2009 Mr Robertson worked in national policy roles concerning Vocational Education and Training in Australia. This included the transition of the functions of the former Australian National Training Authority to the Commonwealth Department of Education, Science and Training; supporting the operation of the Ministerial Council for Vocational and Technical Education; representing the Australian Government overseas and assisting the sector to contribute to COAG led reform processes.

Ms Rebecca Vassarotti

Rebecca has worked in both the ACT Government and non-government sectors, including positions with the ACT Bushfire Recovery Taskforce Secretariat, Environment ACT, ACT Council of Social Service, ACT Poverty Project and the ACT Department of Health and Community Care.

Since 2003, she has undertaken the role as Executive Director, YWCA of Canberra. She has extensive experience on a number of boards and committees including:

- YWCA of Canberra Board of Directors
- ACT Council of Social Service General Committee
- University of Canberra – Canberra Institute of Technology Committee

- Turnaround Management Committee, Office for Children, Youth and Family Support
- Civic Safety Camera System Audit Committee
- ACT Homelessness Taskforce
- Community Linkages Steering Committee
- Urban Services Regulatory Reform Steering Committee
- ACT Women and Prison Group
- Social Plan Working Group

Mr Terry Williams

Terry is currently the Indigenous Equity Officer at the University of Canberra. He previously acted as Director of the University's Ngunnawal Centre, where he also lectured. Prior to that, he had several years' experience at a senior level in the Commonwealth public service.

Terry is chair of the ACT Indigenous Elected Body, and holds or has held the following positions:

- Councillor, Aboriginal and Torres Strait Islander Commission Queanbeyan Regional Council
- Member, Chief Minister's Aboriginal and Torres Strait Islander Advisory Council - ACT Government
- Member, Council of Australian Governments; ACT Shared Responsibility Trial - Indigenous Working Group
- Member and Chair person, Indigenous Advisory Board
- Canberra Region Area Consultative Committee
- Chairperson, Canberra Institute of Technology Yurauna Centre for Indigenous Education
- Member, Australian Indigenous Training Advisory Council (AITAC) Australian National Training Authority

- Member, National Indigenous Higher Education Network
- Member, NSW and ACT Indigenous Higher Education Network.

Ms Cindy Young

Cindy's current role is Manager, National Convention Centre, Canberra. Cindy has worked in various aspects of the hospitality industry in Canberra since 1997 with roles such as:

- Olympic Village Manager in Canberra for SOCOG
- Business Development Director-Crowne Plaza Canberra and National Convention Centre
- Business Development Director- ACT, InterContinental Hotels Group
- Director of Sales, Canberra Convention Bureau

Cindy has contributed to the ACT Hospitality industry through her membership on a number of professional organisations including:

- Meetings & Events Australia (formerly MIAA)
- MIAA - National Councillor
- ACT Tourism Awards Committee
- Tourism Awards Judge 2005 and 2006
- Women Chiefs of Enterprise
- Canberra Business Council.

Policies related to the appointment and retirement of Council members are as set out in the CIT Act and Legislation Act 2001.

Council members are not remunerated.

Before appointment, members are required to sign a Code of Conduct and Conflict of Interest declaration.

C5 – Internal Accountability

Council members' meeting attendance during 2010 is shown in the following table:

	23 Feb	6 Apr	22 Jun	11 Aug	13 Oct	8 Dec
Roslyn Brown <i>Resigned 5/10/10</i>						
Roger Buckley		Y				Y
Rebecca Cross <i>Resigned May 2010</i>						
Stephen Darwin <i>Appointed 18/5/10</i>			Y			Y
Paul Dugdale			Y	Y	Y	Y
Ken Hogg	Y			Y		A
Kathy Kostyrko	Y	Y	Y	Y	Y	Y
Philippa Mylchreest <i>Appointed 16/7/10 Resigned 17/9/10</i>				Y		
Kevin Patchell	Y	Y	Y	Y	Y	Y
Paul Quinn <i>Resigned 17/12/10</i>	Y	Y	Y	Y	Y	
Craig Robertson <i>Appointed 21/9/10</i>					Y	Y
Rebecca Vassarotti	Y	Y	Y	Y		Y
Terry Williams					Y	
Cindy Young		Y	Y	Y	Y	Y

For more information:

Executive Director, Governance and Executive Services
6207 3133

Delivering for the Future

During 2010, CIT continued to develop workforce skills in the emerging technologies relevant to a 21st century tertiary education environment. The Institute:

- held regular training programs for teaching staff in teaching pedagogy, online learning, curriculum development, mentoring, assessment and CIT's new online learning environment, eLearn;
- expanded the use of online forms to improve staff access to funds, information and development opportunities;
- provided online training resources accessible to all staff; and
- increased the delivery of customised workplace-based training for CIT staff, for example, CIT Professional Practice.

Strengthening Organisational Resilience

2010 saw a range of developments at CIT aimed at ensuring continued resilience in the context of an evolving tertiary sector and increased competition. For example:

- A new Client Service Liaison model was implemented, to provide Centre Directors and Managers with integral HR Information, data and support. Meetings were held quarterly.
- The Institute further refined the workforce planning tool to enhance managers' ability to access and update information relating to critical roles, helping to ensure continuity of service in difficult or unforeseen circumstances.

- A customised training program in tender writing was developed for CIT, attended by 40 staff.
- The Institute supported 48 staff to undertake study through CIT's Studies Assistance Scheme, deepening the skills base.
- CIT's mentoring program was maintained for all staff to facilitate ongoing learning and skill development.

Sustaining Community Confidence

The ACT community has relied on CIT for more than eighty years to deliver relevant, quality skills training. It is important that the community retains confidence that the Territory's largest public provider of vocational education and training is meeting the ACT's economic and social needs as well as possible, and is an institution of which the community can be proud.

During 2010, CIT was again recognised as the ACT's Large Training Provider of the Year, reflecting the quality and skills of its workforce, and the Institute's programs of support and development of that workforce.

An example of how CIT seeks to maintain quality in the context of changing modes of delivery was the Communities of Practice forum held during 2010 to discuss the Institute's online projects and their impact on quality teaching and learning.

During the year, 86 staff undertook the CIT Professional Practice sessions designed to train staff to act in accordance with ACT Government and CIT standards and policies.

Working Collaboratively

During 2010, CIT:

- conducted the third whole of Institute professional development day, *Developing Us*, attended by 550 staff;
- established a partnership with the Department of Disability, Housing and Community Services to offer an Indigenous traineeship at the Institute;
- participated in the development of the ACT Young Professionals' Network, including hosting a workshop on *Leadership and the importance of effective feedback*;
- contributed to various community organisations through events and functions, for example, World Environment Day;
- participated in the assessment of potential graduate recruits for the ACTPS;
- hosted the national TAFE Industrial Relations Network; and
- continued its ongoing relationship with Advanced Personnel for the placement of people with disabilities into the CIT workforce.

Enhancing Skills and Capabilities

As an educational institution, CIT takes seriously the business of skills development and enhancement for its workforce. Examples of initiatives during 2010 are:

- A Communities of Practice session on Financial Management to educate and inform staff on commercial and government legislative requirements.
- Allocation of professional development funds which included individual allocations, teacher fellowships, centre initiatives and cross-centre

initiatives. These funds provided support to teaching staff allowing them to access professional development that built proficiency in their area of expertise.

- Three CIT Orientation sessions were held, with 97 staff attending. These sessions provided new staff with excellent opportunities to gain exposure to the breadth of activities undertaken across various Institute Centres.
- Academic Board Conversations were held on assessment rubrics.
- An Advanced Skills Teacher (AST) assessment round was conducted, resulting in 15 new AST's.
- The Institute supported 64 staff to participate in ACTPS training calendar workshops.
- CIT employed two staff members through a traineeship.

Workforce Planning

Following the work done in 2009 to capture and analyse workforce data, CIT continued during 2010 to improve the quality and timeliness of workforce data. The quarterly Executive Human Resources Reports and monthly HR reports are now available to all staff on the CIT intranet.

A comprehensive Staff Survey was undertaken in April, which with supporting software, has led to numerous actions by Centres to improve staff wellbeing and effectiveness.

Building on the all CIT survey, a smaller and more targeted survey was recently undertaken of casual teachers with a 53 per cent response rate. Analysis of results is under way, but the survey has provided very useful feedback on the issues and concerns of this significant proportion of CIT's workforce.

CIT continued to implement strategies from the Attraction and Retention Plan 2009-2013 including the following programs:

- coaching and mentoring;
- intensive induction and orientation;
- targeted discussions with Centre Directors and managers on staffing issues; and
- developing an enhanced staff exit survey to assist in capturing additional data on reasons for staff separation.

Centre Directors were assisted in workforce forecasting through ongoing support in the use of the Workforce Planning Tool.

A review was conducted of the Advanced Skills Teacher process including the capabilities required to be successful in that role.

For more information:

Deputy Chief Executive, Operations
6207 3106

The following data reflects CIT staff information as at payday 9 December 2010.

FTE and Headcount

	Female	Male	Total
FTE	531.0	330.2	861.2
Headcount	714	434	1,148
% of Workforce	62%	38%	100%

Employment Type

Permanent	Temporary	Casual
549	209	390

Classifications

Classification Group	Female	Male	Total
Administrative Officers	203	41	244
Executive Officers	3	5	8
General Service Officers & Equivalent	11	23	34
Professional Officers	17	4	21
Senior Officers	35	26	61
Technical Officers	11	18	29
Trainees and Apprentices	1	1	2
VET Teacher Managers	36	18	54
VET Teachers	397	298	695
Total	714	434	1,148

Employment Category by Gender

Employment Status	Female	Male	Total
Casual	241	149	390
Permanent Full-time	286	179	465
Permanent Part-time	66	18	84
Temporary Full-time	81	69	150
Temporary Part-time	40	19	59
Total	714	434	1,148

Average Length of Service by Gender

	0 to 2 years	2 to 4	4 to 6	6 to 8	8 to 10	10 to 12	12 to 14	14 plus	Average Length of Service
Female	210	158	79	67	67	17	9	109	6.52
Male	129	88	52	41	29	12	8	75	7.29
Total	339	246	131	108	96	29	17	182	6.81

Age Profile

	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+
Female	5	32	48	57	71	109	106	115	90	56	20	5
Male	1	7	28	41	46	57	55	72	58	46	18	5
Total	6	39	76	98	117	166	161	187	148	102	38	10

Agency Profile

Branch/Division	FTE	Headcount
Executive and Support Staff	29.20	31
Building and Environment	58.70	77
Central Support Centre	61.15	62
Centre for Business	46.92	82
Centre for ICT	30.39	49
Creative Industries	55.30	87
Education Excellence	36.97	41
Fyshwick Trade Skills Centre	60.31	71
Health, Community and Wellbeing	75.48	119
Learning Centre	34.12	39
Marketing and National Positioning	13.40	14
Organisational Capability	17.12	18
Science, Forensic and Engineering	47.25	67
Student Services Hub	131.74	151
Tourism and Hotel Management	65.73	85
Vocational College	89.14	145
Yurauna Centre	8.28	10
Total	861.19	1,148

C7 – Staffing Profile

Agency Profile by Employment Type

Branch/Division	Permanent	Temporary	Casual
Executive and Support Staff	20	11	0
Building and Environment	27	17	33
Central Support Centre	50	11	1
Centre for Business	21	13	48
Centre for ICT	14	7	28
Creative Industries	38	9	40
Education Excellence	32	6	3
Fyshwick Trade Skills Centre	30	17	24
Health, Community and Wellbeing	44	23	52
Learning Centre	28	10	1
Marketing and National Positioning	11	3	0
Organisational Capability	16	1	1
Science, Forensic and Engineering	32	6	29
Student Services Hub	107	23	21
Tourism and Hotel Management	29	26	30
Vocational College	45	23	77
Yurauna Centre	5	3	2
Total	549	209	390

Equity and Workplace Diversity

	Headcount	% of Total Staff
A Aboriginal and/or Torres Strait Islander Employment	25	2.2%
B Culturally & Linguistically Diverse (CALD) Employment	175	15.2%
C Employment of people with a disability	21	1.8%
Number of employees who identify in any of the Equity & Diversity categories (A, B, C)	217	18.9%
Women	714	62.2%

For more information:

Deputy Chief Executive, Operations
6207 3106

CIT is committed to the ongoing development of staff capability, and provides all staff with access to a comprehensive range of professional development opportunities. While all Centres support their staff to utilise capability development, two support centres have responsibility for delivering, brokering and facilitating staff professional development programs.

In 2010, the Centre for Organisational Capability provided opportunities for leaders and managers to develop through a number of forums including the Senior Administrative Network, the Education Manager Network and the Communities of Practice. The Centre also drove leadership development through expanded coaching support and brokered training, and introduced programs to build all staff capability. It maintained CIT's Study Assistance Program, the CIT Equity and Diversity Scholarships and managed the Professional Development Fund for teachers.

The Centre for Education Excellence, through its teacher education area, conducted nationally accredited programs for teaching staff to ensure professional standards are upheld. These included the Certificate IV in Training and Assessment delivered in flexible ways throughout the Institute; as well as the Advanced Diploma in Adult and Vocational Education. This Centre also had an extensive flexible learning development program to support CIT's interest in the expansion of its e-learning capability.

Professional Development Fund for Teachers

A critical element of developing CIT's staff capability is the Professional Development Fund for teachers. It has been agreed through the Teachers' Enterprise

Agreement that all permanent and temporary teachers are granted an individual allocation of \$750, while casual teachers receive \$375. These funds are accruable for three years and enable teachers to undertake professional development activities identified in the individual teacher's performance management plan.

Leadership and Organisational Development

In 2010, CIT developed its leaders by conducting targeted forums and workshops for middle managers, and communities of practice sessions for both middle and senior managers. Group and individual coaching sessions were also organised for management across most Centres. CIT also conducted workshops in Managers' OH&S Responsibilities, Governance, Bullying and Harassment, and Leadership Coaching.

Education Manager Induction

As a response to the Education Manager survey, the Centre for Organisational Capability conducted Induction Workshops in February and July 2010 for 15 Education Managers. These workshops provided an introduction to the challenges and opportunities for development when staff are appointed as an Education Manager or act temporarily in this position. In addition to this, Organisational Capability increased accessibility for Education Managers to a dedicated online toolkit by transferring the paper based information to an updatable online resource, ensuring currency of information.

Expanded Coaching Program

In 2010, there was a significant expansion of the CIT coaching program. This program was designed to support managers at various levels in the Institute. Not only did the Institute invest in bringing professional workplace coaches into CIT, but 10 CIT staff were provided with accredited training.

Developing Us 2010

The Centre for Organisational Capability delivered the third whole of Institute professional development day at Bruce Campus for over 550 staff on January 27. The first keynote speaker, Pam Christie, TDA Board member and Director of the Sydney Institute (TAFE NSW), spoke about the changes in the competitive vocational education market place, and how the Sydney Institute planned to meet the challenge. The second keynote speaker Phil Corbett spoke on the importance of being resilient in the workplace. A total of 52 workshops were conducted by both internal and external presenters on topics ranging from Smart board to Salary Sacrifice and Transition to Retirement. Our evaluation provided strong evidence that the workshops were well received and provided valuable professional development and professional stimulus for all staff.

ACT Public Sector Training

In addition to the workshops offered internally, 64 staff accessed programs of study through the ACTPS Training Calendar. More specifically, a customised training program in tender writing was developed for CIT which was attended by 40 people.

A total of 48 staff were approved under the CIT studies assistance program with staff accessing time off for study purposes and financial assistance.

CIT staff were also actively engaged in the Young Professionals Network and other professional development opportunities coordinated by Chief Minister's Department.

For more information:

Deputy Chief Executive, Operations
6207 3106

During 2010, CIT continued to build on the extensive work undertaken the previous year to promote a culture where safety is an integral part of everyday business, with the implementation of the CIT Workplace Health and Safety and Injury Management Improvement Strategy 2009-2012.

This commitment to raising the profile of Workplace Health and Safety not only within the Institute but across the greater ACT Public Service is demonstrated by CIT's continued sponsorship of the annual ACT Safety Expo and Awards held in October.

Key areas of improvement achieved for CIT during 2010 included the successful introduction of a comprehensive Contractor Management Plan designed to go beyond legislative requirements in ensuring the health and safety of everyone working on CIT campuses.

Injury Prevention and Management

The Centre for Organisational Capability provides high quality advice, support and information to injured/ill staff, managers and CIT's executive team. This includes responding to and pre-empting emerging issues through the provision of effective strategies/initiatives to reduce risk within the CIT environment.

CIT is well represented on ACT Government forums, workshops and working groups to assist in developing and implementing new initiatives across government to help improve and promote effective injury management practices.

This proactive approach enables CIT to be a leader in injury management and maintain a Workers' Compensation premium below one per cent during 2010.

CIT continued to review and update policies, procedures and processes through 2010. This included the implementation of the CIT Hazardous and Dangerous Substances policy and associated guidelines.

Additional work was also undertaken in November on smoking in public places to ensure compliance with the *Smoking (Prohibition in Enclosed Public Places) Amendment Act 2009*, which began operation on 1 December 2010.

Occupational Health and Safety Agreement

CIT is signatory to the ACT Public Service Injury Prevention Agreement that facilitates the process of consultation and cooperation between CIT, unions and employees with respect to OH&S issues.

Occupational Health and Safety Policy Committee

CIT's OH&S Policy Committee continued to meet quarterly. The Committee is primarily responsible for the development and approval of OH&S policies and has an advisory role to the Chief Executive and Board of Management. The committee has representation from staff, union and management.

Campus-based OH&S meetings occur once a quarter and all local Workplace Safety Representatives are actively encouraged to attend. These meetings are chaired by a Centre Director to ensure management involvement, understanding and responsibility on OH&S matters across CIT.

Workplace Safety Representatives

Across all its campuses, CIT has 30 trained Workplace Safety Representatives who are elected for a two-year term. All CIT Workplace Safety Representatives are provided with appropriate training to conduct their role.

Health and Safety and Wellbeing Initiatives/ Programs

CIT recognises the importance of providing a safe and healthy work environment. This strong commitment has been demonstrated throughout 2010 with dedicated funding to provide a number of initiatives and programs.

These included:

- Ongoing ergonomic/workstation inspections and assessments
- Stretch-break software for at-risk staff
- Eyesight testing
- Influenza vaccinations made available for all staff
- Mini health checks
- Boxing, Cardio, Pilates, Taekwondo, Yoga and Zumba classes
- Initial/refresher training of Workplace Safety Representatives
- OH&S manager training
- Provision of an Employee Assistance program
- Promotion of Work Safety Month during October
- Promotion and support for Prostate Cancer.

Work Safety Act Requirements

During 2010, there were no occurrences of:

- notices of non compliance were issued to CIT under section 171 of the *Work Safety Act 2008* (WSA);
- reports were issued under section 166 of the WSA;
- improvement or prohibition notices being received; or
- notices issued under sections 167 or 170 of the WSA.

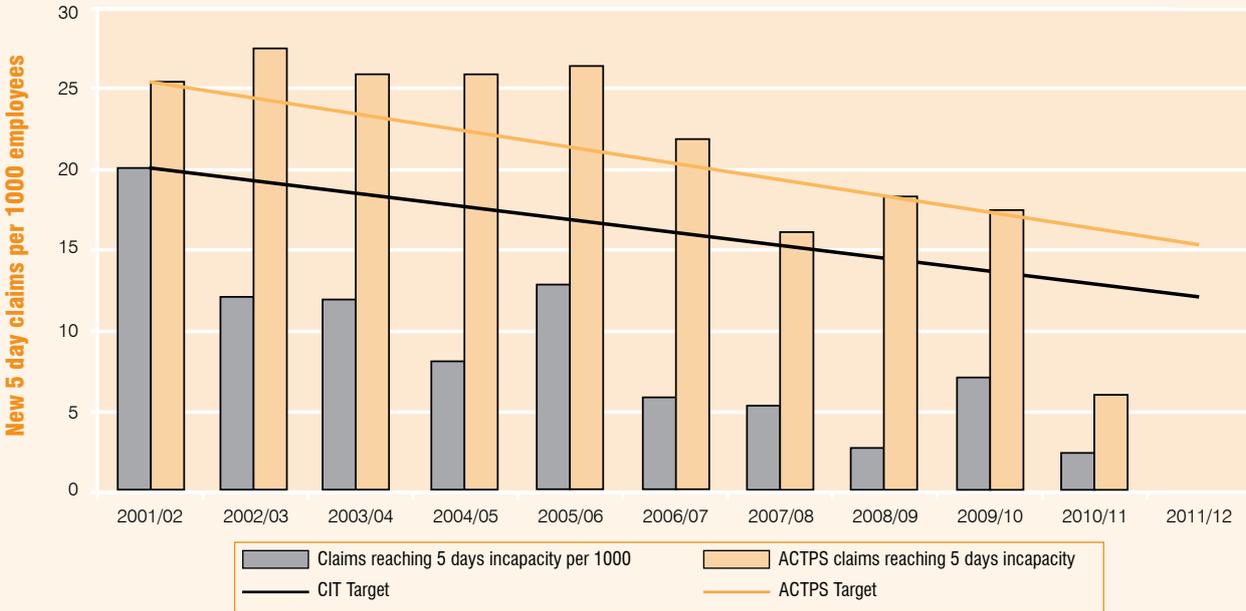
Serious Events

Section 38 of the *Work Safety Act 2008* outlines conditions under which a serious event at or near the workplace must be reported to Work Safe ACT. During 2010, CIT was required to notify 6 incidents under Section 38.

Injury Prevention and Management Targets

The Injury Management and Prevention targets for the ACT Public Service were introduced in 2004. The aim of these targets is to strive for excellence in both injury prevention and injury management. Following are tables of CIT performance against the targets. The performance figures quoted for 2010-2011 are as at September 2010.

Target 1 – Reduce the number of claims reaching 5 days in capacity by 40%



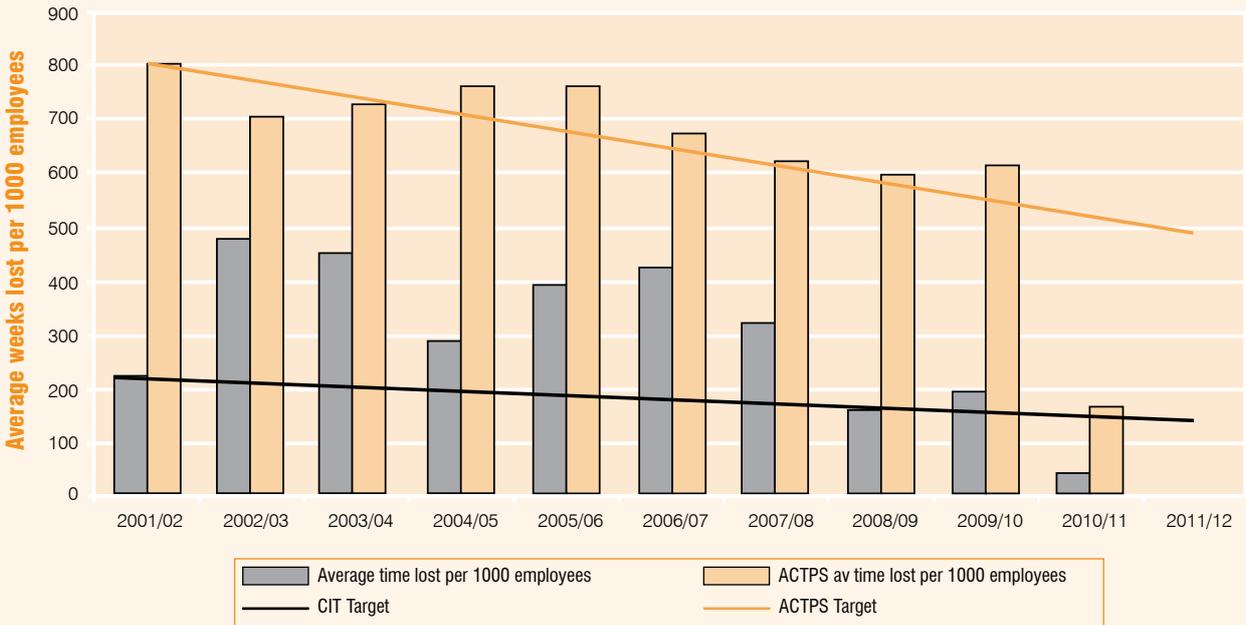
Note: the 2010/11 figures are for six months only

CIT continues to perform well and remains well below its own and the ACT Public Service targets.

Target 2 – Eliminate all fatalities due to workplace injuries

There were no fatalities during the period.

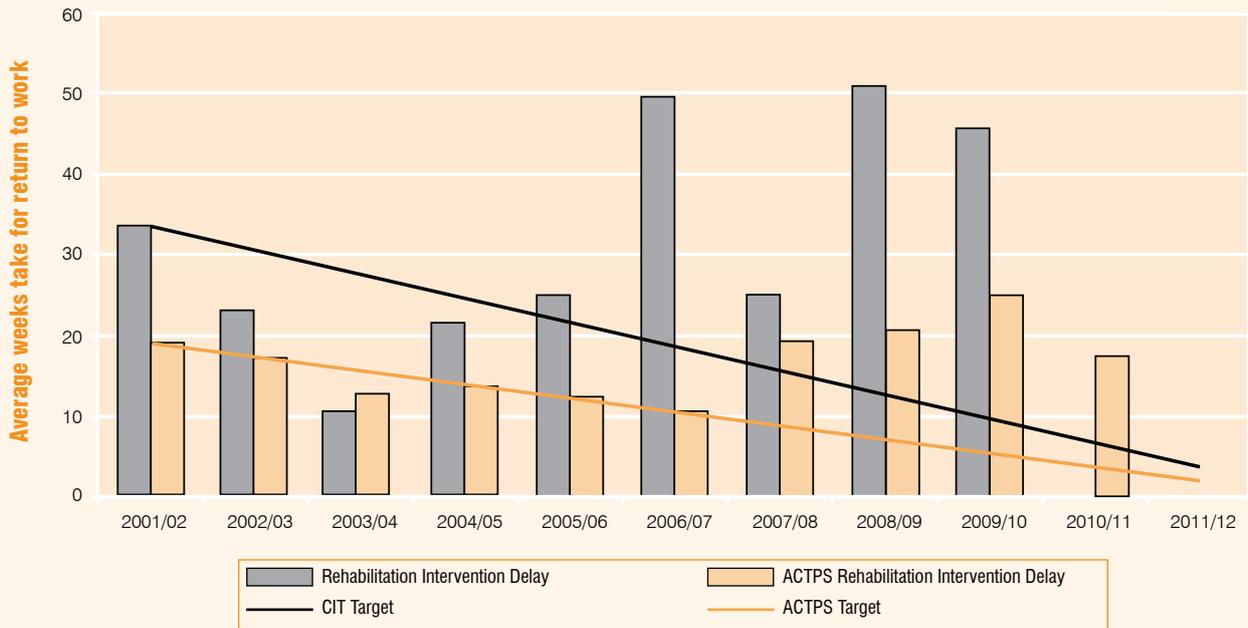
Target 3 – Reduce the average lost time rate by 40%



Note: the 2010/11 figures are for six months only

CIT continues to see a reduction in its average lost time rates for the 2010 reporting period. This is being achieved through active early intervention strategies designed to return injured/ill employees back to work as early as possible.

Target 4 – Reduce average time taken for rehabilitation intervention by 90%



Note: the 2010/11 figures are for six months only

CIT's data from Comcare continue to indicate a significant delay in rehabilitation intervention; however, these statistics do not reflect the fact that CIT chooses to manage the early rehabilitation intervention in-house, which the Comcare system does not recognise.

Premiums

The Workers' Compensation premium rate for the 2010-2011 financial year is 0.91%, which is a slight increase from the previous year. This increase is due largely to an overall increase in the ACT Public Service rate for this period.

For more information:

Deputy Chief Executive, Operations
6207 3106

Teaching staff within CIT are covered by the CIT Teachers' Enterprise Agreement 2009-2011.

During 2010, negotiations were concluded on a new enterprise agreement for general staff which resulted in the lodging of the CIT Enterprise Agreement 2010-2011 with Fair Work Australia in November 2010.

This new agreement provided for a 2.5 per cent salary increase backdated to 1 July 2010, and a \$650 sign on bonus.

The following tables outline Special Employment Arrangements and Australian Workplace Agreements that were in place during 2010.

Description	No. of Individual SEAs	No. of Group SEAs	Total employees covered by Group SEAs	Total
	A	B	C	(A+C)
SEAs				
Number of SEAs as at 30 June 2010	4	0	0	4
Number of SEAs entered into during period	1	0	0	1
Number of SEAs terminated during period	0	0	0	0
Number of SEAs providing for privately plated vehicles as at 30 June 2010	0	0	0	0
Number of SEAs for employees who have transferred from AWAs during period	0	0	0	0
AWAs				
Number of AWAs as at 30 June 2010	0	0	0	0
Number of AWAs terminated/lapsed (including formal termination and those that have lapsed due to staff departures)	0	0	0	0

	Classification Range	Remuneration as at 30 June 2010
Individual and Groups SEAs	SOG A	\$126,016 - \$129,016
AWAs (includes AWAs ceased during period)	0	0

For more information:

Deputy Chief Executive, Operations
6207 3106

CIT has an evacuation plan for bushfire management as required by the Emergency Services Agency. This plan is only related to and required for the Bruce Campus. The Bushfire / Local Disaster Evacuation Plan can be found on the Staff Information Site in the *Emergency Procedures all Campuses* document.

For more information:

Deputy Chief Executive, Operations
6207 3106

Assets Managed

CIT manages land and building assets with a land area of 47.25 Ha, a total floor area of 114,492 m² and a total value of \$313.493 million.

CIT's infrastructure assets are located on four operational campuses:

- Reid campus
- Bruce campus
- Fyshwick Trade Skills Centre, and
- Southside campus

Additional assets include:

- Gungahlin Learning Centre
- Sutton Road Training Facility
- Watson campus sub-leased to Academy of Interactive Entertainment
- Monterey Student Residences, and
- Woden Childcare Centre

The infrastructure assets comprise a diverse range of buildings, grounds and building services of varying age and condition. They range from the first building on CIT Reid campus constructed in 1960 to the Horticulture Complex at Bruce campus completed in November 2009. The buildings incorporate a mix of function types including specialist facilities, workshops, general-purpose classrooms and ancillary office areas. The average age of all CIT buildings is 31 years.

A new Horticulture Facility and a Sustainable Skills Hub located at Bruce campus were added to the Asset Register during 2010. On 31 December 2009, the Institute had no nominated surplus properties.

In 2010, on the completion of the Horticulture Facility at Bruce, CIT vacated the CIT Weston Campus.

A new Electrotechnology Building at the Fyshwick Campus and a Learning Centre at Gungahlin Town Centre are currently under construction and due for completion in early 2011.

The CIT vehicle fleet consists of 39 passenger vehicles.

Asset Maintenance and Upgrade

CIT conducts ongoing condition audits and the results are incorporated in the Institute's Capital Upgrades and Minor New Works programs.

Due to the high cost of 'one off' audits, the Institute has found that it is more cost-effective to undertake these surveys on an ongoing basis.

Minor works undertaken outside the capital works program totalled \$52,000. Expenditure on repairs and maintenance was \$4.04 million. No audits were carried out on Institute properties during 2010.

Office Accommodation

Because of the diverse nature of operations throughout CIT, most buildings have multiple usage including classrooms, specialist teaching rooms (workshops, laboratories, etc), support areas (stores, preparation rooms) and offices. The dynamic nature of CIT functions makes it difficult to determine the exact quantum of office space and usage at any one time.

Utilisation of office space is always close to 100 per cent as office space is created or removed, subject to demand.

C12 – Strategic Asset Management

CIT undertakes comparisons of utilisation rates with similar state and territory educational institutions on an annual basis. The Institute's rate is estimated to be approximately 13.9 square metres, which is better than the ACT Government's target of 15 square metres of floor space per office employee.

For more information:

Deputy Chief Executive, Operations
6207 3106

The Institute's capital works management program for 2010 was extensive, and focussed on providing new and significantly upgraded facilities to support students' learning experiences.

Highlights for the year were:

- Electrotechnology Program Relocation, Fyshwick Trade Skills Centre - Project Budget: \$9.9m. This project involves the construction of a new purpose-built Electrotechnology training facility at the Fyshwick Trade Skills Centre. When completed in January 2011, this new facility will provide up-to-date training accommodation and equipment for fast developing trades.
- Sustainable Skills Training Hub, Bruce Campus - Project Budget: \$7.6 million. This project provides a purpose built facility at the Bruce Campus for skills training in emerging sustainable technologies for both the residential and commercial construction sectors.
- *Teaching and Learning Capital Fund - Better TAFE Facilities Program: 2009/10 - CIT received grants totalling \$3.174m for six projects:*
 - Training Kitchen Refurbishment, Reid Campus - Project Budget: \$850,000
 - Workshop and Facilities, Sutton Road Training Facility - Project Budget: \$600,000
 - Laboratories Refurbishment, Bruce Campus - Project Budget: \$600,000
 - Upgrading of Training Facilities, Fyshwick Trade Skills Centre - Project Budget: \$550,000
 - Building Training Facility, Bruce Campus - Project Budget: \$250,000
 - Refurbishment of Teaching Facilities, Southside Campus - Project Budget: \$324,000

C13 – Capital Works

Statement of Capital Works Income and Expenditure

Project	Original Project Value	Revised Project Value	Prior Years	
			Prior Year's Expenditure	Prior Year's Financing
NEW WORKS				
Refurbishment of Canberra Raiders Training Facility (Design)	65	65	0	0
ACT Capital Upgrades 2010-11	2,224	2,224	0	0
Total New Works	2,289	2,289	0	0
WORKS IN PROGRESS				
CIT Online Implementation	4,500	4,500	861	785
Electrotechnology Program Relocation	9,943	9,943	212	211
<i>Training Infrastructure Investment for Tomorrow – Sustainable Skills Training Hub*</i>	7,600	7,600	429	500
Total Works in Progress	22,043	22,043	1,502	1,496
COMPLETED PROJECTS				
Horticulture Facility – Bruce	13,400	12,100	8,503	8,493
Better TAFE Facilities Projects	3,174	3,174	55	52
ACT Capital Upgrades 2009-10	2,170	2,170	94	94
Total Completed Projects	18,744	17,444	8,652	8,639
GRAND TOTAL	43,076	41,776	10,154	10,135

* This program has been financed outside the ACT Government Capital Injection framework.

**The building was completed in October 2010; awaiting finalisation of ACTEW requirements for commissioning of co-generation equipment.

Statement of Capital Works Income and Expenditure – continued

Current Year						Completion Date	
Budgeted Financing	Revised Financing	Budgeted Expenditure	Actual Expenditure	Total Financing to date	Total Expenditure to Date	Original	Revised
65	32	65	52	32	52	Jun 11	Jun 11
1,200	1,348	1,200	1,460	1,348	1,460	Jun 11	Jun 11
1,265	1,380	1,265	1,512	1,380	1,512		
3,700	2,707	3,700	2,736	3,492	3,597	Jun 11	Jun 11
9,743	6,224	7,000	6,953	6,435	7,165	Jun 11	Jun 11
7,100	7,100	7,100	7,086	7,600	7,515	Nov 10	Jun 11**
20,543	16,031	17,800	16,775	17,527	18,277		
2,200	2,104	2,236	3,477	10,597	11,980	Jun 10	Jan 10
3,174	3,121	3,144	3,134	3,173	3,189	Jun 10	Jun 10
2,076	2,076	2,076	2,076	2,170	2,170	Jun 10	Jun 10
7,450	7,301	7,456	8,687	15,940	17,339		
29,258	24,713	26,521	26,974	34,848	37,128		

CIT 2010 Capital Works Program Reconciliations

Reconciliation of Total Current Year Financing	
Total Current Year Capital Works Financing	17,613
Add: Financing of other Assets (outside capital works)	3,777
Capital Injection from Government per Cash Flow Statement	21,390
Reconciliation of Total Current Year Actual Expenditure - against financing	
Total Current Year Capital Works Expenditure	19,888
Subtract: Expenditure incurred prior to funding received	-889
Subtract: Capital Works expenditure funded by own source revenue	-1,386
Add: Asset purchases outside of capital works program funded by capital injection	3,777
Capital Injection from Government per Cash Flow Statement	21,390
Reconciliation of Total Current Year Actual Expenditure	
Total Current Year Capital Works Expenditure	19,888
Subtract: Capital Works Expenditure expensed on the operating statement	-3,082
Add: Asset purchases outside of capital works program	8,082
Purchase of Property Plant and Equipment as per Cash Flow Statement	24,888

For more information:

Deputy Chief Executive, Operations
6207 3106

Procurement Principles and Processes

The Institute engaged external organisations and individuals to undertake a range of services during 2010. The contracting of these external parties occurred due to:

- the need for specialist skills and services;
- the lack of suitable in-house resources; and
- the need for independent review or facilitation.

Expenditure over \$20,000 for external sources of labour and services was incurred in 31 contracts, at a total cost of \$9,893,344.

The largest expenditure item was for CIT's document and printing solution (\$2.345m), with other large expenditure items being cleaning at Reid (\$0.903m) and Bruce (\$0.735m) campuses.

Procurement processes within the Institute comply with the procurement legislative framework

including the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and subordinate guidelines and requirements.

Under whole-of-government procurement arrangements, ACT Procurement Solutions continues to provide advice and support in relation to procurement and contract management issues, and undertakes higher value procurement activities on behalf of the Institute.

The processes used to select and manage the various consultancies and contractor services were consistent with the ACT Government procurement guidelines and circulars. The Institute is responsible for the management of contracts and ensures that these obligations are met and that incidents of non-compliance by contractors are followed up by the nominated agency officer.

Details of individual contracts with expenditure of greater than \$20,000 during 2010 are listed below.

External sources of labour and services

No	Contractor	Description	2010 Expenditure	Date Let	Select Tender
1	ACT Boiler & Burners Pty Ltd	Provision of maintenance services for boilers and burners	\$33,932	26/02/2005	No
2	Air Plant Sales	Panel of contractors for electrical, mechanical and general building maintenance services	\$478,131	15/12/2009	No
3	Centre For Organisational Innovation	CIT Staff Survey 2010	\$21,120	15/04/2010	Yes
4	Complete Control Pty Ltd	Electrical maintenance	\$143,135	12/08/2003	No
5	Con Spyropolous	Provision of grass mowing and grounds maintenance services	\$236,503	21/02/2008	No
6	Custom Security Services	Security services	\$249,675	17/02/2010	No
7	E Palic and L Palic Trading as Palic's Maintenance Services	Panel - electrical, mechanical & general maintenance services	\$197,909	15/12/2009	No
8	Fuji Xerox Australia Pty Ltd	Document reproduction equipment and services	\$2,344,532	25/01/2008	No

External sources of labour and services – continued

No	Contractor	Description	2010 Expenditure	Date Let	Select Tender
9	Gibson Harriden Carpentry	Provision of general building maintenance	\$235,992	1/11/2008	No
10	Gridline Constructions	Repairs, maintenance and minor new works	\$599,465	11/04/2006	No
11	James Bennett Pty Ltd	Supply of non-serial publications and services	\$44,258	23/10/2009	No
12	M Andrew and G Wilson trading as KPMG	Review of the Institute's Strategic Business Risk profile and Fraud and Control Plan 2011-2012	\$46,000	11/03/2010	No
13	Menagazzo, Silvano John trading as Prowess Hydraulic Services	Repairs and maintenance of hospitality equipment	\$96,527	30/10/2009	No
14	Millswest Plumbing Services	Plumbing maintenance	\$245,212	30/05/2007	No
15	National Cleaning Services Australia Pty Ltd	Provision of cleaning services at Reid Campus (excluding Buildings C,K & M)	\$244,072	1/01/2009	No
16	National Cleaning Services Australia Pty Ltd	Provision of Cleaning Services at Reid Campus, Buildings C&K	\$658,682	6/03/2007	No
17	National Cleaning Services Australia Pty Ltd	Cleaning of Southside Campus	\$527,708	8/07/2003	No
18	National Cleaning Services Australia Pty Ltd	Cleaning services for Monterey Apartments and Bowman House	\$39,021	22/08/2009	No
19	National Fire Solutions	Fire equipment maintenance	\$133,041	24/11/2006	No
20	Netspot Pty Ltd	Provision of an Online Learning Environment and Digital Learning Object Repository	\$717,404	24/08/2009	No
21	Recall Information Management Pty Ltd	Provision of Records Management Sentencing	\$206,436	2/09/2009	No
22	Simeco Electrical Pty Ltd	Removalist services and electrical	\$715,135	5/10/2005	No
23	Sita Environmental Solutions Pty Ltd	Trade waste removal	\$55,776	3/11/2003	No
24	Starmex Pty Limited trading as Belconnen Refrigeration Services	Provision of maintenance and minor new works of air conditioning systems and refrigeration compressors	\$115,683	27/02/2007	No
25	Swets Information Services BV	Supply of serial publications and services for Learning Centre	\$47,862	31/01/2009	No
26	Transpacific Cleanaway Ltd	Waste disposal	\$97,393	17/12/2009	No
27	Unicard Systems Pty Ltd	Provision of Identity Management System	\$143,246	19/02/2004	No

External sources of labour and services – continued

No	Contractor	Description	2010 Expenditure	Date Let	Select Tender
28	Universal Office cleaners (ACT) Pty Ltd	Provision of cleaning Services to Bruce Campus	\$735,164	27/01/2007	No
29	VAST Security	Provision of installation and maintenance services for security systems	\$228,481	25/05/2006	No
30	VNT Services Pty Pty	Provision of cleaning services for Fyshwick Trade Skills Centre	\$171,973	1/04/2009	No
31	Xact Project Consultants Pty Ltd	Reid Campus Masterplan financial consultancy	\$83,875	28/01/2010	No
TOTAL			\$9,893,344		

For more information:

Deputy Chief Executive, Operations
6207 3106

CIT Community Grants and Sponsorships

No	Organisation/Recipient	Project Description/Process/Period of time engagement	Outcomes	Amount
1	Mental Illness Education ACT	Community Skills/Training Support Grants Program 2010	Supporting Mental Illness Community Education	\$10,000
2	Lions Youth Haven	Grant from ACT Government for administrative support – Executive Officer salary & expenses and office support for financial year 2010/11	Payment of Executive Officer salary and expenses	\$60,000
3	Various Students	Scholarships for various students funded by the ACT Government or CIT 2010	Payment of Student Fees	\$380,512
4	Country Education Foundation of Australia	CEFA Education Partnership 2010	Matching of CEFA student grants for students attending CIT	\$12,500
5	Australian Hotels Association ACT	Bronze Sponsorship 2010	Advertising/marketing CIT	\$2,500
6	Australian Computer Society Inc.	Gold Sponsorship of the ACS Canberra Awards Night 2010	Advertising/marketing CIT	\$2,000
7	University of Canberra	UC CIT Pathway Scholarship 2010	Advertising/marketing CIT	\$1,000
8	ACT Chief Ministers Department	Master Ceremony Sponsorship 2010	Advertising/marketing CIT	\$1,000
9	ACT Department of Justice and Community Safety	Bronze Sponsor 2010 Safe Work ACT Awards	Advertising/marketing CIT	\$2,500
10	Chief Minister's Department	Sponsorship - Live in Canberra Campaign 2010/2011	Advertising/marketing CIT	\$5,000
11	ACT Department of Education and Training	ACT Training Awards Sponsorship 2010	Advertising/marketing CIT	\$4,545
12	ACT & Region Building & Construction Industry training Council	Silver Sponsorship 2010 CITC Training excellence Awards	Advertising/marketing CIT	\$2,273
13	Community Programs Association	Silver Sponsorship 2010 Transition Pathway Expo	Advertising/marketing CIT	\$909
14	Turfgrass Association of Australia	Bronze Sponsor TGAA	Advertising/marketing CIT	\$600
15	National Electrical and Communications Association	Gold Sponsorship 2010 for publicity, marketing, events and newsletter	Advertising/marketing CIT	\$6,000
16	Australian Marketing Institute	Event Sponsorship 2010 Emerging Marketers Forum	Advertising/marketing CIT	\$1,000
17	Canberra Hospital ACT Health	Sponsorship Nursing & Midwifery Awards 2010	Advertising/marketing CIT	\$1,000
18	NSW Department of Education and Training	Bronze Sponsorship	Advertising/marketing CIT	\$272
TOTAL				\$493,611

CIT also provides a range of in kind sponsorship support to a number of organisations, agencies, and industry-affiliated competitions, some of which provides learning opportunities for students, and which expands CIT's connection with the ACT community and industries. Some examples are Floraide, Snowy Hydro Care, Business Industry Development – Business in Focus Week, ICT Careers Week and the National Folk Festival.

For more information:

Executive Director, Governance and Executive Services
6207 3133

CIT has a recognised Records Management Program (RMP) that has been approved by the agency Principal Officer and submitted to the Director of Territory Records.

CIT has approved Institute-specific procedures in place which are implemented in conjunction with the RMP.

Appropriate training and resources are available to staff throughout the agency.

CIT has included in its RMP arrangements for preserving records that contain information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage.

The Institute has responded to the commencement of Part 3 of the *Territory Records Act 2002 - Access to records*, including details of the assessment of those records to which Section 28 of the Act may apply. CIT continues to develop tools which will help members of the community to interpret the Institute's older records which are open for public access.

Approved Agency Specific Records Disposal Schedules

Records Disposal Schedule Name	Effective	Year and No.
Territory Records (Records Disposal Schedule – Tertiary Student Management Records)	9 October 2007	NI2007-313
Territory Records (Records Disposal Schedule – Tertiary Teaching and Research Records)	9 October 2007	NI2007-314

For more information:

Deputy Chief Executive, Operations
6207 3106

During 2010, CIT continued to strengthen its commitment to human rights.

The Institute's *Equity and Diversity Strategy 2009-2013* sets out CIT's vision and commitment to valuing the differences among Institute employees and ensuring that all CIT staff have fair access to opportunities.

More broadly, CIT's range of policies and procedures are designed to provide staff and students with a learning environment which is supportive, respectful, meets diverse needs and protects health and safety. Policy reviews include ensuring that policies are in keeping with the requirements of the *Human Rights Act 2004*.

Developments during 2010 included:

- A full time Disability Education Advisor is now located at each of three main campuses; Reid, Southside and Bruce, with other campuses also serviced by appointment.
- Cultural awareness training was delivered to staff within the Institute by the Yurauna Centre.
- Training in disability awareness, cultural diversity and discrimination legislation was delivered to groups of students and staff members across the Institute. Workshops and focus groups were delivered through the Centre for Education Excellence to inform new teachers about their responsibilities under the *Human Rights Act 2004* and the *Disability Standards for Education 2005*.
- Workshops for both teacher and student groups were conducted to educate the CIT community about the responsibility to eliminate bullying and harassment
- In 2010 work began on a project at to promote a better understanding of, and address discrimination based on sexual preference and gender identity.
- The Institute reaffirmed its Reconciliation Statement, which helps the CIT community to work in partnership with Aboriginal and Torres Strait Islander staff and students to address injustices through quality educational practices and practical strategies.
- CIT provided a range of funded training options to people from targeted equity groups under the Australian Government's Productivity Places Program.

For more information:

Executive Director, Governance and Executive Services
6207 3133

The Institute was not required to provide any information to the Office of the Commissioner for the Environment during 2010.

For more information:

Deputy Chief Executive, Operations
6207 3106

CIT is a key contributor to the multicultural richness of the Canberra community. The Institute's *Equity and Diversity Strategy 2009-2013* sets out CIT's vision and commitment to valuing the differences amongst Institute employees and ensuring that all CIT staff have fair access to opportunities.

More broadly, CIT's range of policies and procedures are designed to provide staff and students with a learning environment which is supportive, respectful, meets diverse needs and protects health and safety.

During 2010, the Institute:

- continued to employ a dedicated Cultural Diversity Officer;
- offered accredited programs in French, Spanish, Japanese, Mandarin and Auslan;
- hosted almost 1,300 international students from 84 countries;
- provided training for 802 students under the Australian Government's Adult Migrant English Program (AMEP), including childcare services;
- enrolled more than 800 students in the CIT Vocational College English Language Centre;
- increased its enrolments of Aboriginal and Torres Strait Islander students by 36 per cent, to 602, and continued to support them through a dedicated Centre (Yurauna);
- encouraged people of all backgrounds and ages to utilise the Institute's skills recognition process, to help people without formal qualifications;

- delivered training in disability awareness, cultural diversity and discrimination legislation to groups of students and staff members across the Institute;
- participated in a ceremony to mark World Refugee Day, at which Refugee Day Scholarships were presented to five CIT students; and
- conducted the fourth annual Global Voices event to celebrate cultural diversity at the Institute, at which students involved in AMEP, English as a Second Language (ESL), international programs and the Yurauna Centre and some mainstream programs (e.g. Music Industry Centre) participated in a talent quest to showcase a variety of creative skills (including dance, song, instrumental and culinary skills) representing a wide range of cultural origins. CIT's Tourism and Hotel Management Centre provided food for the occasion.

The Adult and Community Education (ACE) program, run by CIT Solutions, also offers a range of language programs, including Croatian, Czech, Dari, Dutch, Farsi, French, German, Hindi, Indonesian, Italian, Japanese, Mandarin, Polish, Portuguese, Spanish and Vietnamese.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Yurauna Centre

CIT's strong commitment to improved education and training outcomes for Aboriginal and Torres Strait Islander people is clearly demonstrated in the establishment of a dedicated centre, the Yurauna Centre, which focuses specifically on Aboriginal and Torres Strait Islander students.

Yurauna Centre is a community-focused, family-orientated Aboriginal and Torres Strait Islander cultural educational centre. The Centre offers Aboriginal and Torres Strait Islander educational programs and student support across the Institute. The Centre is committed to developing opportunities so that Aboriginal and Torres Strait Islander people are able to access training opportunities to increase employability skills.

Yurauna teachers are highly qualified, flexible and passionate facilitators of learning. Staff at Yurauna Centre have extensive community experience as well as skills across a range of disciplines. All staff are culturally sensitive and respect and support the growth and well-being of all. Yurauna staff continually enhance their skills to ensure best practice.

Yurauna Centre is dedicated to meeting community and industry demand by developing and delivering customised Indigenous-specific training. The Centre's goals are to facilitate access to further education, preparing individuals for the work force and training in a culturally appropriate environment, committed to individual needs. The Centre offers a unique holistic approach working with individuals to reach their potential.

Yurauna Centre works in partnership across CIT and the ACT region to offer high quality qualifications across a broad range of programs. We are committed to Aboriginal and Torres Strait Islander people accessing programs to achieve outcomes and employability skills equivalent to those of mainstream Australia. To this end we provide access to CIT Indigenous scholarships to assist Aboriginal and Torres Strait Islander people to gain formal qualifications.

Aboriginal and Torres Strait Islander Enrolments

Aboriginal and Torres Strait Islander Students	2009	2010
Total Clients (headcount)	266	388
Total Enrolments	443	602
Enrolments in Support Programs*	189	167
Enrolments in Apprenticeships/Traineeships	26	26
Enrolments in Non Awards and Statement of Attainment	189	263
Enrolments in Certificate I and Certificate II	94	126
Enrolments in Certificate III and Certificate IV	113	124
Enrolments in Diploma, Advanced Diploma and Degrees	47	89

* Includes all literacy and numeracy programs, Learning Options and Year 10 certificate

Overcoming Indigenous Disadvantage Report

In April 2002, the Council of Australian Governments commissioned the production of a regular report against key indicators of Indigenous disadvantage.

The latest edition of the report, *Overcoming Indigenous Disadvantage: Key Indicators 2009*, was released in July 2009. In regard to education and training, the report covers school enrolments, teacher quality, culturally inclusive curricula, Indigenous employment in schools and a range of other measures related to educational achievement by Indigenous young people.

CIT's total enrolments of Aboriginal and Torres Strait Islander students rose by 36 per cent in 2010, from 443 in 2009 to 602 the following year. Enrolments in the Access10 Program (Year 10 equivalent) more than doubled in 2010, to 36, and, in CIT's Year 12 program, enrolments increased markedly to 6, from only one in 2009.

Progress against strategic areas for action

Transition to adulthood

Yurauna Centre provides programs such as Learning Options, Access 10 and Cultural Arts that are dedicated to improving literacy and numeracy whilst empowering students to improve self esteem and gain a clear understanding of self and their roles within families and community. Students are encouraged to pursue their own career development capacity with appropriate support and resources to participate in the world of learning and thus transition into the world of work, further education or skill enhancement.

Resilient families and communities

Programs and student support are specifically culturally-sensitive and respectful of equality and diversity of cultures so that individuals, families and communities are able to break the cycle of poverty. This is achieved by students having control over their own goals thus gaining a greater sense of confidence in themselves to be educated and thus empowering families and communities by their successes.

CIT recognises that cultural awareness training is pivotal to the delivery of services for Aboriginal and Torres Strait Islander individuals, families and community. CIT's training provides knowledge and raises awareness of the issues that impact individuals, families and community from an Aboriginal or Torres Strait Islander perspective. The purpose of the training is to provide an understanding and awareness to develop effective communication and engagement with Aboriginal and Torres Strait Islander people. By gaining knowledge and awareness of the issues for Aboriginal and Torres Strait Islander people, participants are able to develop and implement improved and clearer methods of support.

Economic participation and development

Indigenous scholarships are offered across the Institute to encourage participation in education and gain pathways to employment opportunities. Road Ready program is offered through Yurauna Centre to enable disengaged and disadvantaged individuals to gain their drivers licence with a view to maximising their independence and facilitating employment.

Cultural Awareness training is provided across the Institute for both staff and students so that they may value, understand and thus address inequities and reduce barriers for the first Australians.

Educators are encouraged to work in partnership with the CIT Yurauna Centre to develop strategies and communications to ensure recruitment and retention of Aboriginal and Torres Strait Islander people in mainstream programs.

CIT employs approximately 15 Aboriginal and Torres Strait Islander Australians across four CIT centres.

For more information:

Deputy Chief Executive, Education Services
6207 4955

In order to reduce greenhouse gas emissions, CIT has a strategy to reduce the overall consumption of electricity and switch to natural gas and solar energy. The Institute has operational policies in place for the monitoring of energy usage. Each campus has building monitoring systems and metering equipment in place to monitor energy usage and make savings where possible. In 2010, CIT was able to reduce electricity consumption by 2.24 per cent.

CIT has ongoing eco-workplace recycling schemes that include paper, cardboard, comingled waste, concrete, bricks and metals.

In 2010, CIT reduced potable water consumption by 35.9 per cent

In December 2010, CIT's new \$9.3 million Sustainable Skills Training Hub was opened at Bruce Campus. Funded jointly by the ACT and Australian governments, the Hub is a pioneering purpose-built facility for hands-on green skills training in emerging sustainable technologies for both residential and commercial sectors. Students will be trained in the installation, testing, commissioning, and maintenance of these technologies and will gain the skills required to assess and employ the latest in green building applications, materials and new products.

CIT has also constructed a multi-purpose sustainable house and training facility at Bruce, used for training purposes as an up-to-date residential home showcasing the latest building technologies. It includes the very best of solar passive design for the site and renewable energy systems.

Many facets of the design, project management and construction were undertaken by CIT students, providing them with on-the-job experience both during construction and later through maintenance and retro-fit of new, more efficient technology updates, particularly in renewable energy.

In 2010, through the Capital Upgrades Program, \$250,000 was spent on installation of new energy efficient lighting at Reid and Bruce campuses.

For more information:

Deputy Chief Executive, Operations
6207 3106

C21 – Ecologically Sustainable Development

	Indicator as at 30 June	Unit	2008-09		2009-10	
General						
A	Occupancy – office staff full time equivalent	Numeric (FTE)	858.2		994.6	
	Occupancy – total staff full-time equivalent (including non-office)	Numeric (FTE)	858.2		994.6	
B	Area office space – net lettable area	Square metres (m ²)	13,173		13,173	
	Area non-office space – net lettable office area	Square metres (m ²)	92,269		92,269	
Stationary energy use						
	Electricity use (total)	Kilowatt hours	12,217,781		11,944,905	
X	Electricity use (office)	Kilowatt hours	1,527,223		1,492,276	
Y	Renewable energy use (GreenPower)	Kilowatt hours	3,176,623		3,105,675	
	Percentage of renewable energy used (Y / X x 100)	Percentage	26		26	
	Gas use (total)	Megajoules	32,751,335		38,820,796	
	Gas use (office)	Megajoules	4,912,700		4,849,882	
C	Total office energy use	Megajoules	76,735,335		81,822,454	
Intensities (office)						
	Energy intensity per office FTE (C / A)	Megajoules / FTE	89,414		86,621	
	Energy intensity per square metre (C / B)	Megajoules / m ²	5,825		6,211	
Transport Energy			Office	Other	Office	Other
D	Total number of vehicles	Numeric	35		39	
	Transport fuel (Petrol)	Kilolitres	60.2		60.3	
	Transport fuel (Diesel)	Kilolitres	16		16.7	
	Transport fuel (LPG)	Kilolitres	0		0	
	Transport fuel (CNG)	Kilolitres	0		0	
	Transport fuel (Aviation)	Kilolitres	0		0	
E*	Total transport energy use	Gigajoules	2,678		2,804	
Water consumption						
	Water use (total)	Kilolitres	121,628		77,919	
F	Water use (office)	Kilolitres	15,203		9,734	
Intensities (office)						
	Water use per office FTE (F / A)	Kilolitres / FTE	17.72		10.3	
	Water use per square metre floor area (F / B)	Kilolitres / m ²	9.23		5.9	
Waste						
	Reams of paper purchased	Reams	18,383		17,215	
	Recycled content of paper purchased	Percentage	60		60	
	Estimate of general waste (based on bins collected)	Litres	69,530		65,128	

	Indicator as at 30 June	Unit	2008-09	2009-10
Waste - continued				
	Estimate of comingled material recycled (based on bins collected)	Litres	5,560	11,340
	Estimate of waste paper recycled (based on bins collected)	Litres	428.2m ³	409.1m ³
	Estimate of secure paper recycled (based on bins collected)	Litres	21.41m ³	20.47m ³
Office Greenhouse Gas Emissions				
*	Direct greenhouse gas emissions (Scope 1)	Tonnes CO ₂ -e	1,867	2,187
*	Indirect greenhouse gas emissions (Scope 2)	Tonnes CO ₂ -e	10,952	10,992
*	Other indirect greenhouse gas emissions (Scope 3)	Tonnes CO ₂ -e	2,566	2,200
G*	Total office greenhouse gas emissions (All Scopes)	Tonnes CO ₂ -e	15,385	15,379
Transport Greenhouse Gas Emissions				
*	Direct greenhouse gas emissions (Scope 1)	Tonnes CO ₂ -e	186.28	194.98
*	Indirect greenhouse gas emissions (Scope 2)	Tonnes CO ₂ -e		
*	Other indirect greenhouse gas emissions (Scope 3)	Tonnes CO ₂ -e	14.19	14.85
H*	Total transport greenhouse gas emissions (All Scopes)	Tonnes CO ₂ -e	200.47	209.83
Greenhouse Gas Intensities				
	Office greenhouse gas emissions per person (G / A)	Tonnes CO ₂ -e / FTE	17.927	16.281
	Office emissions per square metre (G / B)	Tonnes CO ₂ -e / m ²	1.168	1.167
	Transport greenhouse gas emissions per person (H / A)	Tonnes CO ₂ -e / FTE	0.233	0.222
* calculated with information entered into OSCAR				
** waste figures are based on number of bins collected				

The ACT Women's Plan provides the opportunity for a collaborative approach across ACT Government agencies, to improve the status of women and girls through its three key priorities. CIT is a significant contributor to the Plan's economic and social priorities.

CIT's progress against this Plan is demonstrated in a diverse range of ways, including the Institute's support for women in the workforce, the appointment of women to strategic decision-making committees, the delivery of vocational education and training to students, and strengthening the capacity of community organisations.

Workforce Participation

With a significant female representation in its workforce, CIT is committed to ensuring women have ample opportunity to contribute to the economic, social, and environmental aspects of the workforce. This is demonstrated through CIT's flexible working environment, and the provision of suitable, safe and secure facilities for working mothers such as facilities for child care.

As at December 2010, women represented a high proportion of Institute staff:

- 62 per cent of all staff (permanent, temporary and casual) employed in CIT;
- 64 per cent of CIT's permanent workforce;
- 60 per cent of all full-time (permanent and temporary);
- 74 per cent of all part-time staff (permanent and temporary); and
- 62 per cent of all casual staff.

Leadership

Women's representation at the managerial level (SOG C and Teacher Band 2 and above) is at 60 per cent, which is consistent with the overall proportion of women in the total CIT workforce. CIT provides opportunities for its staff to access mentoring and leadership programs. Three of the seven Executive positions at CIT are held by women and 10 of the 16 Centre Directors are women.

Enrolment in CIT Programs

In 2010, there were 14,369 female enrolments at CIT, with women making up 49 per cent of total enrolments. In terms of qualification level, women made up the majority of enrolments in higher-level programs:

- Graduate Diploma (100 per cent)
- Bachelor Degree (59 per cent)
- Advanced Diploma (58 per cent)
- Diploma (55 per cent)
- Certificate IV (55 per cent)

Encouragement of women in trades

In 2010, CIT continued its annual *Girls Try-a-Trade Day* in May. More than 200 girls from ACT and region attended. The aim of the program is to involve girls in a range of hands-on activities that will develop their skills and confidence in a supportive environment and allow them to make more informed career choices. CIT employs female teachers in range of non-traditional occupations including electrical and carpentry trades, engineering, horticulture and food processing.

Community Support

The Institute is committed to supporting the current and future well-being of families and their communities. Through its Community Skills/ Training Support Grants program in 2010, the Institute funded Canberra Mothercraft Society to implement a program to improve the mental health of first time parents, by reducing stress and anxiety in transition to parenting. This initiative also has significant benefit for the development and well-being of the parent’s children.

For more information:

Executive Director, Governance and Executive Services
6207 3133

Amendments made to the *Law Officer Act 1992* by the *Law Officer Amendment Act 2009* introduced a legal obligation in performing Territory legal work to comply with Model Litigant Guidelines.

CIT ensures compliance with the model litigant guidelines by engaging the legal services of the ACT Government Solicitor in litigation matters. CIT relies on the ACT Government Solicitor to identify matters where a question arises as to compliance with the Model Litigant Guidelines, and to address them or elevate them within CIT as appropriate.

The Chief Executive is advised of all legal disputes and is provided with regular updates as necessary.

No breaches of the model litigant guidelines were identified in the reporting period.

For more information:

Executive Director, Governance and Executive Services
6207 3133

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Acronyms and Abbreviations

ACE	Adult and Community Education
ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
ACU	Australian Catholic University
AFP	Australian Federal Police
AGIMO	Australian Government Information Management Office
AIE	Academy of Interactive Entertainment
AIPM	Australian Institute of Project Management
AMEP	Adult Migrant English Program
ANU	Australian National University
APSC	Australian Public Service Commission
AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
ASBA	Australian School-based Apprenticeships
AST	Advanced Skills Teacher
ATSI	Aboriginal and Torres Strait Islands
AWA	Australian Workplace Agreement
BOM/BoM	Board of Management
CALD	Culturally and Linguistically Diverse
CASR	Collaboration and Structural Reform
CCNA	Cisco Certified Network Associate
CEFA	Country Education Foundation Australia
CIT	Canberra Institute of Technology
CITAC	CIT Advisory Council
CITSA	CIT Student Association
COAG	Council of Australian Governments
CRM	Client Relationship Management
CSS	Commonwealth Superannuation Scheme
CSU	Charles Sturt University
DEEWR	Department of Education, Employment and Workplace Relations (Commonwealth)
DET	Department of Education and Training (ACT)
ESA	Emergency Services Authority
ESL	English as a Second Language

FLAG	Flexible Learning Advisory Group (ACT)
FOI/FoI	Freedom of Information
GAAP	Generally Accepted Accounting Practice
GFS	Government Finance Statistics
GST	Goods and Services Tax
HIA	Housing Industry Association
HR	Human Resources
ICT	Information and Communication Technology
ISO	International Organisation for Standardisation
IT	Information Technology
LLNP	Language, Literacy and Numeracy Program
MOU/MoU	Memorandum of Understanding
NCFS	National Centre for Forensic Studies
NP	National Plan
OH&S	Occupational Health and Safety
PID	Public Interest Disclosure
PCYC	Police and Citizens' Youth Club
PSS	Public Sector Superannuation Scheme
RTO	Registered Training Organisation
SBMP	Strategic Bushfire Management Plan
SEA	Special Employment Arrangement
SOI	Statement of Intent
TAFE	Technical and Further Education
TGA	Therapeutic Goods Administration
TGAA	Turfgrass Association of Australia
UAC	University Admissions Centre
UC	University of Canberra
VET	Vocational Education and Training
VETAG	Vocational Education and Training Advisory Group
WebCT	CIT's online learning system
WSA	Work Safety Act (ACT)

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