

2024



**Annual Report**

**Canberra Institute of Technology**

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**Annual Report**

**Canberra Institute of Technology**

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2024

**Acknowledgement of Country**

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

This is Ngunnawal Country.

We always respect their Elders, male and female. We always respect Ngunnawal Country.

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

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

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

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

**Canberra Institute of Technology Annual Report 2024**

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ISSN 1322-5456

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RTO: 0101 CRICOS: 00001K

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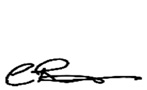
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**Part A**

**Transmittal Certificate**

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Transmittal Certificate

Mr Michael Pettersson MLA Minister for Skills

ACT Legislative Assembly London Circuit

Canberra ACT 2601

Dear Minister

We present the Canberra Institute of Technology (CIT) 2024 Annual Report.

This report has been prepared in accordance with section 7D of the *Annual Reports (Government Agencies) Act 2004* (the Act) and in accordance with the requirements under the Annual Reports (Government Agencies) Directions 2024.

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

We certify that the information in the Annual Report, and information provided for

whole of government reporting, is an honest and accurate account and that all material information on the operations of CIT has been included for the period 1 January 2024 to 31 December 2024.

We certify that fraud prevention has been managed in accordance with Part 2.3 of the

Public Sector Management Standards 2006 (repealed) (see section 113 of the Public Sector Management Standards 2016).

Section 13(1) of the Act requires that you present the report to the Legislative Assembly within 15 weeks after the end of the reporting year, which is by Friday 11 April 2025, a sitting week. Section 13 (1) of the Act states that: “The responsible Minister for an annual report must present the report to the Legislative Assembly”. The Legislative Assembly is sitting on 10 April 2025.

Yours sincerely

Kate Lundy Christine Robertson

Board Chair, CIT Interim CEO, CIT

31 March 2025 31 March 2025

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FROM THE

CIT BOARD CHAIR

**Kate Lundy**

CIT Board Chair

In 2024, CIT achieved significant progress in a number of critical areas – in strategic direction setting, governance, organisational capability development and recognition for excellence.

During the year, the Board focused on developing our new 10-year strategy in consultation with staff and stakeholders. The new CIT strategy – *Skilling for the Future, equipping you for Life* – comes at a time of when we need to anticipate challenges, as well as respond

to them.

Across the nation, challenges like affordable housing, climate change, digitalisation, rising demand for quality care and national skills shortages are putting pressure on industries and the workforce – an evolving landscape that brings new opportunities for CIT and the impetus to modernise.

Released in January 2025, the strategy will ensure CIT is ready to meet these challenges head-on with confidence and purpose, backed by the right resources, teaching and learning systems.

But the strategy is about more than responding to today’s needs; it’s about shaping the future of

vocational education and training (VET), and ensuring CIT continues to lead. This will require the ongoing enthusiasm and commitment of our hardworking, clever, resilient educators and staff, who always strive for excellence.

The strategy reaffirms CIT’s core focus while laying out a clear roadmap to strengthen our values, renew infrastructure, stimulate innovation in teaching and

learning, and harness the potential of digital tools that can empower teachers and students alike.

At its heart, the strategy is a commitment to delivering more than education, it’s about changing lives, being modern and relevant, and delivering a lasting impact for the community.

The strategic objectives will be brought to life through key enablers such as the new CIT Woden, the Cloud Campus Program, Fee-Free TAFE, CIT Yurauna and the Electric Vehicle TAFE Centre of Excellence.

These projects represent a commitment to delivering leading-edge teaching and learning that enhances student outcomes, addresses immediate skills shortages, and creates long-term opportunities for our students and industries – ensuring CIT remains at the forefront of vocational education.

I would like to thank the CIT Board, the Interim CEO and the executive for their support this year. The Board has had an ambitious program, continuing to focus on governance, financial management and procurement, while managing large and strategic projects and developing our new strategy.

Thank you to all our staff and educators for their engagement on the new strategy. The Board recognises the passion and commitment of our

staff to our students and the success that this brings.

CIT will continue to adapt and respond to the demands of our society and economy, guided by our six core values.

We are proud to be the public provider of VET in the ACT, understanding our responsibility to help

shape the futures of our students, and the value and wellbeing a skilled and confident workforce brings to Canberra and our region.

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FROM THE CIT CHIEF EXECUTIVE OFFICER

**Christine Robertson** Chief Executive Officer (Interim)

CIT commenced 2024 with a focus on creating our future. Development of our new CIT 10-year strategy signalled the start of the next chapter for the Institute, building on the strong foundations set over the past 96 years.

The development of our strategic plan 2025-2035 – *Skilling for the Future, equipping you for Life* – involved a highly collaborative consultation process with our people, students, partners, stakeholders and the ACT community. As we critically assessed our role and value, it became clear that our impact is multifaceted, creating a ripple effect across the entire ACT community and beyond. We are deeply embedded in the fabric of the ACT, contributing significantly to the social and economic development of the region.

We remained in lockstep with the Federal and ACT Governments, Jobs and Skills Australia, Jobs and Skills Councils and the broader tertiary sector, ensuring

we continue to work towards shared goals. Our experience and expertise in delivering exceptional vocational and higher education enables us to embrace opportunities arising from the National Skills Agreement and play a leading role in policy initiatives to grow the workforce required for Australia’s future labour market.

In 2024, we saw more than 18,000 course enrolments providing students with new skills and training to help them adapt to the ever-changing jobs market.

As economic and technological changes move at pace, we are continuing to deliver courses that are relevant for students today and into the future.

With both levels of government continuing to invest in Fee-Free TAFE, we provided 600 fee-free places for Canberrans each semester. Along with our vital

scholarship programs, these places removed barriers to learning for students.

We strengthened our engagement with local universities to provide more seamless educational pathways for students, signing a memorandum

of understanding with the University of Canberra and building on our existing partnerships with the Australian National University and University of NSW.

2024 also saw the announcement of Australia’s first TAFE Centre of Excellence under the National Skills Agreement, to be led by CIT and specialising in electric vehicles. Based at the CIT Fyshwick Campus, the inaugural Electric Vehicle TAFE Centre of Excellence will be part of a national network of up to 20 TAFE Centres of Excellence Australia-wide, focused on growing the number of skilled workers for new and emerging industries and addressing critical skill gaps.

We maintained momentum on the delivery of critical work under our Digital Transformation Strategy and Cloud Campus Program, driving an uplift in CIT’s ICT infrastructure and equipping our staff with the tools to provide learning experiences that will prepare our students for a complex, digitalised, Net Zero world.

Preparations continued for the move to our new state-of-the-art flagship campus in the heart of Woden. This exciting new campus is designed to foster not only academic excellence but also a strong sense of community among staff, students and industry. We look forward to welcoming students

to CIT Woden in 2025.

Continuing our commitment to reconciliation, we released our new CIT 2025-2026 Innovate Reconciliation Action Plan. The plan focuses on community relationships and targeted education

opportunities for Aboriginal and Torres Strait Islander people, solidifying CIT’s ongoing commitment to reconciliation and truth telling and grounded in our values of belonging and connection. We were also

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pleased to break ground for the new CIT Yurauna Centre in Bruce, which will be an exciting, purpose- built hub for cultural support and learning.

We were thrilled to be acknowledged for our outstanding work throughout the year with multiple awards at the ACT Training Awards announced in September 2024. Six students were acknowledged for their outstanding efforts as winners or runners-up

across different categories, while our educator Nadine Morton won the VET Trainer/Trainer of the Year award and CIT was recognised as ACT Large Training Provider of the Year.

I was very proud to see the excellence in teaching and learning that occurs at CIT every day formally recognised through these awards. In addition, our annual surveys showed nine out of 10 students and employers are satisfied with the training we provide. Our reputation for delivering trusted, quality and innovative education and training is made possible by our dedicated educators, staff and students – who continue to deliver unrivalled social and economic dividend to the Canberra community.

I would also like to acknowledge the ongoing leadership and commitment of our CIT Chair Kate Lundy and the CIT Board, as well as the dedication of our educators, professional staff and executive, who together navigated significant change in 2024 and kept us focused on our core business of delivering outstanding vocational skills and education pathways for our students.

CIT looks forward to implementing our new strategy in 2025, building on our legacy as the cornerstone

of the local skills and training system, and driving an integrated and collaborative approach to teaching and learning through excellence in education design and delivery.

*Our strategic plan 2025-2035 – Skilling for the Future, equipping you for Life – was developed with input from our people, students, partners, stakeholders and the ACT community.*

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***Skilling for the***

RTO Code 0101 | CRICOS No. 00001K ***future, equipping you for life.***

THE NEXT 10 YEARS

**2025-2035**

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**Part B**

**Organisational Overview and Performance**

ORGANISATIONAL OVERVIEW

B1

Looking ahead, we are actively embracing a future rich with possibilities, a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, industry and community.

**Roles, Functions and Services**

CIT proudly supports the ACT Government and the Minister for Skills and Training to meet their obligations for publicly funded VET and delivery of the CIT campus re-development.

The provision of VET through CIT is central to the ACT Government’s objective to support a well- trained and highly-skilled workforce in a growing ACT economy, and we value the vital contribution we make to Canberra’s social and economic wellbeing and development.

In accordance with the CIT Act, CIT has the following functions:

**History**

Since our creation in 1928, we have been key to delivering government priorities for VET and have contributed significantly to the economic and cultural development of the ACT.

In our early days as the Junior Technical and Trades School at Telopea Park, we enrolled 95 students across eight trade areas, and from the 1950s, we continued to grow in enrolments and scope.

In 1975, when Canberra’s population reached 198,000, we became the Canberra College of Technical and Further Education (TAFE), and quickly expanded with the establishment of Bruce College of TAFE in 1977 and Woden TAFE in 1980.

A decade later, we became the Canberra Institute of Technology (CIT), a territory authority established under the *Canberra Institute of Technology Act 1987* (CIT Act). In 2014, the CIT Act was amended to replace the CIT Advisory Council with a governing Board to better enable CIT “to meet the twin objectives of operating as a public provider of VET and operating with greater commercial and entrepreneurial focus

in an increasingly contestable training marketplace” (Minister for Education and Training, ACT Legislative Assembly, 30 October 2014).

Governance of territory authorities is regulated by the *Financial Management Act 1996* (FMA) and many elements of the operation of a governing Board

established under territory legislation are provided for in the FMA.

Throughout this period of expansion and diversification, CIT has remained firmly anchored to our mission as the public provider of quality VET

across the region and a significant contributor to the ACT skills base.

We have over 18,000 enrolments annually, with almost 93% of our graduates finding employment or continuing studies – nearly 7% above the national average.

**>**

conduct an educational institution to provide excellence in study that the CIT Board, with the Minister’s written approval, decides or the Minister directs

provide educational products and services to advance and develop knowledge and skills in the community

support ACT industry and business in pursuing economic growth and sustainability for

the community

perform the role of public provider of VET in the ACT

issue awards to people who have satisfactorily completed a course of study at the CIT and to issue honorary awards

consult and cooperate to promote education and training and employment pathways for learners

make suitable financial arrangements with industry and business for the purpose of CIT’s functions

exercise any other function given to it under a Territory law.

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**Vision, Mission, and Values**

**Our Vision**

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

**Our Mission**

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

**Our Values**

CIT shares the ACT Public Service Values of respect, integrity, collaboration and innovation.

**Corporate Objectives**

CIT Corporate objectives in 2024, as outlined in the CIT Statement of Intent *2024-25 ACT Budget Statements*

*B, Chief Minister, Treasury and Economic Development Directorate* (page 129), were to:

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support the ACT Government’s Skilled to Succeed: skills and workforce agenda for the ACT, by working collaboratively with industry, customers and government, to provide a more inclusive responsive, flexible and future-focused skills sector to respond to future workforce needs

perform the role of public provider of VET in the ACT, in accordance with its functions under the CIT Act, by providing course offerings aligned to ACT Government priorities and the ACT Skills Needs List

support ACT industry and business in pursuing economic growth and sustainability for the community, by applying appropriate and contemporary learning opportunities for students to acquire the relevant skills for current and future workforce requirements

serve all members of our community, as the public provider of VET in the ACT, with a dedicated focus on education pathways for all, by providing inclusive, non-discriminatory and culturally appropriate learning environments, and being

determined in our focus on addressing equity gaps.

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**Respect** at CIT means treating others with the sensitivity, courtesy and understanding we would wish for ourselves, and recognising that everyone has something to offer. It means thinking ‘would

I be happy if this was happening to me’ and rests on a foundation of fundamental decency in our dealings with colleagues and clients alike.

**Integrity** at CIT means being apolitical, honest, dependable and accountable. It means recognising achievement, not shirking uncomfortable conversations and implies a consistency in our dealings with others.

**Collaboration** at CIT means actively sharing information and resources and working together towards shared goals. Collaboration relies

on genuine engagement with our colleagues, students, stakeholders and the broader community.

**Innovation** at CIT means empowering colleagues at all levels to question the status quo, raise new ideas and engage in creative problem solving.

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These objectives were achieved through the lens of CIT’s Strategic Compass 2025 – CIT Futures.

**Strategic Compass**

Our Strategic Compass – CIT Futures 2025 outlined our strategic direction throughout 2024. It was largely based on recognising our potential to set the

benchmark in modern skills training and drive activity impacting the local education landscape. While adhering to this plan, throughout 2024 CIT focused on the development of a new strategic plan that

will inform our approach over the next decade. The new strategic plan 2025-2035 – *Skilling for the Future, equipping you for Life* – was launched in January 2025.

At CIT, we are embracing a future rich with possibilities, a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, business, and the community. CIT is an integral part of the ACT community, and as the premier public provider of

VET in the ACT, is uniquely placed to contribute to the prosperity and sustainability of Canberra’s future.

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**CIT Board**

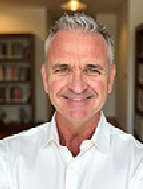
The CIT Board, established in 2015 under Section 9 of the CIT Act, consists of a minimum of seven and no more than 11 members, appointed by the ACT Government Minister for Minister for Skills, Training and Industrial Relations. The CIT CEO is a Board

member in accordance with Section 80 (4) of the FMA, while appointments to the CIT Board are conducted in accordance with the *ACT Government Boards and Committees Handbook.*

As required by Section 56 of the FMA, the CIT Board is responsible, under the responsible Minister, for the efficient and effective financial management of CIT. The CIT Board Charter outlines the roles and responsibilities of Board members, code of conduct, conflict of interest and other information relating to

meetings, subcommittees and administration. The CIT Board Charter is available on the CIT website.

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The CIT Board plays a key role in setting the strategic direction of CIT as well as providing oversight of operational matters and improvements to finance, procurement and governance. Meetings included regular meetings focused on operational matters, special meetings focused on strategic direction and extraordinary meetings to consider out-of-session urgent business.

In 2024, membership of the CIT Board saw the following changes:

* Ms Roslyn Jackson was reappointed for three years from 1 July 2024

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the appointments of Professor Frances Shannon and Mr Paul McGlone ended

Mr Tony Brennan and Dr Mark Bazzacco were appointed for three years from 1 July 2024

the elected student representative changed from Mr Lelio Laschkolnig to Ms Lucy Baranovsky.

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**CIT Board Members**

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**Ms Kate Lundy Ms Natalie Howson Ms Christine Robertson Dr Mark Bazzacco**

Chair Deputy Chair Interim CIT CEO Member

**Ms Tahlia-Rose Vanissum Mr Tony Brennan JP Mr Keith Brown Ms Roslyn Jackson**

Member Member Staff Representative Member

**Ms Jane Madden Ms Rosemary Bishop Ms Lucy Baranovsky**

Member Member Chair of the CITSA Council Student Representative

**CIT Board Functions**

The functions of the CIT Board as prescribed in section 77 of the FMA are:

**CIT Board Meetings**

In 2024, the CIT Board continued its regular cadence of meetings to ensure appropriate oversight of

CIT. There were 13 CIT Board meetings and Board members also conducted business out of session and met for site tours.

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setting CIT policies and strategies

governing CIT consistently with the authority’s establishing Act and other relevant legislation

ensuring, as far as practicable, that CIT operates in a proper, effective and efficient way

ensuring, as far as practicable, that CIT complies with applicable government policies (if any).

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*Figure 1: Attendees of CIT Board meetings in 2024*

**Note:** \* New or former CIT Board members or members who took leave during the year

**CIT Board Subcommittees**

**Audit and Risk Committee**

The CIT Audit and Risk Committee is a subcommittee of the CIT Board. It was established by the CIT Board in accordance with the ACT Government Internal Audit Committee and Function Framework and Sections 56 and 77 of the FMA.

Its role is to provide independent, objective assurance and assistance to the CIT Board on CIT’s risk, control and compliance framework, internal audit function and its external accountability responsibilities, and it oversees the preparation of the financial statements on behalf of the CIT Board.

This Committee met on nine occasions in 2024 and also progressed work out of session.

For further information on the activities of the Audit Committee see the section on internal audit (page 59).

**Governance and Nomination Committee** The CIT Board established the Governance and Nomination Committee in 2022. This Committee

consists of Board members and provides advice to the

Board on appointments and governance practices.

The Governance and Nomination Committee has its own charter which sets out its objectives and includes authority, membership, frequency of meetings and context.

This Committee met on five occasions in 2024 and also progressed work out of session.

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Name Position Total Meetings

Kate Lundy Chair 13

Natalie Howson Deputy Chair 11

Jane Madden Member 5\*

Tahlia-Rose Vanissum Member 9

Roslyn Jackson Member 9

Lucy Baranovsky Student representative 10\*

Christine Robertson Interim CIT CEO 11

Rosemary Bishop Member 11

Keith Brown Staff Member 13

Tony Brennan Member 4\*

Mark Bazzacco Member 3\*

Lelio Laschkolnig Student Member 1\*

Paul McGlone Member 4\*

Professor Frances Shannon Member 6\*



**Key CIT Board Matters**

**New Strategy Development**

During the year the Board finalised the new strategic plan for CIT which was released in January 2025.

The timing to develop a new strategy reflected the upcoming expiry of the Strategic Compass 2025, the significant policy movements that occurred in the VET sector, and the change in board and executive direction of the CIT since 2022.

The strategic plan – *Skilling for the future, equipping you for life* – is the culmination of a highly collaborative consultation process with our staff, students, partners, stakeholders and the ACT community. The plan outlines a 10-year ambitious agenda focussed on:

a new CEO who will lead CIT in implementing its ambitious new strategy from 2025.

**CIT People**

The CIT Board recognises the critical role of our educators and staff in delivering quality education for the Canberra community.

In 2024, the Board continued to focus on work health and safety and looks forward to working with our people to develop and approve a dedicated people strategy in 2025.

The new CIT strategic plan focuses on our people being equipped to achieve our future strategic objectives.

**Cloud Campus Program**

2024 saw the establishment of the systems for governance and operations in partnership with Digital, Data and Technology Solutions for the CIT’s Cloud Campus Program. This significant update will introduce modern teaching and learning tools across all our campuses and is particularly relevant to the new CIT Woden. The CIT Board Chair co-chairs the Cloud Campus Program Oversight Board.

**CIT Yurauna**

In 2024, the groundbreaking for the new CIT Yurauna building was undertaken and the Board is looking forward to the new state-of-the-art facilities at CIT Bruce. CIT’s new Reconciliation Action Plan was approved by the Board and was launched on-site as part of the groundbreaking ceremony for CIT Yurauna.

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meeting the skills needs of today, tomorrow and beyond

ensuring our teaching and learning is leading edge and enhances student outcomes

equipping our people to achieve our strategy

building strong foundations to support the delivery of our strategy and enabling future growth.

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The CIT Board looks forward to working with staff, students and stakeholders as we transition to this new strategic plan in 2025.

**Governance**

With a view to building strong foundations to support and enable future growth, in 2024 the CIT Board focused on good governance strategies and revisiting policies and procedures to ensure they remain relevant and appropriate for the task.

The Board provided oversight for academic quality and governance, which is an essential part of CIT’s core business. A Board member was included on the Academic Council to ensure oversight, and the

Academic Council provided papers and their minutes to the Board.

In the spirit of driving good governance and continuous improvement, the Board released the CIT Governance Framework, which was adopted on 23 February 2024. This document is aligned with the Australian Standard Good Governance Principles [AS8000-2003] and the legislative frameworks applying to the CIT.

The Board also continued to manage legacy issues that were the subject of an Integrity Commission Inquiry, which released its first Special Report on 27 June 2024. Prior to this release the CIT CEO resigned, which enabled the Board to initiate recruitment of

*CIT Yurauna groundbreaking ceremony at CIT Bruce*

*L-R: Caroline Hughes, Kate Lundy, Michael Pettersson, Tahlia-Rose Vanissum.*

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*Looking to the Future 2024 staff conference.*

**CIT Staff Conference**

The 2024 Looking to the Future staff conference, held on 23 January, brought together over 450 CIT educators and professional staff for a day of

networking, sharing ideas and setting goals for the year ahead.

The event featured engaging breakout sessions led by CIT staff, covering a range of professional development topics, from student support to corporate updates.

Keynote speakers included University of Adelaide Professor Susan James-Relly, who discussed the critical role of VET in the tertiary education system, and TAFE Directors Australia CEO Jenny Dodd, who outlined the 11 key issues facing TAFE nationally.

A panel of experts from six jobs and skills councils also shared valuable insights on skills and workforce needs, career pathways and industry collaboration.

Attendees from the Jobs and skills council were:

**Remuneration for CIT Board and Executives**

All CIT Board members and executives are paid in accordance with determinations of the ACT Remuneration Tribunal and relevant laws and

instruments, including the *Public Sector Management Act 1994* and the *Public Sector Management Standards 2006*. Under the *Remuneration Tribunal Act 1995*, the Remuneration Tribunal determines remuneration for the CIT CEO and members of the CIT Board.

**CIT Solutions**

CIT Solutions Pty Ltd is a wholly owned subsidiary of CIT, offering training and assessment services on a commercial basis from CIT Bruce. Its training

activities are governed by the same registered training organisation (RTO) quality assurance framework as applies to the rest of the training delivery of CIT.

CIT Solutions delivers a range of professional development courses and nationally recognised qualifications from the Australian Qualifications Framework under CIT’s RTO 0101 status to the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and corporate sectors.

These programs and consultancy services are delivered to ACT and regional clients and approved international students. CIT Solutions also delivers a range of short recreational courses.

For further information on CIT Solutions see page 55.

**>**

Dr Gavin Lind – CEO, Mining and Automotive Skills Alliance

Lisa Bale – Director Vocational Education and Training + Innovation, Future Skills Organisation

Paul Walsh – CEO, Industry Skills Australia Emma King – CEO, Human Ability

Adam Luckhurst – Strategic Advisor, Manufacturing Industry Skills Alliance

Geoff Barbaro – Stakeholder Engagement Executive Manager, Skills Insight.

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**Organisational Structure**

CIT comprises three divisions and five colleges, including CIT Yurauna, which is a service dedicated to Aboriginal and Torres Strait Islander peoples. Each college is led by a college director and supported by management teams.

The five colleges are:

of buildings and facilities assets, industrial relations, corporate governance, audit and risk, information technology, records management, work health

and safety, the student administration system and corporate compliance.

The division is also responsible for ensuring CIT meets its obligations as a Territory Authority, to the ACT and Australian governments.

**Strategic Finance and Business Transformation Division**

The Strategic Finance and Business Transformation Division is responsible for CIT’s procurement policies and procedures, strategic communications, and industry engagement to grow CIT’s business.

The Division is also responsible for the preparation of the annual budget and financial statements

and associated external reporting obligations, and supporting CIT’s business units in meeting their financial, procurement and corporate management needs.

**>**

Pathways, Business and Leadership delivering courses in foundation studies, English language skills, accounting, law, management, business and administration, alongside the ACT Senior Secondary Certificate

Health, Community and Science delivering a range of courses focused on meeting the needs of the community and industry in forensic science, environment, animal science, and health and community services

Technology and Design delivering courses in hair and beauty, floristry and horticulture,

photography, visual arts and fashion, information, communication technology, communication, media and music

Trade Skills delivering a range of trades courses, including construction, high-risk, electrical, culinary, building management, engineering, plumbing, automotive and metal fabrication

CIT Yurauna, our centre of excellence for Aboriginal and Torres Strait Islander students.

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**CIT Executive**

Our CIT executive team works collaboratively and reports to the CEO. As at 31 December 2024, our executive positions were comprised of:

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Interim CEO – Christine Robertson

Executive Director, Education Futures and Students – Josephine Andersen

Executive Director, Strategic Finance and Business Transformation – Craig Jordan

Executive Director, Corporate Services – Meghan Oldfield

Chief Financial Officer – Erica Wark

Chief Information Officer – Craig Neiberding

Executive Branch Manager, People and Culture – Sarah Chandra

Executive Branch Manager, Audit, Risk and Corporate Governance – Daniel Riley

Executive Branch Manager, Campus Renewal – Kiel Shuttleworth

Executive Branch Manager, Policy and Governance – Tania Manual

Student Experience Lead and Academic Registrar – Scott Nichols

Education Design and Delivery Lead – Richard Abelle

Industry and Innovation Lead – Georgia von Guttner.

**Education Futures and Students Division**

The Education Futures and Students Division promotes a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative educators, the division is committed

to delivering future-focused teaching and enhancing student outcomes.

The division aims to integrate leading-edge educational design and delivery technologies, supported by digitally-enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems.

Dedicated to offering a wide range of student engagement and support services, the division supports an increasing number of lifelong learners to study and upskill at CIT.

**Corporate Services Division**

The Corporate Services Division is responsible for a comprehensive range of support services across CIT in the areas of human resources, maintenance

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***Figure 1: CIT Organisational Chart***

CIT Solutions Board

Natalie Howson, Chair

CIT Board

Kate Lundy, Chair

General Manager

CIT Solutions

Rochelle Christian A/g

Policy and Governance Executive Branch Manager Tania Manuel

Interim Chief Executive Officer

Christine Robertson

Corporate Services

Executive Director

Meghan Oldfield

Education Futures and Students

Executive Director

Josephine Andersen

Strategic Finance and Business Transformation

Executive Director

Craig Jordan

Campus Renewal Branch

Executive Branch Manager

Kiel Shuttleworth

Education Design and Delivery Lead

Richard Abelle

Strategic Finance and Business

Transformation Branch

Chief Finance Officer

Erica Wark

Student Experience Lead and Academic Registrar Scott Nichols

Audit, Risk and Corporate Governance Branch Executive Branch Manager

Daniel Riley

Industry and

Innovation Lead

Georgia von Guttner

CIO, Data and Digitalisation Branch Chief Information Officer

Craig Neiberding

Procurement

People and Culture Branch Executive Branch Manager Sarah Chandra

College

Pathways, Business and Leadership

English Language Year 12

Foundation Skills

Accounting and Project Management

Business

College

CIT Health, Community and Science

Children's Education and Care

Community

Human Services Science

Wellbeing and CIT Fit & Well

College

CIT Technology and Design

Creative and Design Industries

Graphics, Entertainment, Media and Music

Hairdressing and Beauty Therapy Horticulture and Floristry

Information, Communication and Technology

Centre for Cyber Security

College

CIT Trade Skills

Automotive, Metals and Logistics

Building Management Construction

High Risk and Finishing Trades Electrical Trades

Hospitality, Culinary and Tourism Plumbing

CIT Yurauna

Aboriginal and Torres Strait Islander Programs

Aboriginal and Torres Strait Islander Student Support

Community Engagement

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**CEO (Interim)**

The Interim CEO, Christine Robertson, reports directly to the CIT Board and provides strategic leadership across CIT. The CEO is responsible for ensuring, as far as practicable, that CIT’s statement of intent is implemented effectively and efficiently while managing the day-to-day operations of CIT in

accordance with the policies set by the CIT Board. The CEO regularly advises the Board about the operation and financial performance of CIT.

**Executive Director, Strategic Finance and Business Transformation**

Executive Director Strategic Finance and Business Transformation, Craig Jordan, provides support to the CIT Board, CEO and senior executive team by providing strategic financial, procurement, and communications advice. The Executive Director Strategic Finance and Business Transformation ensures CIT has broad and effective links with industry to grow CIT’s business while providing assurance in relation to financial strategy, performance, and sustainability. The position takes a lead role in ensuring that CIT’s financial position is robust and sustainable.

**Executive Director, Education Futures and Students**

The Executive Director, Education Futures and Students, Josephine Andersen, collaborates with CIT’s education leaders to ensure high-quality, relevant

and accessible teaching and learning. This includes driving innovation in curriculum design, enhancing student support services and ensuring training meets students’ and industry demands. The position leads the Electric Vehicle TAFE Centre of Excellence and

key initiatives, such as Fee-Free TAFE, and supports apprentices by ensuring their training is practical, industry-aligned and responsive to workforce needs. The position also oversees the CIT brand, ensuring stakeholders and the broader community recognise CIT’s contributions to individuals, businesses and the ACT economy.

**Executive Director, Corporate Services**

The Executive Director, Corporate Services, Meghan Oldfield, has primary responsibility for ensuring

the efficient operations of CIT through appropriate business and professional services supporting the strategic and operational needs of CIT. This includes overall management of CIT’s human resources, information technology, audit and risk, strategic communications, campus renewal corporate compliance and facilities management. This position is also the key liaison point for other ACT Government services supporting CIT.

**Change in Reporting Line**

In September 2024, a temporary reporting line change was made for the Audit, Risk and Corporate Governance Team and the People and Culture team. These teams transferred from Corporate Services into Strategic Finance and Business Transformation, to allow CIT to have a dedicated Senior Responsible Officer for the Cloud Campus project and Campus Renewal project.

in addition the following permanent changes were made:

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Facilities team was moved into corporate services division

Industry and Innovation team was moved into Strategic Finance and Business Transformation

Strategic Communications Team was moved into Strategic Finance and Business Transformation.

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**Internal Accountability, Governance and Oversight**

The CIT Operational Governance Framework provides guidance and directions for employees, students, other government directorates and the community as to how CIT ensures and applies appropriate governance arrangements across all of its decisions and activities

The CIT Board and CEO are responsible for ensuring CIT implements and maintains an appropriate governance framework. CIT executive and managers have responsibility for promoting a positive attitude towards compliance, as part of organisational culture and continuous improvement of performance.

All CIT staff have individual responsibilities for compliance as a public servant and, as part of their work requirements, are encouraged to demonstrate compliance actions and behaviours.

The CIT Operational Governance Framework also establishes CIT’s operational level committees, subcommittees and working groups, which help to:

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inform decision making

support business and organisational operations to achieve corporate goals

ensure statutory and legal obligations are met manage risk.

**Executive Management Committee**

The Executive Management Committee (EMC) supports the CEO by providing timely, professional and ethical advice in relation to key strategic direction setting and the efficient and effective operation of CIT. The EMC is accountable for the performance outcomes of CIT through the implementation and

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***Figure 2: CIT Operational Governance Framework***

monitoring of strategic, operational, educational, people and financial business plans and processes, and for ensuring appropriate frameworks, delegations, policies, procedures and resourcing are in place

to support the delivery of CIT strategic and operational objectives.

**Academic Council**

The role of Academic Council and its subcommittees is to oversee CIT’s academic delivery and quality assurance arrangements and advise on matters relating to the quality and strategic direction of education and training. The Academic Council operates with an annual workplan approved by

the EMC. The minutes of each Academic Council

meeting are provided to EMC, and include any formal resolutions taken by Council. Resolutions endorsed by the Academic Council are referred to EMC or the CIT Board for noting or approval.

**Reconciliation Working Group**

The Reconciliation Working Group aims to advance reconciliation with Aboriginal and Torres Strait Islander people, with outcomes reported to the EMC. In 2024, this group collaborated across all areas of CIT to develop the 2025-2026 Innovate Reconciliation Action Plan. Moving forward, the group will be responsible

for implementing and monitoring the plan, gathering support and commitment, and encouraging all CIT staff to participate in initiatives and events.

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**CIT Solutions Board**

**General Manager CIT Solutions**

**S** Executive Director Executive Director Executive Director

**trategic Finance and Education Futures Corporate Services**

**Business Transformation and Students**

WHS Tier 2 Committee

Info Mgt/IMICT Committee

Business Systems Transformation Committee

Business Engagement Committee

ICT Systems Change Advisory Group

ICT Steering Group

WHS Tier 1 Committee

**Executive Management Committee**

Governance and Nominations Committee

**CIT Board**

**CEO**

CIT Audit and Risk Committee

Reconciliation Working Group

Student Experience Committee

Workplace Consultative Committee

Teaching and Learning Quality Committee

Campus Work Health and Safety Committee

Academic Council

Strategic Growth Committee

**Minister for Skills**

**Teaching and Learning Quality Committee**

The role of the Teaching and Learning Quality Committee is to provide oversight of and make recommendations to the Academic Council on program quality management, and teaching and learning. This includes oversight and monitoring of program level quality assurance activities, and the adequacy of compliance and quality management practices.

**Student Experience Committee**

The role of the Student Experience Committee is to oversee and make recommendations to the Academic Council on the development, implementation and review of strategies, policies and initiatives to enhance the student experience.

**Work Health and Safety Committees**

Work Health and Safety (WHS) committees facilitate cooperation between staff and management on the development, implementation and review of WHS policy and procedure and to monitor compliance with WHS legislation, standards, codes of practice, policies and procedures.

Meeting quarterly, they comprise representation from executive management, WHS and facilities management, and health and safety representatives.

The Tier 1 WHS Committee is established to:

Tier 2 Work Health and Safety Committee is established to:

**>**

facilitate cooperation between staff and management on the development,

implementation, and review of WHS policies and procedures

review information related to WHS performance to inform continuous improvement in the management of WHS

monitor the management of business unit’s WHS Risk Registers

monitor the implementation and resolution of issues arising from workgroups including via health and safety representatives or business unit management

provide input and share initiatives to improve work health, safety and wellbeing across CIT

coordinate engagement and strategies to promote and manage student health and safety

provide input and consideration of injury prevention and injury management priorities and initiatives

report to the Executive Management Committee.

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**CIT Consultative Committee**

CIT Consultative Committee (CITCC) was established in accordance with the requirements outlined in the following Enterprise Agreements (the Agreements):

* ACT Public Sector Canberra Institute of Technology (Educators) Enterprise Agreement 2023-2026,

clause F1.5

* ACT Public Sector Canberra Institute of Technology Enterprise Agreement 2023-2026, Clause F1.5.

The CITCC is as the peak consultation forum between CIT and the unions, bound by the Agreements, on matters pertaining to the employment relationship. With quarterly meetings, it is consultative in nature and has no deliberative powers.

The CITCC is established to:

facilitate cooperation between staff and management on the development, implementation and review of WHS policy and procedures

review information related to WHS performance to inform continuous improvement in the management of WHS

monitor the management of CIT’s WHS Risk Register

monitor the implementation and resolution of corrective actions arising from WHS audits and inspections

monitor the implementation and resolution of issues arising from Tier 2 WHS Committee meetings via the Tier 2 WHS Committee Chair

provide input and share initiatives to improve work health, safety and wellbeing across CIT

coordinate engagement and strategies to promote and manage student health and safety

provide input and consideration of injury prevention and injury management priorities and initiatives.

monitor the operation and implementation of the Agreements

consider any proposed new or significant changes to CIT policy statements and guidelines that relate to the provisions of the Agreements

exchange information about workplace issues affecting staff

consult on any existing, or the development of new, performance management schemes at CIT.

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**Information Management and Communication Technology Committee**

The Information Management and Information and Communications Technology Committee ensures a good partnership with Digital, Data and Technology Solutions (DDTS) and its core focus is around the relationship and integration of CIT and DDTS, and CIT’s Digital Transformation Strategy.

**Information Communication Technology Steering Group**

The role of the CIT Information and Communications Technology Steering Group is to orchestrate and synchronise the various CIT digital capabilities to ensure they support CIT’s digital vision. The focus is at the operational level, ensuring individual tactical ICT changes are prioritised and integrated into CIT

architecture, and managing boundary issues between the various systems.

**Information Systems Advisory Change Group**

The role of the Information Systems Change Advisory Group is to maintain oversight of all technical change and release management activities across CIT’s ICT environment. It is responsible for ensuring any changes are implemented without adversely impacting business operations, other scheduled changes, planned outages and any other significant business events or functions.

**Business Engagement and Change Committee**

The Business Engagement and Change Committee serves as the entity responsible for the initial vetting, review, recommendation, prioritisation and endorsement of business system improvements and process enhancements. It acts as the primary

gateway for proposed changes in the ICT environment, ensuring alignment with organisational strategies and priorities. It oversees the process from initial proposal to final endorsement, maintaining a comprehensive and coordinated approach to business transformation.

**Strategic Business Growth Committee**

The purpose of the Strategic Business Growth Committee is to provide advice to the EMC, the CEO and ultimately the CIT Board to ensure CIT is able to effectively and collaboratively establish and achieve revenue targets to ensure CIT’s financial sustainability and competitive market share. It is also responsible for establishing, leading and reviewing the policies, approaches and frameworks around competitive forces such as pricing and funding arrangements.

*Group of 2024 graduates at CIT graduation ceremony.*

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PERFORMANCE ANALYSIS

**Accountability Indicators: Summary of Performance**

CIT delivers VET through the ACT Government Controlled Recurrent Payment (CRP), Fee-Free TAFE, the ACT Government Skilled Capital Program, funding for Australian Apprenticeships, the JobTrainer Program and commercial activities delivered by CIT and its subsidiary, CIT Solutions. The CIT Budget for 2024 is shown in Figure 3 (from CIT Statement of Intent 2*023-24 ACT Budget Statements B, Chief Minister, Treasury and Economic Development Directorate* (page 153).

**Output Class 1: Provision of Vocational Education and Training Services**

This output involves the provision of places in publicly funded programs at CIT, consistent with training needs for the ACT.

*Figure 3: Provision of Vocational Education and Training Services ($’000)*

**Note:** Total cost includes depreciation and amortisation of $11.055m in 2024 .

In 2024, student activity data for the ACT Budget accountability indicators (see Figure 4) are included in all activity delivered by CIT, excluding any students enrolled at CIT Solutions. CIT has four accountability indicators for the 2024 academic year: subject enrolments, subject pass rates, learner satisfaction rate and employer satisfaction rate. These are described in the CIT Statement of Intent (CIT Statement of Intent *2024-25 ACT Budget Statements B, Chief Minister, Treasury and Economic Development Directorate* (page 139) and further information is available in the Statement of Performance in Part C.

**Strategic Objective: Student Outcomes**

CIT’s objective is to provide training that meets student needs ensuring a job ready skill set for our future workers.

**Strategic Indicator:** CIT has continued to improve graduate outcomes in employment related indicators for the past five years. This objective has been met.

**Output Class 1: Provision of Vocational Education and Training Services**

*Figure 4: Accountability Indicators January to December Calendar year*

**Note:**

* In 2024 there were 90,419 subject enrolments, 10% below the target of 100,000: This target was not met.
* CIT recorded an 86% subject pass rate in 2024, 1% above the target of 85%. This target was met.
* The Learner Engagement Survey (LES), was 86% and is consistent with the 2024 target.
* Overall, 89% of respondent employers were satisfied with CIT training in 2024, compared to 91% in 2023. This target was met.

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2024 Target 2024 Actual

a) Subject Enrolments 100,000 90,419

b) Subject Pass Rates 85% 86%

c) Achieve key output targets:

i) Learner Satisfaction Rate 85% 86%

ii) Employer Satisfaction Rate 80% 89%

2024 Target 2024 Actual

Total Cost ($’000) 144,883 155,725

Controlled Recurrent Payments ($’000) 73,722 81,629

**Accountability Indicator: Subject Enrolments**

This accountability indicator refers to student enrolments in each ‘Unit of Competency’ for the reporting period, as opposed to a full qualification. In 2024, there were 90,419 subject enrolments, 10% below the target of 100,000. The number of subject enrolments for 2023 was 97,324, 3% below the target

of 100,000.

Comparative data across the four years since the accountability indicator was introduced in 2021 show a decline of 18.9%, with subject enrolments falling from 111,464 in 2021 to 90,419 in 2024 (a reduction

of 21,045).

The decline in subject enrolments is attributed to a combination of the flow-on effects of reduction in enrolments post-COVID-19 and the strong local

employment market reducing the immediate demand for training.

**Accountability Indicator: Subject Pass Rate**

This accountability indicator refers to the proportion of subject enrolments issued with a grade indicating successful completion of the ‘Unit of Competency’ during the reporting period.

CIT recorded an 86% subject pass rate in 2024,

1% above the target of 85%. This compares to 86% in 2023 and 2022.

**Accountability Indicator: Student Experience**

CIT is committed to providing exceptional student experiences that enable students to meet their lifelong learning goals and improve their career prospects. This includes accessible, high-quality, and relevant skills and training, and opportunities to engage with industry.

CIT student support includes access to free and confidential services including counselling, disability support, tutoring, migrant support and careers advice. The CIT Student Association (CITSA) also supports student wellbeing through social programs and events.

**Learner Engagement Survey (LES)**

As required of all Registered Training Organisations (RTOs), CIT surveyed students through the Learner Engagement Survey (LES), which seeks feedback on students’ experiences about their training and assessment quality.

We conducted our LES from 3 to 21 February 2024, with 547 students responding out of a total of 8,420 active students (77 unsubscribed from the survey) – a response rate of 6.6%.

The CIT Learner Engagement Survey incudes a series of 37 questions aligned to the Australian Skills Quality Authority (ASQA) compliance requirements for RTO’s, with the key indicator question – ‘overall, I am satisfied with the training’ – the most significant.

The LES results showed 86.3% of respondents were satisfied with the training at CIT in 2024, compared to 87.7% in 2023. CIT results have remained positive

over the past 10 years and indicate we are consistently performing to a high standard. (See Figure 5.)

The only year over the past decade when we did not conduct an LES was in 2022, when CIT opted to participate in the VET Student Experience Survey (VETSES). The result for the key indicator question

‘overall, we are satisfied with the training’ from VETSES 2022 conducted by NCVER was 80.5%, noting the methodology used was slightly different.

***Figure 5: Learner satisfaction with CIT Training 2014 to 2024***

25

100% 93.3% 93.1% 91.6% 91.4% 90.3%

90% 89.0% 87.4% 87.7% 87.7% 86.3%

80%

70%

60%

50%

40%

30%

20%

10%

0%

2014 2015 2016 2017 2018 2019 2020 2021 2023 2024

Questions with the greatest increase in satisfaction from 2023:

* ‘Trainers made it clear right from the start what they expected from me’ – up 1.8% (87.9% to 89.7%)
* ‘Trainers explained things clearly’ – up 1.7% (85.8% to 87.5%)
* ‘I pushed myself to understand things I found confusing’ – up 1.6% (93.9% to 95.4%).

Questions with the greatest decrease in satisfaction from 2023:

* the training prepared our employees for the demands of work – up 2.1% (85.1% to 87.2%)
* training resources and equipment were in good condition – up 0.7% (92.4% to 93.1%).

Questions with the greatest decrease in satisfaction from 2023:

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the training organisation was flexible enough to meet our needs – down 8.3% (94.7% to 86.4%)

the training organisation provided good support for workplace training and assessment – down 4.7% (91.7% to 86.9%)

the training organisation clearly explained what was expected from employers – down 4.7% (88.1% to 83.3%).

‘The training prepared me well for work’ – down 4.4% (85.8% to 81.4%)

‘Training facilities and materials were in good condition’ – down 3.5% (85.5% to 82.0%)

‘I would recommend the training to others’ – down 3.0% (88.0% to 85.0%).

**National Student Outcomes Survey**

CIT’s key strategic objective is to provide VET that meets student and employer needs. The National Student Outcomes Survey, conducted annually by the National Centre for Vocational Education Research (NCVER) provides one measure of success. By focusing on students’ employment outcomes, the survey gauges how well CIT serves individuals, employers and the community. The survey also collects information on VET students’ reasons for training, satisfaction with training, and further study outcomes.

Areas of assessment are:

**Accountability Indicator: Employer Satisfaction Rate**

The Employer Satisfaction Rate is measured through the annual CIT Employer Satisfaction Survey, completed by employers of apprentices and trainees undertaking study at CIT. The survey comprises 32 questions aligned to Australian Skills Quality Authority (ASQA) compliance requirements for Registered Training Organisations (RTOs).

A total of 89.1% of respondents were satisfied with CIT training in 2024, compared to the slightly higher figure of 90.6% in 2023. Overall, employer satisfaction rates at CIT have remained positive over 10 years, as shown in Figure 6.

Questions with the greatest increase in satisfaction from 2023:

* the training used up-to-date equipment, facilities and materials – up 7.6% (84.8% to 92.4%)

**>**

employed after training

not employed before training, employed after training

employed or in further study after training enrolled in further study after training achieved main reason for training (reasons for

studying include getting a job, gaining extra skills for current job, changing careers, getting a better job, and developing or starting a business).

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***Figure 6: Employer Satisfaction with CIT Training 2014 to 2024***

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100% 94.1%

90% 85.0% 87.5% 85.1% 87.4% 89.5% 89.9% 90.0% 89.0% 90.6% 89.1%

80%

70%

60%

50%

40%

30%

20%

10%

0%

2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024

Providing comparison data across state and territory TAFE Institutes, the survey responses show that in 2024, CIT graduates exceeded national performance in all but one area (‘enrolled in further study after training’).

The 2024 survey showed:

* 27.8% of CIT graduates were enrolled in further study after training compared with 37.3% nationally
* 89.8% of CIT graduates achieved the main reason for study compared with the national average

of 85.0%.

The results demonstrate an impressive performance in employment related indicators, and put CIT on top of Australia’s TAFE institutions, as shown in Figure 7.

The results in ‘employment related indicators’ have also improved over time, with CIT continuing to improve graduate outcomes in employment related indicators for the past five years, as shown in Figure 8.

87.2% of CIT graduates were employed after training compared with 74.6% nationally

60.4% of CIT graduates who were not employed before training, were employed after training compared with 42.4% nationally

92.8% of CIT graduates were employed or in further study compared with 85.8% nationally

***Figure 7: Performance of CIT Graduates Against other Australian TAFE Graduates 2024 (%)***

***Figure 8: NCVER Student Outcome Survey CIT Graduate Outcomes 2020–2024 (%)***

27

100

90

80

70

60

50

40

30

20

10

0 Employed after Not employed before Employed or in further Enrolled in further study Achieved main reason training training, employed after study after training after training for training

training

2024 2023 2022 2021 2020

100

90

80

70

60

50

40

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20

10

0 Employed after Not employed before Employed or in further Enrolled in further study Achieved main reason training training, employed after study after training after training for training

training

CIT Graduates TAFE and Other Government Providers Australia



**Strategic Engagement**

**Digital Manufacturing on a Shoestring Collaboration**

On 21 March, CIT partnered with UNSW Canberra, the University of Cambridge and the Canberra Innovation Network (CBRIN) to host a proof-of-concept Digital Manufacturing on a Shoestring Awareness workshop, run at CBRIN offices in Civic.

Production leaders from approximately 30 local manufacturing businesses participated in the workshop facilitated by Professor Duncan McFarlane from the Institute of Manufacturing at the University of Cambridge.

Based on the successful model developed by Professor McFarlane in the UK working with vocational skills partners, the workshop investigated how low- cost digital solutions can be developed and used by Canberra manufacturers to reduce energy bills, cut waste and improve productivity.

Given the strong interest from local industry, the partners are continuing to explore how a Digital

Manufacturing on a Shoestring program can become a permanent feature of the UNSW Canberra City Campus experience.

**First Wednesday Connect at CIT Reid**

On 5 June 2024, CIT hosted First Wednesday Connect for the CBRIN at the CIT Reid restaurants. The event saw 132 professionals, entrepreneurs and innovators from Canberra’s business and innovation community come together, with a lively set of pitches and enthusiastic networking session.

CIT Interim CEO, Christine Robertson, gave a welcome address and several CIT staff – including Campus Renewal Director Rikki Norris, Senior Manager Renewables Chimwemwe Mpaso, and Centre of Excellence Program Lead Shellie Flatt – gave pitch presentations on emerging projects at CIT. The pitches promoted CIT Woden, highlighted CIT’s courses and activities on future and renewable energy skills and presented the CIT Electric Vehicle Centre of Excellence.

*L-R: Angela Wise, Strategy, Performance and Change Director CIT; Rikki Norris, Campus Renewal Director CIT; Chimwemwe Mpaso, Senior Manager Renewables CIT; Christine Robertson, Interim CEO CIT; Georgia von Guttner, Industry and Innovation Lead CIT; Keith Brown, Facilities Director CIT; and Kon Vilkov, Industry Engagement Project Manager CIT.*

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*CIT and University of Canberra leaders at the MOU signing ceremony.*

**Enhanced Collaboration with the University of Canberra**

On 27 August 2024, CIT signed a new Memorandum of Understanding (MoU) with the University of Canberra (UC), strengthening the long-standing partnership and enhancing educational opportunities for both students and staff.

The MoU reinforces CIT’s commitment to delivering high-quality education that meets the needs of Canberra’s evolving workforce, and will help create streamlined pathways between vocational and higher education, expand CIT’s course offerings and enable access to shared resources.

**Collaboration with the Embassy of Spain**

In collaboration with the Embassy of Spain, CIT Hospitality, Culinary & Tourism and CIT Industry

Engagement hosted two special events for International Paella Day at CIT Reid in September 2024. Renowned Spanish chef Pepe led CIT culinary students and special guests in a masterclass in paella making.

Over 20 students worked with chef Pepe learning the essentials of the internationally acclaimed Spanish cuisine, with more than 100 guests joining

the experience for lunch, served by CIT students. The Spanish lunch menu featured seafood paella and other traditional dishes.

The Ambassador of Spain to Australia, Her Excellency Ms Esther Monterrubio Villar, was in attendance and expressed thanks to CIT for hosting International Paella Day to celebrate Spanish cuisine and food culture.

*CIT students, Chef Pepe (6th from right) and Her Excellency Ms. Esther Monterrubio Villar, Ambassador of Spain (4th from right).*

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**Engagement with the Embassy of El Salvador**

On 25 September 2024, CIT Industry Engagement welcomed His Excellency Mr Ernesto Antonio Dueñas Azucena, the Ambassador of El Salvador and his staff to CIT Reid.

The Ambassador met with Shaun Haidon Director Technology and Design College, Georgia von Guttner Industry and Innovation Lead CIT, and Konstantin Vilkov Industry Engagement Project Manager to explore CIT’s wide range of study programs for international and domestic students.

As a rapidly developing Latin American nation, El Salvador was eager to learn from CIT’s world class expertise in building a skilled workforce for the future. The Ambassador toured CIT Reid’s facilities and was impressed to learn about the innovative developments at the upcoming CIT Woden.

*L-R: Konstantin Vilkov, Industry Engagement Project Manager CIT, His Excellency Mr. Ernesto Antonio Dueñas Azucena (Ambassador of El Salvador) and Shaun Haidon, Director Technology and Design College CIT.*

**Engagement with the Embassy of Indonesia**

On 27 November 2024, CIT hosted a delegation from IPB University in Bogor, Indonesia, accompanied by a representative from the Indonesian Embassy in

Canberra. Delegates gained insights into the Australian vocational education system, particularly CIT’s approach to practical, hands-on training and industry- aligned programs.

This visit marked another milestone in CIT’s ongoing collaboration with the Indonesian Embassy, which has

strengthened through the Indonesian International Student Mobility Awards (IISMA) scholarship program with CIT Solutions in 2024. As part of this program, CIT has welcomed Indonesian students to study a Certificate III in Patisserie, fostering cross-cultural learning and educational exchange.

CIT looks forward to exploring new opportunities with IPB University to enhance international education and create impactful learning experiences for students in both nations.

*L-R: Georgia von Guttner, Industry and Innovation Lead CIT (fifth from left), Kon Vilkov, Industry Engagement Project Manager CIT (right) and IPB University delegates.*

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**Industry Engagement**

**Attracting Women to the Renewable and Future Energy Industry**

CIT collaborated with industry partners to introduce new initiatives aimed at contributing to diversity in the workforce for the growing renewable energy industry. The initiatives were the Brighte Pathways: Women in Sustainable Energy scholarship and the Global Power Generation (GPG) Women in Renewables scholarship. In 2024, a total of eleven scholarships were awarded to women to study courses including electrotechnology, air conditioning and refrigeration, project management and cybersecurity.

*GPG scholarship recipients with GPG, the scholarship sponsors and CIT staff, 4 December 2024.*

**Renewables Pre-employment Program for Migrants and Refugees Program**

In August and September 2024, CIT led an initiative called the Pilot Renewables Pre-employment Program for Migrants and Refugees.

Collaborating with seven industry, community and government partners, the program was created to help address workforce shortages in the renewables and construction sectors by reducing barriers

for migrants and refugees with relevant overseas work experience and qualifications to find skilled employment in the ACT.

Participants received accredited and non-accredited training in eight units of competency, ensuring they earned the essential tickets required to work in

the Australian construction industry with r enewables focus.

They also received training in Australian workplace culture, English language skills and attended industry site tours and seminars delivered by renewable energy businesses. CIT Student Support offered workshops and one-on-one support, and CIT Student Services and Bruce Library staff were also helpful.

A total of 14 participants completed the program, who received a warm welcome at CIT Bruce. Participants included men and women with engineering and land surveying qualifications. All 14 participants had a successful outcome, with two participants securing work placements, four securing jobs, and eight enrolled in further training with CIT.

Participants praised CIT educators in the Trade Skills College, for being encouraging, friendly and

knowledgeable. Industry partners were delighted with interest in the program and the opportunity to work with participants.

The program was an initiative of the CIT Renewable Energy Skills Centre of Excellence (funded via ACT Government Hornsdale Wind Farm 1 Agreement), and delivered in partnership with SPARK, Neoen, Uniting Care Kippax, Multicultural Hub Canberra, Construction Industry Training Council, ACT Training Fund Authority, and The Umbrella Collective.

Given its success, the program will be repeated in 2025.

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**Skills for Renewables Industry and Schools Showcases**

CIT held the annual Skills for Renewables Industry Showcase on 7 November 2024, and for the first time introduced the Skills for Renewables Schools Showcase the following day, 8 November 2024.

At the industry event, CIT showcased its achievements in 2024 including the CIT Electric Vehicle Centre of Excellence, new initiatives to attract diverse cohorts to undertake renewable energy training, and collaborations with the Australian National University and industry partners. The showcase attracted over

60 participants from industry, academia, the ACT Government and the Federal Government.

Students from two ACT Colleges and CIT Year 12 attended the Skills for Renewables Schools

Showcase, held across two locations at CIT Reid and CIT Fyshwick. At CIT Reid, the students participated in cyber security workshops and interactive demonstrations of Futureville, an online computer game jointly developed by CIT and Neoen, to teach

students about renewable energy careers and training pathways. At CIT Fyshwick, they participated in ‘Try

a Trade’ activities in Electric Vehicle Technology and Solar PV and battery technology.

*Some of the ACT College students who participated in the Skills for Renewables Schools Showcase showcase.*

**Degree Apprenticeship in Engineering Pathway**

Our degree apprenticeship in engineering project explored options for developing and piloting a degree apprenticeship in engineering that blended work and study to equip future workers with the practical and knowledge-based capabilities for the renewable energy sector in the ACT. Funded by a Skilled to Succeed

grant from the ACT Government, this project was a collaboration between CIT, the Australian National University and industry stakeholders. Concluding in 2024, lessons from this project will inform continuing work on development of higher qualifications for the ACT by CIT.

**Griffith University Aus4ASEAN Green Skills Tour**

In February 2024, CIT Industry Engagement welcomed a delegation of 25 participants from the Griffith University

Aus4ASEAN Green Skills in Technical and Vocational Education Australian tour, to help them gain insights into how Australian VET institutions are facilitating the shift towards green energy.

Subject matter experts from CIT Trade Skills and CIT Industry and Innovation shared CIT’s commitment to developing and delivering training programs for workers in the renewable energy sector, in areas such as wind turbines, solar technology, battery storage and

electric vehicles.

Information shared with the delegates included identifying the skills these jobs require, upskilling the existing workforce, understanding relevant training pathways, recognising industry barriers,

and identifying opportunities for greater involvement by women and other underrepresented groups in green jobs.

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*Aus4ASEAN Green skills study tour participants at CIT Bruce.*

**Industry Capacity Building**

**Foundation Skills**

CIT tailors foundation skills programs for individual teaching departments based on the needs of the learner cohort. The delivery of the training is diverse, reflecting the many needs of individuals. There are multiple ways learners can gain and improve their foundation skills through training, including accredited or non-accredited programs. Depending on the needs of learners, the training could be purely focused on building foundation skills, or foundation skills could form a component of a broader VET or Adult and Community Education (ACE) course.

**Fee-Free TAFE**

Fee-Free TAFE is a joint initiative of the Australian, state and territory governments, providing tuition-free courses to students wanting to train, retrain or upskill in approved courses. In 2023, Fee-Free TAFE was extended, with 3,600 additional places across three years from 1 January 2024. In 2024, CIT achieved the commitment to enroll 1,200 new enrolments across 49 approved courses, including 34 full qualification courses and 15 short courses and foundation

skills courses.

The delegation also had the opportunity to tour the Renewable Energy Skills Training Centre and CIT Bruce.

**Singapore Green Skills Delegation**

On 11 June 2024, CIT in partnership with the Department of Foreign Affairs and Trade (DFAT) an ACT, held a showcase for the Singapore Green Skills Delegation in Australia for round table meetings with Australian counterparts. The 18-member Singaporean delegation comprised senior staff from government ministries, universities, the Energy Market Authority, Civil Aviation Authority and industry.

Co-designed by CIT and DFAT, event speakers included the ACT Commissioner for International Engagement, Brendan Smyth; Kieran Lawton from the ACT Environment, Planning and Sustainable Development Directorate; Dr Kym Turnbull from the Academy

of Future Skills, ACT Education Directorate; Sean Blythe from Pacific Energy Group; and Megan Ward from Neoen. CIT Trade Skills College Director, Fiona Dace-Lynn, presented on the workforce and skills training and emerging priorities, and the showcase also included a field visit to the Canberra Hydrogen Refuelling Facility (formerly Hydrogen Refuelling Facility) in Fyshwick.

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The top six Fee-Free TAFE courses by enrolment at CIT in 2024 were:

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people with a disability (343)

women (660), including 259 enrolments for women in financial hardship and 18 enrolments for women in non-traditional fields of study

humanitarian visa holders (34) other eligible visa holders (105) veterans (32).

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Certificate III in Early Childhood Education and Care CHC30121 (116)

Certificate IV in Cyber Security 22603VIC (104) Certificate III in Business BSB30120 (86)

Certificate III in Information Technology ICT30120 (60)

Certificate IV in Information Technology ICT40120 (60)

Certificate IV in School Based Education Support CHC40221 (59).

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On 30 June 2024, CIT achieved the enrolment and commencement commitment of 2,530 Fee-Free TAFE enrolments valued at $7.95m. Of this cohort, 932 (35%) completed their Fee-Free TAFE course.

In 2024, CIT achieved the commitment to enroll and commence 1,200 new enrolments in the first of three years of the extension of Fee-Free TAFE. The extension of Fee-Free TAFE will see 3,600 fee-free places delivered between January 2024 and December 2026, valued at $7.36m. The ACT has also committed to Fee- Free TAFE Construction which will see an additional 340 fee-free places for construction delivered between January 2025 and December 2026, valued at $1.376m.

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CIT student demographic data for Fee-Free TAFE courses in 2024 included the following priority learner cohorts:

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Aboriginal and Torres Strait Islander (40) young people aged 17-24 (457)

job seekers (616)

unpaid carers (150)

***Figure 9: Number of Fee-Free TAFE Enrolments by Priority Group 2024***

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NUMBER OF ENROLMENTS

900

800

700 Women

Unemployed

600

500 (17-24)

400 With Disability

300

200 Carers

Migrants

100 First Nations Refugees Veterans

0 1 2 3 4 5 6 7 8 9

PRIORITY GROUP



**Apprentices and Trainees**

Apprenticeships and traineeships combine work,

on-the-job experience and structured training to learn a trade or skills, and receive a nationally recognised qualification. In 2024, CIT had 3,488 apprentices and trainees in training, including 41 who trained through CIT Solutions and 272 Australian School-based Apprenticeships (ASbAs).

**Work Experience Support Program (WESP)**

WESP is a tailor-made program delivered by the CIT Business Department in partnership with the ACT Government Community Services Directorate (CSD), which supports Canberrans with a CALD background to obtain a Certificate II in Workplace Skills (BSB 20120), plus valuable workforce experience.

The program expedites CALD learners by delivering five weeks of full-time classroom training to improve IT, writing, office administration, communication and workplace skills. To support employability skills, the CIT Business Department conducts two additional half-day sessions to train participants in interview, resume and selection criteria writing skills. CSD then

directly connects participants to the workplace with seven weeks of work placements at ACT Government agencies. WESP delivers tangible employment outcomes with 50-80% of previous WESP participants transitioning into employment with private or

public organisations.

Program activities include exploration of career options, pathways and personal development opportunities, designed to build the confidence of participants and extend their professional networks.

Participants are also taught how to use social media tools to engage with current and future job opportunities.

Participants in 2024 created their own network using social media tools which they used for discussion, encouragement and motivation, and also to share and recommend current and future job opportunities.

At the end of the training, participants were noticeably more confident and committed to achieving

their goals.

In 2024, two rounds of WESP were delivered, with 20 students in each – a total of 40 participants.

*A group of WESP students in 2024.*

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**ACT Training Awards**

We were delighted to be acknowledged for our outstanding work throughout the year with multiple awards at the ACT Training Awards announced in September 2024 – including the prestigious award for Large Training Provider of the Year. Our winners and runners-up across multiple categories were:

CIT has been a strong supporter of WorldSkills for almost two decades, with many staff members actively involved as mentors, judges and organisers, and we are proud to play a key role in nurturing talent and strengthening the skills pipeline for the Canberra region.

On 25 November 2024, CIT hosted the 2024 WorldSkills Canberra Region awards ceremony. The competitions spanned 16 skill areas – a record number for the ACT, reflecting the diversity and excellence in VET across the region. Long-standing trades like joinery, electrical installation and cabinetmaking were represented alongside new additions like floristry and barbering.

CIT staff played a crucial role in supporting students throughout the competition, serving as mentors, judges and organisers, and continuing to champion the values of excellence and collaboration.

Around 170 competitors participated in the competitions, including students from the National Electrical Communications Association and Australian Cabinet and Furniture Association.

The 16 regional winners will represent the ACT at the WorldSkills Australia National Championships in

Brisbane in June 2025, competing against peers from across the country.

This year’s success highlights CIT’s dedication to delivering high-quality training and fostering industry connections that benefit students and the Canberra community, and we are proud to support the WorldSkills initiative.

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Winner VET Teacher/Trainer of the Year –

**Nadine Morton**

Winner Apprentice of the Year – **Leanne Kell**

Winner Aboriginal and Torres Strait Islander Student of the Year – **Rebecca Grace Martin**

Winner Australian School-based Apprentice of the Year – **Lawson Connor**

Runner-up Aboriginal and Torres Strait Islander Student of the Year – **Poppy Chalmers**

Runner-up Apprentice of the Year –

**Matthew Hunter**

Runner-up ACT Trainee of the Year –

**Philippa Northam**

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**WorldSkills Competition**

WorldSkills raises the profile of VET, and demonstrates how skills and trades support individuals, communities and the economy. WorldSkills competitions are held at regional, national, and international levels and provide our students with opportunities to benchmark their skill levels against peers and compete for

prestigious awards.

*Christine Robertson, Interim CEO CIT (third from left, front row), educators, staff and 2024 WorldSkills Canberra region skills competition student winners.*

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**Trade Skills**

**Carpentry and Cabinet Making**

CIT’s carpentry and cabinet making courses are designed to provide students with specialised skills and in-depth knowledge essential for mastering these crafts.

Through a blend of theoretical learning and practical experience, students engage in hands-on projects that simulate real-world scenarios, ensuring they develop proficiency in using tools, materials, and techniques specific to these trades.

In 2024, Carpentry continued to see a high completion rate demonstrating a commitment to excellence, innovation, and providing quality education and training.

**High Risk and Finishing Trades**

CIT remained the only TAFE in Australia with Global Wind accreditation, positioning CIT as the provider of choice in wind turbine mandatory training.

The High Risk and Finishing trades Department continued to provide safety training, including courses on working safely at heights, confined spaces, elevated work platforms, forklift operation, dogging, rigging, hoist training and tower crane operation.

**Plumbing**

CIT Plumbing Department continues to offer in demand skills needed to work in the industry. Students study through a combination on the job and at CITs purpose built plumbing training facility. Learning from professionals with experience in the industry, students learn about water supply, drainage and gas systems, installation and maintenance, pipefitting and welding, industry regulations and

general occupational health and safety. CIT Plumbing also offers a range of courses tailored for those who are working in the plumbing industry and would like to increase their knowledge and develop specialised skills. Strong connections with the plumbing industry in Canberra ensures our training meets the specific needs of employers and the community has a robust supply of skilled workers.

**Electrical Trades**

CIT Electrical Trades department delivers skills training in electrical, refrigeration and electronics trades. The electrical trades industry in Canberra has continued

to see increased demand for qualified workers with a strong focus on the renewable energy sector.

Alignment with the CIT Renewable Energy Skills Centre of Excellence ensures our training delivers advanced

industry techniques and first hand trade experience in our state of the art facility, equipped with world

class technology.

Increased demand across Electronics trades in Canberra has resulted in stronger connections with cutting edge industries.

The department offers programs from entry level, to apprenticeship and post trade and actively promotes initiatives to increase diversity across the electrical trades industry.

**Girls Try-a-Trade**

A total of 80 female students from ACT schools participated in the 2024 Girls Try-a-Trade to help introduce young students to potential career paths in the trades. Delivered in partnership with ACT Office for Women, Understanding Building & Construction program, and the ACT Training Fund Authority, the program saw students participate in workshops in carpentry, cabinet making, finishing trades and high risk trades.

**Automotive**

For the first time, our Certificate III in Automotive Refinishing Technology (AUR32420) saw more female than male enrolment s in 2024, in this traditionally male-dominated automotive paint trade.

Our Automotive Department also successfully ran the Panel & Paint program to students from ACT schools. Delivered in partnership with the ACT Department of Education, the program resulted in an elevated level of engagement from participants and an increased participation rate, compared to 2023.

**Hospitality, Culinary and Tourism**

The Hospitality and Culinary Department continued to offer students unique opportunities to engage with industry and participate in advanced styles of learning. Examples from 2024 include the Apprentice Cooking Competition, Nestle Golden Hat Award, ACT Secondary School Cooking Competition, and a masterclass with Michelin star chef Matt Hanslow.

***CIT Café and Apprentice Kitchen***

The CIT Café and Apprentice Kitchen are run out of CIT Reid and are open to the general public. Every guest gives our hospitality and culinary students the opportunity to develop the essential industry skills they need to graduate. On offer are enticing meals, desserts, breads and charcuteries, all of which are made in the CIT training kitchens by our culinary and patisserie students.

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**Building, Engineering and Design**

Our building and construction courses are designed to meet the needs of builders and managers of small to medium-sized businesses. We also have several building design courses providing practical skills in drafting and producing three-dimensional models for building designs.

Not just about the work of building, our courses include training on selecting contractors, overseeing the work and its quality, and liaising with clients.

The delivery of our commercial courses in Asbestos Awareness, White Card, and Silica exposure prevention, continue to be well received by Industry and schools alike, ensuring we have healthy student numbers of over 5,000 students on an annual basis. This coupled with the delivery of our six standard programs ensures we continue to be the one-stop construction stop for the ACT and surrounding regions.

**Electric Vehicle TAFE Centre of Excellence**

**Australian-first at CIT**

CIT is proud to be a national leader in delivering the skills needed to support the growing electric vehicle industry.

Established in July 2024, the CIT Electric Vehicle TAFE Centre of Excellence is funded under the National

Skills Agreement for a five-year period. It will form part of a national network of up to 20 TAFE Centres of Excellence, designed to equip workers with the skills needed for strategically important industries and national priorities.

As a leader in electric vehicle skills training, CIT is uniquely positioned to meet the evolving needs of the industry. Leveraging our strong partnerships and comprehensive course offerings, the CIT Electric

Vehicle TAFE Centre of Excellence. will address critical qualification and skills gaps, growing the workforce needed to service both light and heavy electric vehicles nationwide.

The Commonwealth has invested $9.66 million – matched by the ACT Government – to develop the centre, ensuring a pipeline of skilled electric

vehicle technicians to support Australia’s net-zero transformation. CIT will receive a further $4.8 million to fast-track work on the centre, recognising the urgency of this initiative, and $3.2 million through the Commonwealth TAFE Technology Fund, to upgrade the automotive training facilities at CIT Fyshwick.

CIT remains committed to integrating industry engagement into its electric vehicle training programs. By continuously updating student and teacher knowledge, incorporating advanced electric vehicle training simulators and prioritising safety in high- voltage systems training, CIT ensures its graduates are job-ready for the future of electric mobility.

*EV TAFE Centre of Excellence state of the art electric vehicle simulator.*

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**Health Community and Science College**

**ACT Training Awards**

* Winner Australian School-based Apprentice of the Year – Lawson Connor
* Runner-up VET Trainee of the Year – Phillipa Northam

**College Showcase**

Held on 14 August, the showcase provided students in years 11 to 12 with an immersive experience in Science, Nursing and Early Childhood Education.

The pilot program featured three one-hour sessions, offering hands on activities in our state-of-the-art facilities. Students engaged in practical exercises such as forensic science techniques, nursing simulations and creative STEM activities. The positive feedback from participants highlights the program’s success in sparking interest in CIT offerings, with the potential to boost future enrolments

**Human Services**

**ACT VET Teacher/Trainer of the year:** Diploma of Nursing educator, Nadine Morton, was recognised at the ACT Training awards, winning the award

for ACT VET Teacher/Trainer of the year 2024 ACT Training Awards winners - Skills and was an Australian Training Award finalist. Over the last

five years, Nadine has been nominated for the CIT Student Association (CITSA) Teacher of the Year and has won this award three times (2020, 2023 and 2024). Nadine, along with two students (a Nursing student and a Health Services Assistance student), has also been involved in promotional work with the Department of Employment and Workplace Relations and CIT students promoting VET pathways for nursing VET courses to provide pathways to jobs in high-demand sectors.

**Fee-Free TAFE students:** In November, Fee- Free TAFE students studying the Certificate III in Individual Support showcased their simulated learning environment for Minister for Aged Care

and Sport, Anika Wells. Two students were invited to attend a breakfast at Parliament House hosted by Minister for Skills and Training, Andrew Giles, to highlight the benefits of Fee-Free TAFE. Diploma of Nursing students, Caitlin Carter and Giselle Harte, studying at CIT as part of the Fee-Free TAFE initiative, attended the breakfast and spoke with ministers and members of parliament. The

students were also invited to a lunch and question time which was attended by one of the students.

*Diploma of Nursing students showcasing high fidelity simulation to the ACT Chief Nursing and Midwifery Officer Marina Buchanan Grey at the IAG , June 2024.*

**Nursing Program Industry Engagement**

Human Services Department continued to build robust relationships with industry through regular meetings and placement, with strong industry engagement across all programs.

Two nursing industry advisory group (IAG) meetings were held in 2024, for the ageing and disability sectors. Chaired by ACT Chief Nursing and Midwifery Officer, Marina Buchanan-Grey, both attracted strong industry representation. One of the meetings included a tour of the CIT nursing facilities in which students were able to showcase their skills to IAG members. Feedback from IAG members indicated that the interaction with students was a highlight of the meeting.

The nursing program also maintains strong partnerships with industry and represents CIT on several committees, including the Australian Nursing and Midwifery Accreditation Council (ANMAC) Accreditation Committee, National Enrolled Nursing Advisory Council (NENAC) (TAFE TDA ACT Chair), Moderation Delivery Committee (MDC), ACT Nursing and Midwifery Leaders Network (NMLN). These partnerships ensure CIT stays updated with industry and VET challenges across Australia.

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**Individual Support and Acute Care**

* **Expansion of simulated learning environment:**

A new training package in the Certificate III in

Individual Support was delivered this year with increased requirements for practical classes and roleplays, necessitating a larger simulation space secured for 2025.

**Science**

**Animal Studies**

**Collaborations:** The Human Services Department maintained its partnership with external organisations including the RSPCA and Sleepy Burrows Wombat Sanctuary. These partnerships resulted in CIT fostering 13 kittens in 2024 and

a family of four chickens and a rooster, giving students a hands-on opportunity to work with animals to complete assessment requirements, and at the same time support the ACT community. For the second year running, animal studies students also visited Sleepy Burrows Wombat Sanctuary to feed and water wombats and gain practical experience with native mammals.

**Licensing and approvals:** The Human Services Department is required to maintain licensing for teaching purposes and to operate CIT Dog Day Care (CIT DDC). Following an inspection by the Domestic Animal Services (DAS), we successfully renewed our Education and Research Licence, as well as the CIT Dog Day Care’s Pet Business Licence.

*CIT Diploma of Nursing student taking the blood pressure of Canberra Health services clinical placement manager at the IAG, June 2024.*

In addition, throughout 2024 our Human Services Head of Department, Lisa Burling, continued to represent CIT and the diploma of nursing on several regional and state committees including being assessor for ANMAC .

*Students in the Nursing Simulated Learning Environment.*

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*Veterinary nursing students participating in an infection control class.*

**Animal Ethics Committee**

CIT animal courses are unique, compared to other programs, because they require direct interaction and assessment with live animals. CIT Science maintains

a presence of animals at CIT Bruce Campus, including fish, dogs, cats and native mammals. This diverse range guarantees students are well prepared for their chosen paths in animal-related careers. To uphold ethical standards, an Animal Ethics Committee (AEC) oversees these activities.

CIT’s AEC consists of members from a range of stakeholder and expert groups including a registered veterinary surgeon, research and teaching staff from the Australian National University and CIT, animal welfare organisation members and community members. The AEC holds four meetings per year, comprising of two meetings and two site visits. To support compliance, we also employed an Animal Care Officer, Dog Day Care Manager and secretariat for the AEC.

**Laboratory Studies**

For a second year, the Certificate III and Certificate IV laboratory students participated in facility tours

and work experience at Capital Pathology and ACT Pathology. This has proved to be an invaluable opportunity, helping several students gain employment.

CIT also partnered with Capital Pathology to offer a work experience program, providing students with

valuable hands-on experience. This program ran in January and July 2024, offering participants the opportunity to gain practical insights into pathology work.

In addition, CIT Science is collaborating with the nursing department to explore the use of different health check and testing devices, further enhancing the learning experience for students in both fields.

**Forensic Programs**

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**CIT Forensic Industry Advisory Forum (FIAF):** The FIAF was held over two days and attended by 14 industry professionals and CIT staff. Key industry stakeholders participated, including

representatives from the Australian Federal Police, New South Wales Police and Forensic Services Group, Victoria Police, South Australia Police, Northern Territory Police, Queensland Police, Western Australia Police and Tasmania Police.

The forum focused on updating CIT’s forensic training programs in response to the latest version of the Police Training Packages, ensuring CIT Science meets Australian Skills Quality Authority requirements by actively collaborating with industry stakeholders on the design and development of learning and assessment materials.

**Industry forums:** The department also held two industry forums in 2024 in collaboration with CIT Program Services, engaging key stakeholders to

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ensure the Certificate IV in Biometric Technologies qualification aligns with both current and emerging industry needs. These forums aimed to future- proof the program by incorporating advancements in biometric technologies and broadening its appeal to a wider range of students.

**Residential Training for Forensic and Fire Investigation Programs:** CIT’s forensic and fire investigation qualifications are primarily delivered online, with a residential component

scheduled toward the end of the programs. This year, the forensics team successfully hosted eight residentials, welcoming students from across Australia to participate in these hands-on, immersive sessions.

**Recognition:** Industry experts Greg Howe and Gerard Dutton, along with CIT educator Isaac Arthur and student Samantha Oehm, won the 2024 ‘Best New Publisher in a Refereed Journal award’ for their paper ‘Are gel blasters a safe toy? A study into their kinetic energy per unit area’ published in *Forensic Science International Volume 361, article number 112101, August 2024*. The award was presented by the Australia New Zealand

Policing Advisory Agency and the National Institute of Forensic Science Australia New Zealand. Being recognised at this prestigious level reflects the quality of teaching and learning at CIT.

knowledge and friendships in a supportive setting, while the variety of toys and equipment further enhances the opportunities for children to explore, learn and grow.

In 2024, use of this facility continued to be made available to various organisations from the early childhood sector, particularly those located in close proximity to CIT Bruce. These opportunities allow for a wonderful connection with the early childhood sector, providing benefits to our early childhood students

by engaging with children, and also benefiting the children who visit the simulated environment, taking advantage of different and engaging play and learning experiences.

**Early Learning Connection Program**

In 2024, the department continued the Early Learning Connection (Baringa Early Learning) program, after delivering the initial pilot program in 2022-2023. Early Learning Connection accessed subsequent funding from the ACT Government for training in the Certificate III in Early Childhood Education and Care CHC30121.

The purpose of the project was to:

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create greater awareness and practical experience for women in the early childhood education profession

enhance partnerships between leading tertiary and training organisations, and established employers in the early childhood education profession,

with a shared commitment and investment in enabling women’s workforce participation and ongoing career development in the early childhood profession.

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**Children’s Education and Care**

**Burrumbah Early Learning Centre**

The centre continued to be used as a simulated environment for training and instructional purposes for students studying in the early childhood sector, showcasing CIT’s abilities as an RTO.

The availability of both indoor and outdoor spaces at the centre allows for a diverse range of play experiences, fostering the development of skills,

The students are provided customised delivery, together with additional academic support and wrap- around services such as coaching and counselling support from the Early Learning Connection team.

*Burrumbah Early Learning Centre.*

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**Flexible Delivery Program**

The department also saw improved trainee enrolments across the Early Childhood and School Based Education Support programs, in part due

to the flexible delivery program for early childhood which commenced in 2023 and continued to grow and expand in 2024 with a high level of enrolments, and improving student success rates. The program continued to be developed and finessed as feedback was received. A further tutorial was introduced for the Diploma of Early Childhood Education and Care students, created in a Community of Practice model.

**Collaboration**

A further contract with the ACT Education Directorate was signed in 2024 for delivery of the School Based Education Support program to a group of 15 students. This is the fifth group that the department has supported to undertake this customised training, with completion rates of close to 100% each time. This current group will complete in Semester 2, 2025.

**CIT Vocational Learning Program**

A new program, Introduction to Early Childhood, was delivered in Semester 2, 2024 to a group of students from various ACT public schools as part of the CIT Vocational Learning Program in partnership with

the ACT Education Directorate. This involved the delivery of an accredited program to achieve one unit of competency from the Certificate III in Early Childhood Education and Care (CHC30121). Fourteen students from various schools commenced the program, providing an invaluable opportunity to be introduced to the early childhood sector, and work in

collaboration with a local early childhood service and their children. One student has now progressed to enrolling in an Australian School Based Apprenticeship with CIT.

comments provided including ‘the highlights of the training were the interactive classroom environment and the teacher’s encouragement, which motivated me to participate more’ and ‘I enjoyed the practical parts of the course and I also think there was a wide variety of different health care careers shown to

the class’.

Consistent with the themes in comments such as these, the CIT HSP contributes towards key objectives in the ACT Health Workforce Strategy (2023-2032)

by providing an educational pathway option and raising awareness for young people in the ACT region interested in a career in health.

**First Aid Program**

In 2024, the Wellbeing department at CIT successfully delivered 58 First Aid courses to students and staff, covering a wide range of departments, including CIT Yurauna, children’s education and care, community, wellbeing and plumbing. These courses not only benefited students but also provided upskilling opportunities for staff and First Aid Officers across all CIT campuses, ensuring a comprehensive approach to health and safety.

**Work Health and Safety**

The Certificate IV in Work Health and Safety program has seen remarkable growth over the last two years. This program is a key focus of government investment through initiatives such as Fee-Free TAFE, with places for Semester 1 2025 already filled. In response to industry demand, the program was redesigned for greater flexibility and accessibility, with electives repackaged to align with the evolving needs of the sector. This strengthened our industry connections and enhanced the program’s relevance, with the program’s completion rates reaching new levels in 2024 , reflecting its success.

**Dental Assisting Programs**

With 69 students enrolled in 2024, the Dental Assisting programs continue to benefit from robust industry connections, facilitating the successful transition of many students from pre-industry training to securing employment while still undertaking their Certificate

III in Dental Assisting. This growing trend contributed to higher-than-usual completion rates , underscoring the program’s effectiveness in preparing students for careers in dental assisting.

**Remedial Massage program**

The Remedial Massage program underwent a comprehensive update to the new training package, to be delivered in 2025. The training package update incorporated significant industry consultation and

**Wellbeing**

**Allied Health**

The CIT Health Starter Program (HSP) was delivered in term 3 2024 as part of the CIT Vocational Learning Program, a partnership between CIT and the ACT Education Directorate. The HSP is an eight-week program for high school students (years 10-12) that involves participation in two Units of Competency, introducing students to how the body works and understanding basic medical terminology.

A total of 20 students participated in the full program, with 19 of these students completing their full Health Starter Statement of Attainment. All students who completed the program evaluation rated the delivery of units in the program as ‘good-excellent’, with

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a digital uplift to enhance learning resources. These changes ensure the programs remain aligned with industry best practices and are delivered with the most up-to-date resources, offering students a high- quality learning experience.

**Recognition**

Luce Puopolo won the award for ‘Outstanding Contribution to Young People’ at the 2024 annual YOGIE Awards. The YOGIE Awards recognise, celebrate, promote and reward outstanding practice in working with young people in the ACT and surrounding area.

The award acknowledges Luce’s work in developing the new Youth Work training package to ensure the qualification meets industry need, inspires students and ensures a highly skilled workforce that can support the needs of young people in the ACT into the future.

**Community Work**

**Departmental Restructure**

In an effort to improve efficiency and the student experience, the Community Work department undertook some changes, including restructuring the delivery of qualifications focusing on compliance and student experience, streamlining compliance processes and introducing a coordinator model for each qualification being delivered.

**Mental Health First Aid**

The department conducted eight Mental Health First Aid sessions in 2024, providing essential training to nearly 120 participants, including members of the public, CIT staff and individuals from government and private organisations.

**Training Package Updates**

In 2024, the Community Work department completed four training package updates – Certificate IV in Youth Work, Certificate IV in Community Development, Certificate IV in Community Services, and Diploma in Community Services. This required significant effort from the educators in developing programs that are both relevant and aligned with current needs.

**Technology and Design College**

**ACT Training Awards**

We were delighted to have two of our CIT educators recognised at the ACT Training Awards. Chris Maher, Live Theatre and Technical Services educator, was shortlisted as finalist for his pioneering work with Canberra Theatre Centre, while our Floristry educator Narelle Phillips was also shortlisted for her ongoing cultivation of sustainable floristry practices in industry and training.

**Information and Communication Technology (ICT) Training**

In 2024, CIT trialled a hybrid delivery for some units (virtual students in ‘the room’ during face-to-face classes). This is an ongoing project that will be developed via feedback and improvements to AV and learning technologies.

*Information technology students get hands-on experience.*

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*Cyber security simulated learning environment.*

**ICT and Cyber Security Student Pathways Events**

The IT and Cyber Security departments work closely with industry, holding industry presentations with Trustwave, Leidos and Ionize at CIT Reid, guiding students on what to expect and how to prepare for work in the cyber industry.

ICT and Cyber facilitated several networking events which provided students with opportunities to connect with a variety of industry representatives, including Canberra Cyber Hub, Department of Foreign Affairs and Trade, KPMG, Leidos, Attura, Fifth Domain, Tesserent and Cyber CX. Events were held either virtually or in person at CIT Reid or CIT Tuggeranong.

**Essential Eight Assessment Course**

CIT continued to strengthen its partnership with TAFEcyber for the co-developed non-accredited Essential Eight Training for cyber security professionals. Designed by the Australian Signals Directorate’s Australian Cyber Security Centre (ACSC) and delivered in partnership with TAFEcyber, the course aims to build the capabilities of government and industry to enhance Australia’s cyber resilience.

This course uses a blend of specialist knowledge, experience and hands-on technical training to enable cyber security and ICT professionals to understand the ACSC’s Essential Eight Assessment Guidance Package and the Essential Eight Maturity Model.

These skills and knowledge enable participants to effectively assess and improve their organisation’s cyber security posture.

Students learn the intent and application of ASCS’s Essential Eight mitigation strategies, how to use ASCS-designed tools, how to accurately test the implementation of the Essential Eight security controls and how to develop an accurate actionable assessment report.

**IT and Cyber Security Training**

CIT’s training in cyber security remains connected in the diversity of initiatives and efforts to respond to this increasing skills demand. This includes unit

selection and course offerings within Cyber Security, development of a ‘Cyber Stream’ in the IT diploma that extends students’ skills from the pre-existing certificate IV, and entry-level offerings to increase people awareness of the need for cyber security in an organisation.

CIT’s networking stream within the ICT qualification continues to underpin the importance of networking skills and knowledge in information security. CIT continues as a partner to CISCO to integrate Network Academy content into CIT training and provide students with the opportunity to complete industry certifications such as CISCO Certified Network Associate (CCNA) .

**MICFest**

A night of originals and covers from CIT Music Performance students, hosted by the CIT Music department, MICFest features an eclectic line-up of tunes spanning jazz and improv fusion, rock and pop, plus some interesting re-interpretations of

contemporary classics from CIT student bands. All the music is performed by CIT students, with live sound coordinated by CIT Sound Production students.

**Alumni Student Celebration**

CIT Screen and Media held an inaugural alumni student celebration event, inviting past students who now work across local TV and media production

companies throughout Canberra and the region. Holly Trueman, CEO from Screen Canberra delivered the dinner keynote and several former students shared their insight and experience through a panel Q&A.

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*Fernanda Pedroso, Overall Winner in Australasia’s Top Emerging Photographers 2024.*

**Canberra Comedy Festival**

CIT continued its partnership with the Canberra Comedy Festival where music students volunteered their time, and some music equipment was loaned to support sound reinforcement for the festival’s events at the Canberra Theatre Centre.

**The Buzz!**

Diploma of Screen and Media studies produced a regular show in term 3, known as ‘The Buzz’, to

support learning the technical and creative skills in a simulated work environment. For each show, students invited guests, produced segments and grappled with the challenges of live television production. Students regular live show episodes of ‘the Buzz’ promoted the news media multi-cam live panel format, as did the Live at L Block series where media students film music students while performing.

**Australasia’s Top Emerging Photographers 2024**

Fernanda Pedroso, a CIT Photography student, was named Overall Winner in Australasia’s Top Emerging Photographers 2024, presented by Fujifilm. Fernanda’s colourful, textural and thoughtful studio portraits also won first place in the Portrait category and secured a Runner-Up in Art. She also finished third in Single-Shot and achieve two fifth places in other categories.

**CIT and Capital Arts Patron Organisation Collaboration**

The Capital Arts Patron Organisation (CAPO) joined with CIT to support its visual arts students with

sponsorship and networking opportunities. CIT students can apply to receive mentorship and resources to produce a body of work for exhibition from the generous benefactors of CAPO.

**Drone Photography**

2024 saw the first year of delivery for the Drone Photography skillset in the Diploma of Photography. Prior to implementation of this learning, the teaching team, along with students, undertook extensive research into compliance and safety requirements and developed clear standard operating procedures for the safe operation of drones for a variety of photoimaging applications.

**Interior Design, Fashion, Photography, Graphic Design and Visual Arts**

As a culmination of their course, students across fashion design, graphic design, interior design, photography, and visual arts came together in individual end-of-year exhibition events. These events were student-led, with invitations extended to industry representatives, and provided students an opportunity to curate and showcase their talent, collaborate celebrate and network with employers. Events were held at CIT Reid, the Fitters Workshop at Kingston and the High Court of Australia.

**Fashion and Virtual Clothings**

The rise of digital fashion and virtual clothing is a major development, driven by the metaverse, non- fungible tokens (NFTs), sustainable practices for waste

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reduction, and advancements in 3D design software. Fashion brands are experimenting with

virtual fashion shows, avatars and augmented reality (AR) fitting rooms.

As a result of this trend, in 2024 CIT invested in new innovative equipment with the purchase of a digital plotter and pattern maker to better meet emerging industry trends. The Gerber technology will enable the creation of patterns and designs on digital avatars for multiple and diverse uses.

**Hair and Beauty Bars**

The Hair and Beauty Bar at CIT is a salon open to the general public and staffed by supervised apprentices and full-time students who work in industry. At the CIT Hair and Beauty Bar, the community can enjoy a wide range of services including semi, demi and permanent hair colouring, style cuts, conditioning treatments

and blow-dries. The CIT salon is Sustainable Salons Australia accredited, meaning 95% of all salon waste is successfully recycled . The Beauty Bar offers a range of body treatments, massage, facials, body-wraps, manicures and pedicures and waxing treatments.

**Barbering Pop-up Shops**

CIT continued hosting men’s barbering ‘pop ups’ at CIT Fyshwick and at Woden . These initiatives proved successful as opportunities to promote the barber and hairdressing program soon to be delivered at CIT Woden.

**CIT at Floriade**

CIT continued its engagement with Events ACT, Transport Canberra, City Services and industry partners for several landscaping and floral installations at Floriade. Two of CIT’s landscaping installations won silver for ‘construction’ and for ‘design’, celebrating the significant efforts of CIT students.

**Floristry**

Growing industry trends towards sustainability and local sourcing are reflected in CIT’s course delivery of floristry. This includes increasing the number of ‘at CIT’ grown plants and flowers used in training, the re-use of equipment and moving away from unsustainable product use. In 2024, CIT Floristry were invited to return to the Melbourne International Flower and Garden Show, with one of several CIT Floristry displays receiving a silver award.

*CIT floral installation at Floriade.*

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**CIT Yurauna**

CIT Yurauna is CIT’s dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence, taking its name from the Wiradjuri word meaning ‘to grow’.

Established in in 1991, CIT Yurauna was originally designed as a student support centre and grew into a teaching college over the years.

CIT Yurauna provides wraparound support for Aboriginal and Torres Strait Islander students at CIT, including study, personal, family, financial and employment support. The centre helps students to grow their knowledge, abilities and confidence, and supports them along their chosen career path by

providing skills training, guidance and cultural support across a broad range of courses, in addition to courses delivered through other CIT colleges.

As part of its mission, Yurauna provides training to students at the Bimberi Youth Justice Centre and through the Job Readiness program, in partnership with the Community Services Directorate. The Yurauna Early Childhood Centre provides Aboriginal and Torres Strait Islander staff and students access to early childhood education and care. Over the course of 2024, the centre was fully utilised, including children

of parents and carers participating in the Job Readiness Program.

**CIT Yurauna Learning**

Courses delivered exclusively at CIT Yurauna in 2024 were:

**>**

Certificate II in General Education (Non-Indigenous and Aboriginal and Torres Strait Islander students)

Certificate III in Community Services Certificate IV in Community Services Certificate IV in Mental Health Certificate IV in Alcohol and Other Drugs

Certificate II in Aboriginal and Torres Strait Islander Cultural Arts

Statement of Attainment Road Ready

Encourage understanding of Aboriginal and Torres Strait Islander people

Aboriginal and Torres Strait Islander Mental Health First Aid

Promote Aboriginal and Torres Strait Islander Cultural Safety

Cultural Awareness.

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Other non-accredited courses are also delivered commercially, including a Cultural Arts and Cultural Awareness course for Ngunnawal Bush Healing Farm clients.

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**Indigenous Allied Health Australia (IAHA)**

The IAHA ACT National Aboriginal and Torres Strait Islander Health Academy (the Academy) program commenced in 2022. This program provides Indigenous students in years 10-12 with

an opportunity to complete a Certificate III in Allied Health Assistance qualification in combination with their senior secondary studies.

The Academy is led by IAHA who embed a centrality of culture and a holistic approach to health and education as part of this program, while CIT is the training provider, with coursework delivered through CIT Yurauna and the Wellbeing (Allied Health)

Department of the CIT Health Community and Science College in a student-centred, culturally responsive pedagogical model.

Complementing this, CIT works in partnership with IAHA, along with local placement locations, including Canberra Health Services and the UC Clinic, to provide students with workplace training, skills and experience in allied health.

In 2024 the ACT program welcomed 21 participants, with 12 first year students successfully completing the first year of their program and nine second year students completing the program in full, celebrating their graduation at a ceremony.

**Community Consultation**

CIT Yurauna consults regularly with industry and has weekly guest speakers (both Indigenous and non- Indigenous) from organisations such as Centrelink, ACT Health, Gugan Gulwan Care Link and Care Financial. The centre is also active on social media, and communicates with Indigenous communities and organisations, while representatives from the centre attend events.

CIT Yurauna collaborates with many organisations, both Indigenous and non-Indigenous. Key organisations in 2024 were:

**Relationships Australia Partnership**

Relationships Australia has a close working relationship with CIT Yurauna and provides free counselling services at CIT Reid one day per week for the students of CIT Yurauna. In 2024, we continued this invaluable partnership, which provided fortnightly access to counsellors for Indigenous staff, Indigenous students, and the wider Aboriginal and Torres Strait Islander community.

**General Education for Adults**

In 2024, CIT Yurauna continued the delivery of the Certificate II in General Education for Adults, helping disengaged non-Indigenous youth to attend and study at CIT Yurauna with their Aboriginal and Torres Strait Islander peers. The implementation of this opportunity has been successful with increased enrolments numbers and positive subject completions.

**Ngunnawal Bush Healing Farm**

Ngunnawal Bush Healing Farm provides day programs to Aboriginal and Torres Strait Islander people who are ex detainees of Alexander Maconochie Centre

and Aboriginal and Torres Strait Islander people who are working toward abstinence from alcohol and other drugs. Amazing outcomes showed majority of participants in the program have transitioned into full time study in the Certificate III in Community Services course at CIT Yurauna.

**Choose Tourism Grant**

In 2024, CIT Yurauna was able to secure funding from a Choose Tourism Grant, to support school leavers, mature aged community members, Aboriginal

and Torres Strait Islander people, and people with disability to obtain skills in hospitality and tourism that will help them gain employment in the ACT and region.

**Murrumbidgee School**

Murrumbidgee School is located within the Bimberi Youth Justice Centre which accommodates children and young people aged 10 to 21 who have been refused bail or are sentenced to a period of

detention. The school is a service offered through the Flexible Education program established by the ACT Government.

CIT’s Year 12 Program works in partnership with Murrumbidgee School, offering the following courses:

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United Ngunnawal Elders Council Ngunnawal Bush Healing Farm

Gugan Gulwan Youth Aboriginal Corporation EveryMan Australia

OATSIA AIATSIS

University of Canberra Australian Catholic University Feros Care

Relationships Australia Care Inc.

**>**

**>**

**>**

Essential Maths (major/minor) Essential English (major/minor)

Pathways to Work and Learning (major/minor).

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Students from Murrumbidgee School can complete one of two package types:

* An abridged ACT Senior Secondary Certificate to be completed within two years, where students

must undertake a Minor (2.0 points) in each of the three course areas offered by CIT Year 12.

* A standard ACT Senior Secondary Certificate over five years.

Our Digital Transformation Strategy supports better alignment of CIT’s student experience with the complex, digitised, Net Zero world we are rapidly transitioning towards. It recognises the importance of preparing our students for the latest digital technologies, facilities, learning and support services, and the need to build capacity among our students and employees to manage change.

**CIT Cloud Campus Program**

As a major component of the Digital Transformation Strategy, CIT’s Cloud Campus Program is pivotal in CIT’s digital transformation, enabling CIT to deliver future-focused, lifelong vocational learning outcomes for students, alumni and industry. Launched in July 2023, the program aims to create a valuable, seamless digital and physical ecosystem that is student- and educator-centric.

The Cloud Campus Program consists of 11 initiatives that are modernising and integrating student-facing systems and products, educator systems and products, and administrative systems, as well as modernising CIT’s information and data technologies.

The Cloud Campus Procurement ‘CIT Cloud Campus Capabilities and ICT Solutions was released 9 December 2024, with an industry briefing on 17 December 2024. The procurement window closed

in February 2025. This is the first of a two-stage procurement process, which will shortlist vendors to then move into the second phase of vendor selection to deliver solutions across the remaining two tranches of the program.

**Achievements in 2024**

While work continues, CIT Cloud Campus is already empowering students and educators by creating a seamless digital-to-physical learning environment to meet evolving hybrid learning needs, and it will also support the full functionality of smart technology at the new CIT Woden.

Some key achievements in 2024 included:

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Standard Murrumbidgee School students require the opportunity to undertake VET

study or Registered Units to the value of 5.0 (+/-) points not offered or organised by CIT Year 12.

CIT Year 12 will then endorse the collated hours in accordance with BSSS Policy and Procedures.

A maximum of 3 Majors (12 points) only can be offered by CIT Year 12 to Murrumbidgee School in compliance with ACT Board of Senior Secondary Studies (BSSS) policy and procedures.

–

Murrumbidgee School teachers facilitate the completion of coursework provided by the CIT Year 12 Program on site. CIT Year 12 Program staff then assess, moderate and endorse student’s grades and scores in accordance with ACT BSSS policy and procedure.

CIT Year 12 Program and Murrumbidgee School work collaboratively with students upon their release from Bimberi Youth Justice Centre to continue with their studies at CIT, either continuing within the Year 12 Program or through other VET programs and opportunities. Students continue to be supported

through Flexible Education and transition officers from Bimberi Youth Justice Centre.

**Digitalisation**

**CIT Digital Transformation Strategy**

Under the leadership of the Chief Information Officer, the CIT Data and Digitalisation Branch plays a pivotal role in supporting CIT to achieve its digital objectives, propelling CIT toward a Net Zero world, while ensuring seamless digital experiences for students, educators, staff and the broader community.

In 2024, we progressed CIT’s strategic priority of digitalisation with our new CIT Digital Transformation Strategy. Launched in March 2024, it provides a framework that will help us meet our vision ‘to improve the lives of our students through incredible teaching that takes full advantage of available technologies’.

With the user experience at the centre of everything we do, the content was developed based on feedback from engagement sessions with CIT students, education and administration services staff.

digitalising timetabling and scheduling to deliver an automated solution integrated with the existing Learning Management Ecosystem and the Student Information Management System to efficiently manage the scheduling of CIT training programs and courses, assigning resources, rooms and teachers, and allowing students to self-select sessions across all campuses (planned to go live from mid-January 2025)

commissioning audio-visual features in two Innovation Labs to support staff skill uplift and to provide the opportunity to implement continuous improvements in the configuration and integration of this technology

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*CIT Woden will be fully operational from Semester 2, 2025.*

* working towards a technology upgrade for the CIT website to improve the user experience, publishing

area and analytics

Targeted campaigns addressed the unique challenges associated with each campus project. For the CIT Woden and CIT Yurauna relocations, these campaigns were:

**Campus Renewal**

The CIT Campus Renewal team coordinates renewal activities across CIT’s five campuses, including planning for the move to the new CIT Woden Campus and relocation of Yurauna to CIT Bruce. The team works with ACT Government agencies to ensure CIT contributes to the culture, economy, and vitality of the ACT region, and ensures the campuses are catalysts for connecting students and industry through education, innovation, culture, and social inclusion.

Throughout 2024, CIT’s campus renewal projects were supported by a robust change management approach, ensuring successful transformations across multiple locations. Initiated in 2024, this approach focused on minimising disruption and resistance

while maximising project success and building internal change management capabilities. This was achieved through a comprehensive strategy encompassing communication, stakeholder engagement and targeted campaigns, which focused on understanding the needs of diverse stakeholders – including students, staff, industry partners, and government bodies.

Strong communication channels, such as the Sponsor Coalition and Renewal Representative Networks, were established to ensure effective two- way communication and leadership, while in-depth

assessments, ‘day in the life’ sessions and pulse check surveys provided valuable insights into the specific concerns and requirements of impacted teams.

**Preparing for the Move.** A decluttering campaign was designed to help staff efficiently transition from the CIT Reid.

**Embracing New Ways of Working.** Guidance and resources were developed on commuting options, flexible work arrangements (including Activity Based Working and hybrid models) and building orientation.

**Enhancing Digital Literacy.** Training programs were offered to help equip staff in the use of new technologies within the modern CIT Woden environment.

For CIT Bruce and CIT Fyshwick refurbishments, campaigns centred on supporting staff in adapting to upgraded facilities and flexible work environments, with an emphasis on building orientation and digital skills development.

CIT remains committed to monitoring project progress, addressing emerging challenges, and continuously refining strategies to ensure successful transitions. Future efforts will focus on measuring campaign effectiveness, adapting to evolving needs and fostering a culture of change competency within the organisation. By proactively managing change with our people, CIT will continue to pave the way for a smooth and successful transformation of our campus environment.

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*An artist’s impression of CIT Woden.*

**CIT Woden**

Our new CIT Woden spans 22,500m² on the site of the former bus exchange, offering a contemporary, flexible, smart and sustainable facility for 6,500 students each year. This state-of-the-art educational campus will

be facilitated through digitally enabled learning and innovation, with design elements influenced through feedback from robust consultations with a range of stakeholders, including Infrastructure Canberra (iCBR), CIT staff and students, ACT Government directorates, consultants and the community, over the course of the project.

Significant progress was made on this project throughout 2024, with a major milestone reached in July 2024 when the building officially topped out, marking the completion of its highest point. This achievement signified a significant step forward in

establishing a state-of-the-art educational hub in the Woden town centre.

The campus continued to take shape with the completion of the façade, roof and solar panels, which support CIT Woden’s goal of achieving a 6 Star Green Star Sustainability Building rating. Internally, work commenced on the fit-out of learning spaces, end-

of-trip facilities and staff workspaces, bringing the campus closer to its operational phase.

A key objective of the construction project was to improve employment and social outcomes in the construction industry, with training and diversity targets aiming to:

* increase participation of women in construction, across all sectors of the industry

encourage economic participation of Aboriginal and Torres Strait Islander people across the project with additional focus relating to the Yurauna package of works

provide meaningful employment opportunities for those in our community living with disability

support workers from culturally and linguistically diverse backgrounds.

To facilitate a smooth transition to the new campus, the relocation program was approved, and Aboriginal and Torres Strait Islander relocation removalists, Orana Commercial, were appointed.

We continued to work collaboratively with the head project lead, iCBR, to ensure the successful delivery of this transformative project. Based on current planning, CIT is on-track to commence relocation to

the CIT Woden, with CIT administrative staff relocating from May 2025 onwards, followed by educators and student support services at the end of June 2025 to minimise disruption to teaching and learning. Our last day of delivery and services at CIT Reid campus will be Friday, 27 June 2025, with the campus officially closing on Monday, 30 June 2025. CIT Woden will open to students and the public in July (Semester 2, 2025).

CIT remained committed to ongoing staff and student consultation regarding design development and relocation, with over 384 engagements including site tours, workshops, meetings and forums. Staff and students were actively trailing new accommodation and learning space designs, such as activity-based work and hybrid teaching and learning environments, in preparation for CIT Woden.

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To engage with stakeholders and the broader community, CIT conducted numerous site tours for staff, students and ACT Government Directorate members. These tours provided firsthand insights into the campus’ development, showcasing its transformation from an empty lot to a six-storey educational facility.

Further community engagement initiatives included ‘CIT pop-ups’ in Woden, where culinary, barbering, and floristry students showcased their skills and promoted CIT’s course offerings. These pop-ups proved highly successful, not only raising awareness of CIT’s programs but also providing valuable opportunities for students to complete assessments

in a real-world setting, further enhancing their learning experience. This direct engagement with the Woden community fostered excitement for the new campus and its potential to enrich the local area, with new collaboration opportunities for CIT students and local businesses, industry and the broader community.

**Lendlease Exchange Initiative**

The CIT Woden project is not only transforming the physical landscape of CIT but also fostering a more

diverse and inclusive workforce. In 2024, a key initiative within the project focused on connecting the public, jobseekers, employers, students and community partners with CIT and Lendlease our construction partner.

Lendlease committed to training and diversity targets for the CIT Woden Campus Project in collaboration with CIT, as a part of social and education commitments and to encourage greater diversity within the construction industry and support training opportunities for apprentices and trainees.

By facilitating these connections, the initiative provided a platform for individuals from diverse backgrounds to explore career pathways in construction and gain valuable experience on a major project. This commitment to workforce diversity

not only benefits the individuals involved but also strengthens the construction industry by fostering a broader talent pool and creating a more inclusive work environment.

The key targets of this project are tracking well, as shown in Figure 10.

*Figure 10: CIT Woden Campus Project Key Training and Diversity Targets*

**Community**

Enhancing training outcomes for CIT students and the Canberra community is an important part of the collaboration with Lendlease. Together, we are leveraging and expanding relationships with industry and the wider community to maximise training outcomes under the CIT Learning Tool, which is supported by the ACT Government JobTrainer Initiative.

Our partners include SPARK Ginninderry, Lendlease sub-contractors and the Australian Training Company

(ATC), with the following community organisations offering specific guidance to CIT students:

* UnitingCare Kippax and the The Umbrella Collective provided case management and

mentoring of CIT students, as part of the Lendlease Women in Construction Initiative

* Yerrabingin collaborating with CIT Yurauna students to provide an in-depth overview and

understanding of Yerrabingin, their current projects, particularly the CIT Woden project and the type of career pathways available

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6,300 Skilling and training hours As of November 2024, 7,211 hours

*Includes site tours with CIT Staff and students, Women in Construction* completed. Above the target of 6,300 hours

*Pathways, Asbestos Awareness and White Card Training, Understanding Building and Construction Pilot Program and Work Placements.*

15 new Australian School-based Apprenticeships (ASbAs) for girls. 100% completion

15 new apprenticeships for women. 100% completion

Commitment for people working on the project to be made up of 10% As of November 2024, the apprentice and apprentices/trainees. trainees workforce rate was 15%.

15% stretch target for participation of women in the design and As of November 2024, the female workforce construction of the project. rate was 15%, remaining at or above the

15% target.

Commitment for people working on the project to be made up of 4% As of November 2024, the First Nations First Nations people. workforce rate was 4.5%, remaining at or

above the 4% target.

Targets Status

* Gray Puksand Architects providing guest lectures to CIT Interior Design students on

‘Professional Practice’.

The connection with Aboriginal and Torres Strait Islander communities continues to be a key design development element, with the building façade inspired by local fauna.

inform future planning decisions and ensure that the campus continues to meet the evolving needs of

students and staff. The assessment process included consultations with stakeholders to gather feedback and identify areas for improvement.

**CIT Gungahlin**

Recognising the growing demand for VET in the Gungahlin region, CIT explored options for expanding its presence at the Gungahlin campus.

**Other Campuses**

While CIT Woden was a major focus in 2024, CIT demonstrated a commitment to continuous improvement across all our locations. Significant progress was made in renewing the Bruce and Fyshwick campuses, with projects aimed at modernising existing facilities, enhancing the learning environment, and optimising space utilisation to better support students and staff.

These renewal activities demonstrate CIT’s commitment to continuous improvement and providing its students with the best possible learning environments. By investing in its existing campuses, we are ensuring all students have access to modern, engaging and technology-rich facilities that support their educational journey and prepare them for successful careers.

**CIT Bruce**

At CIT Bruce, a key focus was the refurbishment of Building H. This project involved upgrading classrooms and workshops to provide learning spaces equipped with the latest technologies. The refurbishment also focused on creating more flexible and collaborative learning environments, enabling students to engage with their studies in new and innovative ways.

**CIT Yurauna**

CIT continued to work collaboratively with Infrastructure Canberra (iCBR) on the establishment of CIT Yurauna Bruce, making significant strides in 2024. In July, the Request for Tender (RFT) for the construction of the new facility was released, followed by the closure of the RFT in August. The contract was awarded to BYCC Alliance in early October 2024.

BYCC Alliance is an Aboriginal and Torres Strait Islander construction company, perfectly placed to understand and abide by the nuances related to CIT Yurauna. Engaging BYCC Alliance demonstrates our commitment to Indigenous economic participation by the ACT Government. BYCC Alliance further solidified this commitment by appointing an Indigenous

Project Manager and pledging to exceed the statutory minimum of 2% Indigenous participation in the project. These achievements laid a strong foundation for the project’s continued progress.

This new facility is a smart building that will provide state-of-the-art learning spaces for students in a range of disciplines, including health, community services, and early childhood education. It will also feature a dedicated childcare centre as wrap around support for Yurauna students while they undertake their studies.

The building is being designed and constructed to meet contemporary sustainability standards, with features such as rainwater harvesting and energy- efficient lighting, heating, colling and appliances. The CIT Yurauna project is expected to bring a range of benefits to the local community, including new jobs, improved educational opportunities, and a vibrant new community space.

The project is being delivered in partnership with the Ngunnawal community, and the design of the building and landscaping reflects the cultural

significance of the site. It is on track to be completed in Quarter 4 2025.

**CIT Fyshwick**

At CIT Fyshwick, a site context memo was developed to guide the planning for the Centre of Excellence (CoE) upgrade. Further investigation was undertaken to assess the viability of the site for the proposed expansion. To ensure minimal disruption to training delivery, plans are underway to secure a temporary location for Electric Vehicle (EV) programs while further investigation and planning for the CoE continue.

**CIT Tuggeranong**

At CIT Tuggeranong, comprehensive assessments were conducted to evaluate the condition of existing buildings and infrastructure. This evaluation will

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**CIT Solutions**

CIT Solutions was established in 1988 to extend our influence on education and workforce development without relying on direct appropriation from the ACT Government. It is a proprietary limited company established under the *Corporations Act 2001* (Cth) as a wholly owned subsidiary of CIT, operating under CIT’s status as a Registered Training Organisation (RTO).

CIT Solutions was designed to engage in a more diverse range of activities, including the delivery, development and customisation of training programs and consultancies, as well as research and analysis in the learning, personal development and training fields.

Today, CIT Solutions is a trusted and responsive education provider delivering bespoke training services, enriching the lives of Canberrans and Australians each year by offering lifelong learning opportunities.

The company engages in fee-for-service commercial activities in the ACT region, nationally and internationally. CIT Solutions provides audited financial statements consolidated within CIT’s financial report in accordance with the *Financial Management Act 1996*. While the company’s financial performance weakened in 2024, its financial position was still favourable with a healthy balance sheet and total

net assets of $3.24m. The company’s agility provides capacity for flexible course design and delivery

that is responsive to community, industry and government needs.

Our accredited and professional programs support economic participation of diverse learners and support upskilling of government agencies, while our recreational programs help to cultivate social

connections and a sense of belonging among learners.

Our enrolments for 2024 were as follows:

**CIT Solutions Governance and Partnerships**

The CIT Board appoints the CIT Solutions Board including two CIT Board members, one as Chair. The CIT Board also receives regular performance reports from CIT Solutions.

The CIT Solutions Board is responsible for the strategic direction, financial management and governance of the company, including the design and operation of risk management and internal control frameworks. In fulfilling its obligations, the Board has established the Audit Committee to assist and advise the Board. The Audit Committee provides independent and objective assurance to the CIT Solutions Board, without any decision-making authority.

A business-like approach has shaped the collaboration between CIT and CIT Solutions. CIT and CIT Solutions have emphasised ‘together we are stronger’. In this spirit, a new Relationship Agreement was signed

by both Board Chairs in March 2024, outlining the principles of transparency, sound governance, risk management, collaboration and integrity.

A major focus of collaboration in 2024 was work towards re-registration with the Australian Skills Quality Authority (ASQA), including finalisation of a rectification plan.

CIT Solutions is a preferred provider on key government procurement panels, with deeds signed with 16 organisations, primarily Commonwealth agencies. CIT and CIT Solutions both bid for work through the company’s panel membership.

**CIT Solutions Finances**

CIT Solutions supports CIT in their consolidated financial reporting and compliance under the *Financial Management Act 1996* by ensuring accurate financial data integration, maintaining compliance with regulatory requirements, and facilitating

transparent reporting.

The certified CIT Solutions’ financial statements for 2024 (see Part C) are consolidated within CIT’s financial statements and report. The key figures are as follows:

**>**

Learners enrolled in accredited programs – 1,397 active enrolments, including 794 new enrolments, with 624 learners continuing their studies in 2025

International students – 228 recruited with ongoing support for 517 students from 58 countries

Learners enrolled in Indigenous Apprenticeship and Development programs – 512

Aboriginal and Torres Strait Islander learners – 545

Learners enrolled in non-accredited professional short courses – 942

Learners enrolled in recreational short courses – 1146

Non-ACT learners commencing – 366.

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revenue of $9.843m

an operating deficit of $1.507m

ratio of current assets to current liabilities of 1.88:1.

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An operating loss in 2024 was associated with challenges across the higher-education and VET sector and a majority of the company’s revenue areas. Management focused on securing new contracts and driving enrolment for open access programs to close revenue gaps, while improved analysis of changing

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market demand to inform pivoting of business strategy and model was begun and is in progress.

**CIT Solutions Employment**

The company provides value to the ACT economy and more broadly through employment of staff, including cohorts that may not be eligible for ACT Government employment. In 2024, there were:

* 61 core employees throughout the year (Full Time Equivalent of 44)
* 192 employees in flexible workforce (Full Time Equivalent of 14).

**CIT Solutions Centre for Modern Languages (CML)**

Our foreign language training programs assist understanding among different people and cultures, create harmony and social cohesion, and support diplomacy, security and international relations.

In 2024, the CML delivered training in 27 foreign languages through our dedicated 140 language instructors and tutors, reinforcing our position as a leader in language training. CML delivered language training to government agencies that included the Commonwealth Government Department of Defence and the Department of Home Affairs.

As part of our diversification and growth strategy, we also received five-year accreditation from the ACT Board of Senior Secondary Studies as a Specialist Education Provider for Year 11 and Year 12 foreign language studies. In 2024, 47 students enrolled in courses for six foreign languages as part of their senior secondary studies.

**CIT Solutions National Education Operations**

Our accredited and professional programs support economic participation of diverse learners and help individuals and organisations upskill and reskill, ensuring they can meet evolving workforce needs, with a range of specialised programs delivered for government and industry in 2024.

In support of the Australian Signals Directorate’s agenda to ensure higher standards for security assessments, CIT Solutions delivered six Infosec Registered Assessor Programs (IRAP), along with a new one-day IRAP Annual Renewal Exam. We also implemented a two-day Information

Security Management Fundamentals program for Commonwealth Government agencies to better prepare them for IRAP Assessments.

CIT Solutions provided My Aged Care learning and development services related to the Department of Health and Aged Care’s Commonwealth Home

Support Programme, with 414 learners enrolled in 2024.

In partnership with the Lao Peoples Democratic Republic (PDR)’s Department of Planning, Ministry of Education and Sports, CIT Solutions is delivering the Building Digital Leadership and Future Skills for the Technical Vocational Education and Training (TVET) sector under the Australian Awards Fellowship (Round 19), funded by the Department of Foreign Affairs and Trade. This short-term study program is focused on digital leadership, cybersecurity readiness, TVET resilience and innovation within the Lao PDR

TVET sector.

One of our flagship accredited programs is the Indigenous Apprenticeship Program (IAP), delivered in partnership with Services Australia. Through the IAP, CIT Solutions supports Aboriginal and Torres Strait Islander learners to complete a Certificate IV or Diploma in Government and to build successful careers within the Australian Public Service, aligning with the whole of government priority of ‘Closing the Gap’ and pillars of the ACT Government Wellbeing Framework.

**CIT Solutions International Student Operations**

CIT Solutions promotes CIT courses and study opportunities in the ACT to prospective students worldwide. We work with a global network of trusted education agents and facilitate the student journey, ensuring a seamless and supportive experience from inquiry to enrolment.

In 2024, international student numbers decreased by approximately 3.48% compared to 2023. A reduction in the volume of viable and submitted applications in semester 2 2024 is likely to flow through to future

enrolments. The declines are attributed to changes in the international education sector, including changes in government policy relating to international student enrolments and visas.

In order to sustain enrolments, CIT Solutions continued to build partnerships and strengthen relationships with education agents, government agencies, and international organisations to sustain enrolments. Initiatives in 2024 included:

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collaboration with Saudi Arabian Cultural Mission

partnership efforts with Austrade to identify opportunities in priority markets

tailored programs for Korean students through agents and study tours

continued support for 20 participants under the Indonesian International Student Mobility Awards.

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SCRUTINY

**ACT Legislative Assembly Inquiries**

**Inquiry into Annual and Financial Reports 2022–2023**

**Recommendation 12:** The committee recommends that the ACT Government continue to support

and expand Fee-Free TAFE and report back to the committee on areas of unmet demand following completion of the first tranche of the three-year agreement.

**Inquiry into Appropriation Bill 2024-2025 and Appropriation (Office of the Legislative Assembly) Bill 2024-2025**

**Recommendation 17:** The committee recommends that, as part of any future review of the *Financial Management Act 1996*, consideration be given to how the *Financial Management Act 1996* interacts with the *Integrity Commission Act 2018* and the *Public Sector Management Act 1994*, as well as employment and human rights laws and obligations in the event a public service employee or office holder has

an adverse finding against them by the Integrity Commissioner.

**Recommendation 18:** The committee recommends that the ACT Government expands the CIT Gungahlin footprint, offering more study options and courses to northside residents.

**ACT Auditor-General**

**Financial Audits - Financial Results and Audit Findings Report No.12 of 2024**

This review considered CIT’s Banner software. Banner is CIT’s student administration system used to process and record student fee revenue and is managed internally by CIT. The following findings were identified relating to Banner:

* Banner’s Security System Plan remains in draft form and was incomplete, as it lacks specified

responsibilities and due dates for implementing identified risk treatments.

* The existence of a generic (shared) user account in the Banner system, which is used to run key

background processes overnight to update

the system database, creates a higher risk of unauthorised or fraudulent access to data and applications.

* An excessive number of users (eight) in the Banner system have been granted super user access rights
* Banner ‘user administration procedures’ lack key requirements, such as monitoring user accounts

and profiles to determine if they continue to be required and reviewing system audit reports.

CIT has agreed to address these audit findings.

**ACT Auditor-General’s Financial Audit Report 2023-2024 Financial Audits Overview**

CIT received an ‘unmodified’ rating overall from the Auditor-General.

An auditor’s report with an unmodified audit opinion is issued where the Auditor-General concludes the financial statements provide, in all material respects, a true and fair presentation of a reporting agency’s

financial performance and position in accordance with the relevant reporting and disclosure requirements.

**ACT Ombudsman Reports**

There were no recommendations made by the ACT Ombudsman’s reports relating to CIT during the reporting year of 2024.

**Integrity Commission**

In 2024, the ACT Integrity Commission continued its investigations regarding the circumstances

surrounding the consultancy contracts to ThinkGarden and Redrouge Nominees Pty Ltd. During the year,

the Integrity Commission released a Special Report relating to the investigations.

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RISK MANAGEMENT

CIT faces a range of strategic, operational, fraud and corruption risks in its everyday business functions, and we take a rigorous and precautionary approach to our work.

CIT’s risk management functions are managed by the Audit, Risk and Corporate Governance Branch

which regularly reports to the Executive Management Committee, the CIT Audit and Risk Committee and the CIT Board on risk-related issues and initiatives.

CIT maintains a Strategic Risk Register, capturing risks, current controls and treatment plans. Individual risk management plans and risk registers are maintained for major projects such as the Cloud Campus Project, Campus Renewal and for other business critical initiatives. CIT maintains separate WHS and Fraud and Corruption and finance risk registers.

In 2024, there were 12 strategic risks on the register, across the categories of ‘compliance and regulation’,’ technology’, ‘project’, ‘products and services’,

and ‘operational’. Treatment plans are in place for risks where controls are assessed as ‘has room for improvement’. Progress on the treatment plans is monitored quarterly by the Executive Management Committee and CIT Audit and Risk Committee.

In the reporting period, CIT continued to strengthen its Risk Management Framework while implementing a risk management approach to decision making.

Supporting this work, the CIT Board endorsed a Risk Appetite Statement which sets CIT’s appetite for

risk across eight categories, including products and services, operations, technology, people, finance, project, compliance, and work health and safety. In developing the risk appetite Statement, the CIT Board affirmed that CIT has the greatest appetite for risk

in the pursuit of building work skills and capability for students, developing and maintaining beneficial partnerships and increasing our digital capabilities.

Moreover, it affirmed that CIT does not have an appetite for risks that adversely impact on cyber security, financial viability, or compliance or regulation, including in relation to the safety and wellbeing of staff and students.

A new strategic risk register will be developed in 2025 which aligns with the new CIT Strategic Plan 2025-2035.

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INTERNAL AUDIT

**CIT Audit and Risk Committee**

The CIT’s Internal Audit function provides assurance to the CEO, CIT Board and the Audit and Risk Committee (the Committee) that the agency is operating effectively and managing risks as they relate to the strategic objectives of CIT.

The Internal Audit function is managed by the CIT Head of Internal Audit under the direction of the Committee and is consistent with the ACT

Government Framework for Internal Audit Committee and Functions 2020, the International Professional Practices Framework and the CIT Internal Audit Charter.

CIT’s Internal Audit function is responsible for:

The Committee, a subcommittee of the CIT Board, performs a key corporate governance role within CIT and is supported by the Head of Internal Audit and the Audit, Risk and Corporate Governance Branch. The role of the Committee is outlined in the Committee Charter which is generally updated on an annual

basis and endorsed by the CEO and CIT Board. The Committee provides independent, objective advice and assurance on:

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enterprise risks and compliance external accountability responsibilities annual financial audit statements

internal audit reports.

The Committee generally consists of at least three and not more than five members and meets at least six times a year which includes two special meetings to review financial statements. In 2024, there were

five Committee members and the Committee met nine times.

Currently the Committee members are CIT Board members and are remunerated as Board members. Independent members of the Committee would be remunerated on a set rate per meeting attended under contract with CIT and observers who attend the meetings as per the requirement of their roles are not paid. Members’ attendance at Committee meetings from 1 January to 31 December 2024 is detailed in Figure 11.

**>**

developing and managing the Annual Internal Audit Program for CIT including engagement with external auditors, sourced from the ACT Government panel of external audit service providers, to conduct the internal audit program

facilitating the integration of risk management into strategic decision making and everyday operational activities and processes

monitoring all recommendations resulting from internal and external audits

overseeing internal and external business unit reviews

liaising with the ACT Audit Office on financial and performance audits undertaken by the ACT Audit Office

providing advice and secretariat services to the Committee.

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***Figure 11: Attendance at Committee Meetings in 2024***

**Note:** New or former Board members or members who took leave during the year are marked with an asterisk.

The Internal Audit Program is usually prepared by the Head of Internal Audit in consultation with the CIT executive and other key stakeholders and approved by the Committee. In addition to the audits on the Internal Audit Program, compliance and regulatory audits, reviews and other assurance activities are routinely initiated by management and conducted across all areas of CIT. This activity is captured on the centralised assurance activity register.

In 2024, the Internal Audit Program was incomplete. However, there were 11 management-initiated reviews undertaken as a measure to provide continuous assurance on a number of activities

relating to CIT’s business operations. Furthermore, the renewal of registration regulatory audit undertaken by the Australian Skills and Quality Authority (ASQA) on CIT commenced in June 2024 and was still in progress as at 31 December 2024.

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Name of Member Position Duration Meetings attended

Ms Ros Jackson Chair – Board Member January – December 9

Mr Paul McGlone Deputy Chair - Board Member January – June 1\*

Professor Frances Shannon Board Member January – June 4\*

Mr Keith Brown Board Member January – December 8

Mr Tony Brennan Deputy Chair - Board Member October – December 3

Mr Daniel Riley Head of Internal Audit January – December 9

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FRAUD PREVENTION

**Integrity Governance**

CIT’s governance measures around fraud and corruption are consistent with the Public Sector Management Standards 2016, ACTPS Integrity Framework and ACTPS Integrity Governance Policy, which outline the formal responsibilities of ACT Government agencies in promoting integrity and preventing fraud and corruption.

This includes having a Senior Executive Responsible for Business Integrity and Risk (SERBIR) managing the integrity requirements under CIT’s Fraud and Corruption Control Framework (the Framework), Fraud and Corruption Control Plan (the Plan) and

Fraud and Corruption Policy, (the Policy) which provide information to staff, students and the public on our approach to preventing, detecting, responding to and reporting on allegations of fraud and corruption.

The guiding documents also outline how CIT staff should make ethical decisions and how to behave within the work environment to create, support and implement a strong culture of integrity.

In 2024, CIT conducted quarterly fraud and corruption environmental scans leading to the development of fraud and corruption intelligence and risks. Intelligence and fraud risks were communicated to the executive through CIT’s Audit and Risk Committee and used

to workshop and regularly update our fraud and corruption risk register.

CIT’s other fraud and corruption governance activities included:

* increasing engagement between the SERBIR and the ACT Integrity Commission, ensuring a

collaborative and transparent approach to manage integrity matters

* establishing a CIT Integrity Committee that provides a forum for information flow, discussion

and decisions around complex integrity issues and systemic fraud and corruption matters.

**Fraud and Corruption Awareness Raising**

At CIT we believe education is the most effective method for building capability and raising awareness on preventing and reporting fraud and corruption.

In 2024, our strategies at building awareness and preventing fraud and corruption included:

promoting and implementing the Framework,

Policy and Plan

updating and communicating CIT’s fraud and corruption prevention intranet page

offering interactive and educational integrity activities on the intranet page

undertaking workshops with business units to update our fraud and corruption risk register

updating the online fraud and ethics training for all staff with a completion rate of 100 per cent for executive staff and 67 per cent for remaining staff

delivering several procurement-related training sessions for all staff and managers

releasing newsfeeds through the intranet to promote education and awareness of fraud and corruption, including international fraud awareness week, keeping CIT’s data safe and declaring gifts and benefits.

**>**

**>**

promoting the Framework and the Policy commencing an update of the Plan

conducting a mandatory compliance survey for senior leaders which included questions around integrity, with the results used to understand areas of potential non-compliance requiring attention and improvement

regular reporting from the SERBIR to CIT’s Audit and Risk Committee with updates on integrity issues and fraud and corruption prevention activities

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**Matters Referred to the SERBIR**

CIT is committed to ensuring all allegations and detections of fraud and corruption are taken seriously and addressed appropriately, ensuring confidentiality is always maintained. At CIT, allegations of fraud and corruption can be reported via email, phone and by anonymity to the following:

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**>**

CIT SERBIR

CIT Executive Branch Manager People and Culture

Any CIT Executive Branch Manager or Executive Director

CIT Public Interest Disclosure Officer ACT Integrity Commission.

**>**

In 2024, the SERBIR received 10 allegations of possible internal fraud, and one external fraud detected against CIT. Four of the matters were closed due to:

**>**

the allegation not being substantiated (one matter)

the allegation being assessed as not fraud or corruption (one matter)

the staff member resigning (one matter)

appropriate internal action being taken in line with the Enterprise Agreement (one matter).

**>**

The other six matters are still in progress with one having already been assessed by the ACT Integrity Commission requiring CIT to investigate further. The external fraud matter was detected by CIT and the ACT Cyber Security Centre and was referred to the appropriate regulatory agency.

In 2024, there was one public interest disclosure received under the *Public Interest Disclosure Act 2012*. The disclosure was assessed and was referred to the ACT Integrity Commission.

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FREEDOM OF INFORMATION

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**Availability of Open Access Information**

Open Access provisions of the FOI Act refer to information that is publicly available and government- held, which can be freely used, reused and redistributed (noting any copyright and attribution requirements). Open access information includes agencies’ functional information, policies, budgetary papers, information about government grants and other categories of government-held information listed under Section 23 of the FOI Act.

Figures 12 to 17 summarise the data related to each Open Access application CIT received during 2024.

CIT is committed to the principles of open, transparent and accountable governance, decision making

and operations consistent with the objectives and provisions of the *Freedom of Information Act 2016* (FOI Act).

**Making an FOI Access Application**

Making it easy to apply for access to information

under the FOI Act, CIT provides all relevant information on how to lodge a request on our website: **cit.edu.au/about/freedom\_of\_information**.

There is no application fee, but we may require processing charges. In 2024, there was no revenue collected for this service.

In 2024, we continued to publish details of all freedom of information requests we received, including

the access application, decision and any released documents, on the CIT Disclosure Log on our website: **cit.edu.au/about/freedom\_of\_information/ disclosure\_log**. We do not publish access applications for personal information.

*Figure 12: Open Access Information – Section 96 (3) (a) (i), (ii) and (iii)*

*Figure 13: FOI Applications Received and Decision Type – Section 96 (3) (a) (iv), (vii), (viii) and (ix)*

Note: This data includes one application in progress as at 31 December 2024.

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Number of access applications received 7\*

Number of applications where access to all information requested was given 1

Number of applications where access to only some of the information requested was given 5

(partial release)

Number of applications where access to the information was refused 0

Number of applications transferred, withdrawn, completed outside of the FOI Act or still pending a 1

decision at 31 December 2024

Number of applications where no requested information was held by CIT 0

Description Total

Number of decisions to publish Open Access information 63

Number of decisions not to publish Open Access information 0

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

Description Total

*Figure 14: FOI Processing Timeframes – Section 96 (3) (v) and (vi); Section 96 (3) (d)*

Note: This data excludes one application in progress as at 31 December 2024 (the decision was extended beyond 2024 in agreement with the applicant).

*Figure 15: Amendment to Personal Information – Section 96 (a) (x) and Section 96 (3) (e)*

**Applications for ACT Civil and Administrative Tribunal (ACAT) review**

There were no applications for ACAT review under section 84 of the FOI Act in 2024.

*Figure 16: Reviews – Section 96 (3) (b); Section 96 (3) (c)*

*Figure 17: Fees – Section 96 (3) (f)*

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Total charges and application fees collected from access applications 0

Description Total

Number of applications made to Ombudsman under section 74 and the results of the application 0

Number of applications made to ACAT under section 84 and the results of the application 0

Description Total

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

Description Total

Total applications decided within the time to decide under section 40 5\*

Applications not decided within the time to decide under section 40 1\*

Number of working days taken to decide over the time to decide in section 40 for each application 10

Description Total



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COMMUNITY ENGAGEMENT AND COMMUNITY SUPPORT

**School engagement**

Skills development begins in schools, and CIT’s approach to school engagement aligns with the ACT Government’s Skilled to Succeed priorities by:

* a year-long calendar of events, taster workshops and campus tours for schools, featuring initiatives

like Bridge Challenge, the National Science Week’s Health, Community and Science Showcase,

the Secondary Schools Cooking Competition, Studio24, Try-a-Trade and the Skilling for Renewables Schools Showcase.

By being present at a wide range of community events as well as created unique opportunities for engagement on campus, we were able to reach a significant audience.

**>**

delivering inclusive skills development

providing all Canberrans with a foundation for lifelong learning

ensuring school leavers are well-informed and supported in navigating diverse learning pathways to prepare for future employment opportunities.

In 2024, CIT offered a variety of targeted programs for school students, including:

**Open Day 2024**

CIT’s Open Day 2024 attracted over 1,500 participants. Promoted through a comprehensive marketing campaign incorporating social media, digital, print, radio and outdoor advertising, the event generated significant interest across all campuses.

Visitors participated in 99 activities across CIT’s main campuses in Bruce, Fyshwick and Reid, including tours, presentations, workshops, skills demonstrations, competitions and exhibitions. The event coincided with the opening of applications for Semester 1 2025, providing participants with the opportunity to explore their interests with specialist advisors, ask questions about course and career pathways, and apply on the day.

accredited and non-accredited courses tailored for high school and college students, including four vocational learning programs in collaboration with ACT Education, providing students in years 10 to 12 with pathway opportunities to further study and work

participation in 39 school career exhibitions and information sessions at government, Catholic and independent schools throughout the ACT and surrounding NSW region

stalls at community events such as the National Multicultural Festival, ACT Reconciliation Week Trade Show, Canberra CareersXpo and ACT Refugee Open Day

*Visitors receiving welcome packs at CIT Bruce.*

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**Library & Learning Services**

CIT Library & Learning Services (LLS) operates a comprehensive service at Bruce and Reid and

supports library services at Fyshwick, Gungahlin and Tuggeranong. The libraries at Bruce and Reid are open extended hours offering support to students. LLS

also supports flexible learning at Reid and Bruce, and provides copyright, Intellectual Property and licencing advice.

**Library services provided to CIT students and teachers**

CIT library services undertook two key initiatives in 2024:

* Google Scholar (a search engine that specialises in academic articles) was launched in term 2 to

improve access to resources for students

* instructional videos were developed for Australian Standards and Forensics to assist students with

access digital resources and services.

CIT library services were well utalised across all campuses throughout the year, highlighted by the following statistics:

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1,721 space bookings were made

1,632 eBooks were accessed a total of 4,407 times 3,691 physical items were borrowed.

**Centralised Learning Resources (CLR)** LLS supports the procurement and management of teaching and learning resources in conjunction

with eLearn and delivery colleges. LLS managed 78

requests including 18 requests for quotes and one request for tender which led to the procurement of learning resources for new training packages

and to support teaching and delivery across numerous departments.

**Woden Library Development**

All library staff focused on the development of the new library space at Woden, including the planning of new library services and a major project to prepare the library collection at Reid for the relocation to Woden.

**UNSW Partnership**

Reid Library staff worked in partnership with UNSW Library and UNSW city campus to collocate UNSW and CIT Library services at Reid campus, including co- hosting library activities.

**Scholarships**

**Fee Assistance**

In 2024, CIT was pleased to support a total of 1,052 students with fee support through our fee assistance program, enabling them to continue their education.

3,530 students attended orientation and digital information literacy workshops

59,823 people accessed Reid and Bruce library spaces

2,664 IT-related requests were resolved 2,530 general enquires were answered

**>**

*Figure 18: Funding for CIT Fee Assistance 2024*

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1,052 CIT Fee Assistance To assist CIT students experiencing financial hardship $222,033

with support towards eligible fees, purchase of a desktop computer or laptop through the CITSA Laptop Initiative program and/or course materials and/or course materials available through the CITSA bookshops.

Support limits - up to 65% of outstanding invoices (after the

initial $20.00 payment) and/or required course materials to a semester limit of $750.00 per student.

Recipients Sponsor Support Purpose Amount

**ACT Mental Health Consumers Scholarship Scheme**

This scholarship is designed to support mental health consumers to study in the community services area, increasing employment opportunities for mental health consumers in mental health, alcohol and other drugs, community development, youth work and community services. It was awarded to nine students before ending on 30 June 2024.

*Figure 19: ACT Mental Health Consumers Scholarship Scheme*

**Soroptimist International Canberra Scholarship**

CIT staff were pleased to provide support in administrating this scholarship to assist three female refugee or

|migrant students.

*Figure 20: Soroptimist International Canberra Scholarship*

**Geoff McPherson Education Awards Program**

CIT staff were pleased to provide support in administrating this scholarship to assist five students from a refugee or asylum seeker background.

*Figure 21: Geoff McPherson Education Awards Program*

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5 Canberra Refugee This awards program supports students who have a refugee or $5,000 Support asylum seeker background, currently studying in the Canberra

region. Application is by way of staff nomination.

Recipients Sponsor Support Purpose Amount

3 Soroptimist This scholarship supports female refugee or migrant students $3,000 International studying a CIT course at the Certificate II and above level (other

Canberra than English). Application is by way of staff nomination.

Recipients Sponsor Support Purpose Amount

9 ACT Health Supporting mental health consumers to gain community $3,293 services sector qualifications.

This scheme is a two (2) -staged scholarship:

* stage one (1), funding for completion of the Statement of Attainment in Introductory Mental Health and Alcohol and Other Drugs
* stage two (2), funding covers course fees for for continuing to study in only one of the Certificate IV courses in the

Community Work Programs.

Recipients Sponsor Support Purpose Amount

**Rotary Club of Aurora Gungahlin Scholarship**

CIT staff provide support in administrating this scholarship to support three students make progress towards a Certificate III in Individual Support.

*Figure 22: Rotary Club of Aurora Gungahlin Scholarship*

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3 Rotary Club of This scholarship supports domestic students, making steady $7,500 Aurora Gungahlin progress in a CIT Certificate III in Individual Support (Ageing,

Home and Community or Disability), are experiencing financial challenges and live and/or work in the ACT. Application is by way of staff nomination.

Recipients Sponsor Support Purpose Amount



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ABORIGINAL AND TORRES STRAIT ISLANDER REPORTING

CIT has a long and proud history of recognising, fostering, and celebrating excellence, and we are honoured to be able to host a thriving Aboriginal and Torres Strait Islander community, where the richness of culture is nurtured and celebrated at our very

own dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence, CIT Yurauna.

Committed to building a culturally safe space for students, staff and the community, CIT is addressing the gap in educational outcomes for Aboriginal

and Torres Strait Islander students through policy, programs, supports and practices to attract and support Aboriginal and Torres Strait Islander students and improve their VET outcomes.

Year after year, we see Aboriginal and Torres Strait Islander staff, students and community members go above and beyond to combat systemic discrimination and build education and employment pathways for Canberra’s most marginalised community members, all while sustaining a safe, culturally rich and positive environment where all people thrive.

CIT is proud to act as an industry leader supporting a culture of diversity, respect and understanding with Aboriginal and Torres Strait Islander people and culture – within the workplace and the

wider community.

In 2024, we continued our work to improve Aboriginal and Torres Strait Islander staff experience,

development and leadership opportunities, as well as ensuring all staff engage in reconciliation and cultural awareness and capacity building development to support our reconciliation goals and deliverables.

A further 49 Aboriginal and Torres Strait Islander enrolments accessed CIT courses through

Fee-Free TAFE.

**Aboriginal and Torres Strait Islander Students Shine in 2024**

We were pleased to see three of our Aboriginal and Torres Strait Islander students win awards in 2024.

**ACT Training Awards**

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Winner Aboriginal and Torres Strait Islander Student of the Year – Rebecca Grace Martin, Diploma of Government (PSP50122)

In 2024, Rebecca Grace Martin, a participant in the Indigenous Apprenticeship Program, was celebrated as the Aboriginal and Torres Strait Islander Student of the Year at the ACT Training Awards. Motivated to learn from her Indigenous

peers and train with industry experts, she enrolled at CIT Solutions to pursue a career in the public service. In an interview, Rebecca described her experience as transformative, equipping her

with practical skills and confidence. Rebecca’s passion for learning and determination enabled her to overcome challenges and succeed, and she credited CIT Solutions for their flexibility and support. Rebecca subsequently secured a role in the Department of Parliamentary Services.

**Aboriginal and Torres Strait Islander Staff and Students**

As at December 2024, CIT employed 26 Aboriginal and Torres Strait Islander staff, representing 2.9% of the staff cohort, while throughout the year, CIT trained 571 Aboriginal and Torres Strait Islander students and CIT Solutions trained 542, representing 7.6% of the total student cohort.

A total of 62 scholarships were awarded to Aboriginal and Torres Strait Islander students, made up of 17 for Yurauna students and 45 for Aboriginal and Torres Strait Islander students not studying at Yurauna.

*Winner ACT Aboriginal and Torres Strait Islander Student of the Year – Rebecca Grace Martin.*

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* Runner-up Aboriginal and Torres Strait Islander Student of the Year – Poppy Chalmers,

Certificate III in Community Services (CHC32015).

**ACT 2024 NAIDOC Awards**

* Apprentice of the Year – Noah Duke., Dhungutti man and 2nd year metal fabrication apprentice.

**Leave for Cultural Events and Responsibilities**

The staff enterprise agreements negotiated in 2023, including the ACTPS CIT Enterprise Agreement 2023- 2026 – General Staff and the ACTPS CIT Educators Enterprise Agreement 2023-2026, have improved leave entitlements for Aboriginal and Torres Strait Islander staff, enabling them to attend cultural ceremonies and activities, with 10 days of paid

leave (previously unpaid).

This crucial provision ensures Aboriginal and Torres Strait Islander staff can honor their cultural responsibilities. The agreements also include additional leave for all CIT staff engaged in foster or

kinship care, offering important support to Aboriginal and Torres Strait Islander staff, who are statistically more likely to take on the care of family members, due to the lasting impacts of colonisation.

Furthermore, the enterprise agreements now provide leave for all staff to participate in NAIDOC Week activities, creating opportunities for the entire CIT community to deepen their understanding of

Aboriginal and Torres Strait Islander cultures and contributions.

**CIT 2025-2026 Innovate Reconciliation Action Plan (RAP)**

We are proud to report the CIT 2025-2026 Innovate RAP was endorsed by Reconciliation Australia and the CIT Board, and launched in December 2024.

The work was spearheaded by a dedicated CIT RAP Working Group headed by Meghan Oldfield, Executive Director, Corporate Services. The working group included members across all divisions of CIT, including Aboriginal and Torres Strait Islander representatives, and a representative each from CIT Students Association and CIT Solutions, and was further strengthened with the addition of CIT Board

member, CIT alumnus and Woppaburra Woman, Tahlia-Rose Vanissum.

Burbangana Group was contracted to co-develop our RAP through various consultations throughout 2024, including with non-Aboriginal and Torres Strait

Islander staff, and our initial drafts received invaluable input from Reconciliation Australia, the CIT Yurauna Director and staff, and other staff across CIT.

Work is now underway to support the implementation of the RAP, including scoping of projects and deliverables, and the development of monitoring and reporting mechanisms to ensure CIT delivers on our commitments. The RAP contains 25 projects and a total of 85 deliverables.

*L-R: Rosemary Bishop, Lucy Baranovsky, Roslyn Jackson, Tahlia-Rose Vanissum, Kate Lundy (Board Chair), Christine Robertson (Interim CEO), Dr Mark Bazzacco, Keith Brown and Natalie Howson.*

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**Aboriginal and Torres Strait Islander Programs**

**CIT Yurauna Job Readiness Support Program**

CIT Yurauna continued working with the Community Services Directorate (CSD) and Northside Community Service to deliver the Aboriginal and Torres Strait Islander Job Readiness Support Program.

This is an ongoing program that aligns with the National Agreement on Closing the Gap in the following ways:

**>**

building the community and strengthening workforce (priority reform two)

transforming government organisations (priority reform three)

engaging children in high quality, culturally appropriate early childhood education (target three)

helping Aboriginal and Torres Strait Islander students reach their full potential through further education (target six)

supporting strong economic participation and development of communities (target eight).

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The current program includes accredited training Certificate III in Community Services for Aboriginal and Torres Strait Islander students and the wrap around support and academic support by CIT Yurauna, with Northside Community Service providing an early childhood education program at CIT Reid to those under the care of program participants.

Wrap around supports include study preparation, transport and parking support, preparation for study and post-program support, social events for engagement and connection, incentives to continue with education, and provision of an appropriate venue for the on-site early childhood education and support. There is also support for work placements, in partnership with the Ngunnawal Bush Healing Farm, Toora Woman, Everyman Indigenous Unit

and Karralika.

The program has been operational for more than 10 years, with the program offering and its funding and contractual arrangements evolving over time, ensuring its effectiveness in meeting the needs of community, our students and their children.

Key projects for our RAP include:

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creating culturally safe spaces at CIT Bruce, CIT Fyshwick, and CIT Woden

building an educational Bush Tucker Garden at Bruce Campus, a real-world learning site for early childhood and horticulture students (in consultation with local Traditional Custodians)

developing anti-racism and anti-discrimination policies, processes and practices

developing CIT Aboriginal and Torres Strait Islander Cultural Protocols

developing a CIT Aboriginal and Torres Strait Islander Cultural Learning Strategy and Cultural Learning Framework

developing a CIT Aboriginal and Torres Strait Islander Recruitment, Retention and Development Strategy

developing a CIT Aboriginal and Torres Strait Islander Community Engagement Plan

developing an action plan and reporting on the National Agreement on Closing the Gap and the ACT Aboriginal and Torres Strait Islander Elected Body Agreement to support CIT to contribute further in the future.

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RTO Code 0101 | CRICOS No. 00001K

**INNOVATE RECONCILIATION ACTION PLAN**

**January 2025 – December 2026**



**Engagement Activities**

**National Reconciliation Week**

CIT’s reconciliation vision promotes a culture that strengthens respect for, relationships with, and opportunities for Aboriginal and Torres Strait Islander Peoples, through positive and inclusive learning and workforce innovation practices.

In 2024, CIT hosted National Reconciliation Week activities at CIT Bruce, CIT Fyshwick, CIT Reid, CIT Gungahlin and CIT Tuggeranong with a comprehensive program including:

**Bimberi Youth Justice Centre Delivery**

CIT Yurauna delivers a Certificate II in General Education to the young people in Murrumbidgee School located at Bimberi Youth Justice Centre, fostering a pathway for young people to transition from Bimberi and into the CIT community for further education.

A teacher from CIT Yurauna attends Bimberi each Monday morning to deliver the classes. This teacher also assists the young people by supporting them in case conferences.

This partnership began in 2015 and is offered to both for Aboriginal and Torres Strait Islander and non- Aboriginal and Torres Strait Islander inmates.

**Yurauna Early Childhood Centre**

The Yurauna Early Childhood Centre provides access to early childhood education and care to children aged 0-5 years of an Aboriginal and/or Torres Strait Islander parent or guardian studying at CIT. Over the course of 2024, the centre was fully utilised, including children of parents and carers participating in the Job Readiness Program.

**>**

Welcome to Country conducted by Ngunnawal Junior Elder, Selina Walker, at CIT Bruce and CIT Reid

Welcome to Country conducted by Ngunnawal Elder, Wally Bell, at CIT Fyshwick

barbecue provided by CIT Student Association and CIT Corporate Services, featuring kangaroo, crocodile, emu, beef and vegetarian sausages

morning tea and information stall at Gungahlin and Tuggeranong campuses

children’s story time at CIT Reid and CIT Bruce libraries.

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**Staff Training**

**Cultural Awareness Training**

In 2024, CIT offered cultural awareness training facilitated by CIT Yurauna. This full-day training course aims to develop participants’ awareness and skills, including effective engagement with Aboriginal and Torres Strait Islander colleagues, students and communities. The course introduces the history and impact of colonisation and reconciliation, builds understanding of Aboriginal and Torres Strait Islander culture and identities, and develops cross-cultural communication skills. The course was delivered three times in the year and 42 CIT staff attended.

**Encouraging Cultural Awareness**

In addition to the cultural awareness training for CIT staff, CIT Yurauna also provides cultural awareness training to external organisations.

In 2024, CIT Yurauna delivered eight sessions to 63 participants. These training sessions were tailored to organisational needs and offered culturally sensitive training in a range of critical areas.

The full day, face-to-face course was delivered to five external organisations: Canberra Health Services, Gray Puksand Architects, Northside Community Service, St John Paul II College and the National Farmers Federation.

These events attracted strong numbers, bringing staff and students together to discuss CIT’s strengths and areas for improvement, and explore meaningful

and tangible ways for individuals and CIT to contribute to reconciliation.

*Wiradjuri Echoes smoking ceremony.*

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*NAIDOC Week at CIT Reid.*

**NAIDOC Week**

NAIDOC Week is celebration of Aboriginal and Torres Strait Islander culture, with a week of events, performances and activities across Australia, which occurs in the first week of July each year. The theme for 2024 NAIDOC Week was ‘Keep the Home Fires Burning: Blak, Loud, and Proud’.

As such, CIT chose to mark NAIDOC week with a combined NAIDOC and Blak Pride event held at CIT Reid campus in November. CIT traditionally holds NAIDOC later in the year to avoid clashing with the teaching and assessment period, ensuring staff and students can celebrate together as a community.

The CIT NAIDOC and Blak Pride event was held at CIT Reid and included a Welcome to Country

by Ngunnawal Junior Elder, Selina Walker, and a memorable performance by Aboriginal and Torres Strait Islander drag performers and CIT students, Mama MadB and daughter. The outdoor event included stalls from CIT Yurauna students and local LGBTQIA+ organisations, as well as a traditional weaving workshop led by Wiradjuri fibre-weaving artist, Jessika Spencer.

This event marked CIT’s first LGBTQIA+ Pride event and highlighted the diverse and evolving cultures and traditions of Aboriginal and Torres Strait Islander Peoples. Staff, students and other participants were able to learn more about the beautiful and diverse Aboriginal and Torres Strait Islander LGBTQIA+ community and the unique obstacles they face.

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**ACT Government Choose Tourism Grants**

**Yurauna on Country Youth Camps**

In April and May 2024, CIT Yurauna held on Country Youth Camps for students aged 17 to 24. This program enabled 30 Aboriginal and Torres Strait Islander youth to connect to land, culture, peers and mentors while learning about career options in the tourism industry.

Participants undertook a range of activities including ranger-led sessions outlining a day in the life of a ranger or Aboriginal guide, cultural experience and caring for country workshops, didgeridoo lessons, art workshops and a hospitality taster session.

*Participants from the Yurauna on Youth Country Camp, April 2024.*

**On Country Cultural Awareness Program**

In May 2024, CIT Yurauna delivered a three-day hands- on program for non-Indigenous Australians to learn about Aboriginal and Torres Strait Islander identity, cultures and the rich history of the Ngunnawal region.

This program showcased unique tourism experiences available on Ngunnawal Country. Combining on Country experiences with education, the program integrated a range of activities including guided walking tours, an information session on cultural burning, knowledge sharing from Elders, art workshops and workshops to learn about native plants and their traditional uses for medicinal, cultural and everyday life.

*Participants from the On Country Cultural Awareness Program learning about Aboriginal artefacts from Dean Freeman.*

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B10 MULTICULTURALISM ACT 2023 REPORTING

**Strategic Planning**

**Inclusion, Diversity, Equity and Accessibility Framework**

In 2024, CIT staff collaborated to develop the first Inclusion, Diversity, Equity and Accessibility (IDEA), inspired by the RMIT IDEA Framework (contextualised for the higher education and vocational setting),

to address equity and inclusion through a holistic, intersectional lens.

This framework outlines CIT’s commitment to an inclusive workforce and the positive impact such a workforce has on students and strategic partners. Developed with input from the Reconciliation Working Group, Gender Equity Working Group, focus groups and CIT staff and students with lived experience, the framework aligns with CIT and ACT Public Service strategies and policies.

Built around five pillars – environment, culture, workforce, partnerships and students – the framework promotes CIT’s recognition that cultural and individual diversity strengthens our identity and impact, fosters collaborative relationships and reduces discrimination in the workplace.

The IDEA Framework will be used to contextualise inclusion efforts across CIT and as part of the development of broader actions plans and initiatives in the IDEA space, supporting a respectful, culturally safe and equitable environment, as we continue to enhance our knowledge and practice of diversity and inclusion.

**Gender Equity Action Plan (GEAP)**

Our CIT 2024-2026 GEAP was developed in partnership with Our Watch, which is a national, non-government organisation dedicated to eliminating all gender-based violence. CIT was the first of six TAFES across Australia to partner with Our Watch to develop a GEAP using their Respect and Equality in TAFE (RET) Framework.

The resulting plan seeks to address gender disparities for both staff and students, promoting a holistically inclusive environment that addresses gender

inequity at CIT through an intersectional lens. This comprehensive plan spans five key domains – students, teaching and learning, communications, industry and community, and the workplace.

In line with the *Multiculturalism Act 2023*, the plan aims to build an environment where all individuals – regardless of their gender, cultural or language background – have equal access to opportunities in education and career advancement, free from discrimination and harm. This includes addressing improved representation in CIT .

A key aspect of the GEAP is its focus on the intersection of gender equity and gender-based violence, acknowledging it impacts CALD and Aboriginal and Torres Strait Islander populations at disproportionately higher rates. The GEAP outlines actions to directly address these challenges.

By embedding gender equity initiatives within each of the five domains, the plan will ensure support structures, teaching methods, workplace policies and communications are sensitive to the needs of these communities. This holistic approach will help to reduce violence, discrimination and inequities, fostering a safer, more supportive environment for all students and staff while fulfilling CIT’s obligations under the legislation.

**Representation**

**Recruitment**

In 2024, CIT continued to encourage people from culturally and linguistically diverse (CALD)

backgrounds to apply for positions, by taking the following actions:

**>**

including a relevant inclusivity statement on all job advertisements

providing managers with access to the ACT public sector resources to support increased recruitment and retention of people from CALD backgrounds

adhering to all ACT Government inclusive recruitment policies and practices.

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Through advocacy and active participation, we strived to model and influence inclusive practices in the workplace, and we are pleased to report that in 2024, nearly one in four (23%) staff were from CALD backgrounds.

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**English Language Support**

**English Classes**

CIT provides classes at different levels for students to improve their English skills in speaking, listening, reading and writing. CIT had 385 enrolments for English Language courses in 2024. English Language classes support settlement in Australia and community engagement.

Aside from supporting staff and students, our English Language Department works closely with community partners such as the Red Cross, Community Services Directorate, Companion House and Canberra Refugee Support to provide English lessons and settlement pathways and support for refugees and asylum seekers in Canberra.

In 2024, Centrelink liaison officers and ACT Health Educators visited CIT to deliver presentations to English Language classes. They provided essential information to migrants regarding their entitlements and access to healthcare.

**Collaboration with Nurse Educators for CALD communities**

ACT Nurse Educators worked with a focus group of CIT English students to improve outreach to CALD communities for ACT Health. Suggestions from the focus group may lead to improved information

provision and future public education sessions with newly tailored language and visuals to assist more people to understand services available in the ACT. Childbirth education is just one service where the English Language focus group collaborated with ACT Health Educators on future crafting of health information to reach more women.

**Partners in Pathways to work**

Graduates of English were supported to participate in further study or offered to participate in the Northside Hospital mentoring program where they have interest and aptitude for working in a hospital setting. Four English Language students gained a place in the 2025 Northside Hospital mentoring program.

**Inclusion Training**

**Staff Training**

In the middle of 2024, as part of the launch of the ACT Government Learning Management System (LMS), CIT staff were given access to a range of online learning modules. These included the following topics which address multiculturalism:

* Aboriginal and Torres Strait Islander Awareness (SBS) eLearning

**>**

Emotional Intelligence at CIT

Effectively Adapting to Different Communication Styles (CIT)

ACT Public Service Special Broadcasting Service (SBS) Culture modules

Core Inclusion Program (SBS) modules Respect, Equity and Diversity Training Easy and Accessible English.

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**Multiculturalism Embedded in Learning**

Several certificates and qualifications delivered

by CIT in 2024 include the following units or subjects that promote inclusion and multiculturalism in

the workplace:

**Use Inclusive Work Practices (BSBSUS211).** This unit develops the skills and knowledge required

to recognise and interact productively with diverse groups of individuals in the workplace. It covers responding to and working effectively with individual differences that might be encountered during the course of work.

**Working with Diverse People (CHCDIV001).** This unit develops the skills and knowledge required

to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal or Torres Strait Islander people and those from CALD backgrounds.

**Lead the Development of Diverse Workforces (BUSN386).** This subject develops the skills and knowledge required to lead the development

of a diverse workforce. It covers supporting and engaging with a diverse workforce to maximise the benefit of diversity to the organisation.

**Lead Diversity and Inclusion (BUSN560).**

This subject develops the skills and knowledge required to lead diversity for a work area. It covers implementing the organisation’s diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace. The unit applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

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**Policies, Programs and Services**

**Migrants and Refugees Support Program**

CIT’s student support area offers a specialist Migrants and Refugees Support Program for mainstream migrant and refugee students where learning needs cannot be met by other CIT programs. This service is free and confidential to students studying at CIT and includes advice about designing suitable pathways to CIT courses, study supports, drop-in learning support, dealing with issues of discrimination and complaints, and referrals to other agencies and services.

With an Educational Advisor who provides all services, this program also supports teachers and staff to better support migrant and refugee students in the classroom and through CIT’s services.

**Procurement**

CIT continued to adhere to the *Government Procurement (Charter of Procurement Values) Direction 2020* (the Direction). The Direction requires Territory entities to consider the Charter of Procurement Values in all procurement activities. The values include diversity, equality and inclusion.

By emphasising these values, the Direction has encouraged a broader range of suppliers to participate in procurement opportunities.

were invited to secure a stall to sell crafts and food, raise funds and share information. There was also a multicultural performance. This event offered a valuable way for students to take ownership of the promotion of multiculturalism at CIT.

**External Events**

In 2024, CIT ran information stalls at a range of external events to showcase CIT as a leader in inclusion and diversity in Canberra, and promote our learning opportunities to members of the CALD community.

Attended by our CIT Education Advisor Migrant and Refugee Support and English Language Department staff, these events were:

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**>**

National Multicultural Festival

Migrant And Refugee Settlement Services Refugee Week Open Day

Welcome to Canberra Multicultural Expo Multicultural Youth Summit.

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**ACT Government Collaboration**

**Humanitarian Coordination Committee**

CIT staff from the Migrant and Refugee Support and English Language Department participated in this committee throughout 2024. Organised by the Office of Multicultural Affairs in conjunction with the Red Cross, there were 3 meetings held during the year, 2 of which were attended by CIT.

**Ministerial Advisory Council on Multiculturalism**

CIT did not work with this council or other administrative units to promote multiculturism during the reporting period.

**Engagement Events**

**Harmony Week**

In March 2024, to mark Harmony Week and celebrate cultural diversity at CIT, our student support

team coordinated with students to host a Global Marketplace event at CIT Reid. Staff and students

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B11

WORK HEALTH AND SAFETY

**Health and Safety Structures and Consultation Arrangements**

CIT monitored and managed WHS issues through our tiered committee structures, the Executive

Management Committee and reports to the CIT Board.

CIT’s WHS arrangements are supported by 18 elected health and safety representatives (HSRs) representing individual work groups, and two committees designed to facilitate communication and consultation between staff and management on WHS issues. These Tier 1 and Tier 2 WHS Committees met quarterly

and comprised representation from executive management, WHS and facilities management, and health and safety representatives. (See B1 for

more information.)

Our WHS team also attended fortnightly student experience meetings where staff members can raise concerns directly to WHS team members, there were informal quarterly meetings with HSRs to discuss issues and emerging trends, and there was broad communication with staff members across CIT through targeted newsfeeds.

As the year progressed, community and whole of government restrictions related to COVID-19 were reduced however CIT remained diligent in

COVID-19 risk management practices. COVID-19 safe arrangements were monitored and reviewed, with up-to-date requirements communicated to staff and students throughout the year. This assisted with integration of COVID-19 into risk management

practices, and provided guidance to staff and students requiring leave and when returning to the workplace.

We also commenced work to improve CIT’s WHS management and safety culture by recruiting an additional WHS assistant director and implementing corrective actions register following a WHS audit undertaken in 2022.

In 2024, we continued our commitment to our Work Health and Safety (WHS) obligations while also supporting relevant whole of government initiatives. At CIT, we focus our efforts on managers, staff and students, ensuring everyone has access to the right information and knowledge to foster a supportive work environment.

**Top Three Risks and Mitigation Methods**

Our identified top three risks are related to our people, our physical environment and our contractor, and we endeavour to mitigate risks as much as possible.

**Psychosocial Risk**

CIT manages psychosocial risks by focusing on the prevention of hazards and promoting mental health to enhance employee wellbeing and productivity, and administering staff surveys to identify risk and mitigate hazards.

**Plant and Equipment**

CIT manages risks associated with plant and equipment through commissioning of assessments completed by suitably qualified professionals

to ensure they remain adequately maintained, completing risk assessments for plants in service, reviewing and developing Safe Work Method Statements and providing appropriate training and licencing for workers using plant and equipment.

**Contractor Management**

CIT manages risks with contract management by carefully managing the selection, training, supervision and ongoing performance of contractors, to minimise the risk of incidents, comply with legal requirements and ensure the health and safety of all workers. CIT is in the process of updating contractor management systems to facilitate management of processes and any identified risks.

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**Health, Safety and Wellbeing Initiatives**

Our Workplace Health and Safety (WHS) Arrangements Policy prescribes CIT’s obligations in line with legislation to meet our duty of care under the *Work Health and Safety Act 2011* (WHS Act). An important element of this policy is CIT Safe, which is referred to in Principle 3.8. CIT Safe is a portal where staff can access up-to-date information and guidance on WHS matters.

In 2024, consistent with the new whole of government safety management system, we replaced RiskMan with Safety Portal. As part of the launch, we helped staff transition to the new reporting system by developing an information page on CIT’s SharePoint containing CIT-specific user guides as well as developing online training modules to further improve uptake.

In November, CIT participated in a whole of government sponsored psychosocial survey called Your Voice 2024, where staff were given the opportunity to provide feedback about CIT’s

commitment to health and safety, with a focus on psychological safety and wellbeing. The results of the survey will be analysed by occupational psychologists at the Centre for Workplace Excellence at the University of South Australia, with the results informing new initiatives and programs to address identified risks, opportunities and gaps.

As part of CIT’s broader wellness initiatives, People and Culture began drafting content and publishing resources on the intranet to support the CIT Woden renewal project, providing information and guidance to help staff navigate this significant transition. These resources will also provide tailored guidance to ensure neurodiverse employees are supported in their roles and are equipped to manage any challenges that

may arise.

Other specific health, safety and wellbeing initiatives at CIT in 2024 included:

**Staff Wellbeing**

CIT managers have an important role to play in providing tailored support to staff and guidance material relating to return-to-work procedures, information about early intervention and wellness at work. Our resources are published on the intranet for easy access. They include resources to inform the role of the injury management advisor and guide managers on how to best support early intervention activities

for staff who are off work or on long-term leave, particularly in relation to staff recovery and return-to- work strategies.

In 2024, People and Culture worked closely with their Employee Assistance Program (EAP) provider, Converge International, to ensure their services are suitably tailored to meet CIT staff requirements. This

collaboration aims to provide relevant and responsive support to staff, helping them navigate personal and professional challenges with a focus on mental health and wellbeing.

Staff wellbeing was also promoted via the Wellness Hub which offering employees physical, mental and financial health resources including:

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discounted gym membership

links to health apps and inspiration such as Ted Talks

activities across the Canberra community including Park Run

EAP information.

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Wellness activities during 2024 included:

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interactive webinars on building resilience and mental health

wellbeing webinars presented by the EAP provider

healthier work webinars for physical and mental health

R U OK day

national Ride to Work Day.

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influenza vaccination program for staff

development and roll out of a new safety management system CIT Safe which is now in the implementation phase new digital inspection forms to facilitate the completion of regular inspections across all campuses

review and update of existing risk registers for low and medium-to-high risk areas

activities to promote safety, health, and wellbeing at work during National Work Safe Month in October.

**Early Intervention and Injury Management**

Early intervention action was undertaken by CIT to minimise the impact and duration of emerging symptoms of ill health, actual injury or illness.

Initiatives to support early intervention and injury management included:

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reasonable adjustment service

early intervention physiotherapy program engagement of safe supportive services

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**Performance Against Targets**

The following information reflects CIT’s performance against the Australian Work Health and Safety Strategy 2012–22 targets for 2023-24. Unlike other aspects in CIT annual reporting, performance against these targets

is reported by financial year for consistency and comparison with previously reported data, and with performance of the ACT Public Service (ACTPS). Data is provided by Shared Services as at 25 November 2024.

In 2024, no formal WHS audits were conducted.

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

In the 2023-24 reporting period, CIT recorded five incidence claims resulting in one or more weeks of work, falling just short of our target of 4.18.

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

In the 2023-24 reporting period, CIT achieved this target, with only one claim resulting in one or more weeks off work.

* promotion of the Employee Assistance Program (EAP) arrangements.

Benefits of the initiatives included:

fostering a productive and supportive work environment increasing the likelihood of return to work

demonstrating that management is committed to employees

reducing the cost of incapacity and premiums long-term

reducing indirect costs such as lost productivity, recruitment and training costs for replacement staff.

**Incident Reporting and Notices**

In 2024, there were 310 reported incidents across CIT; of those, two were reported to WorkSafe in

accordance with Part 3, Section 38 of the *Work Health and Safety Act 201*1 (WHS Act). Although this is an increase from the 208 incidents reported last year, less than 1% of the reported incidents resulted in CIT staff members requiring time off work for a period of greater than one week.

In 2024, CIT was issued with six improvement notices which were all addressed and deemed satisfactory by the regulator. No prohibition, or non-disturbance notices (under Part 10) were issued and CIT complied

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

*Figure 23: Reduce the Incidence Rate of Claims Resulting in One or More Weeks off Work by at least 30%*

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Rate per ACTPS rate

Financial CIT new 1,000 ACTPS new per 1,000

year 5-day claims employees CIT Target 5-day claims employees ACTPS Target

2013–14 5 6.66 5.86 257 12.20 11.70

2014–15 6 8.19 5.67 228 10.49 11.33

2015–16 1 1.42 5.49 205 9.36 10.96

2016–17 3 4.38 5.30 243 10.83 10.58

2017–18 2 2.94 5.11 202 4.07 10.21

2018–19 5 7.08 4.93 201 8.50 9.84

2019–20 4 6.08 4.74 231 9.32 9.46

2020–21 3 4.58 4.55 325 12.48 9.09

2021–22 0 0 4.36 255 9.37 8.72

2022–23 4 6.27 4.36 255 8.98 8.72

2023–24 5 7.26 4.18 252 8.62 8.34

*Figure 24: Reduce the Incident Rate of Claims resulting in one or more weeks off work by at least 30%*

Note:

* Dates are based on claims received by the Insurer in each financial year.
* Data is taken at 30 June to allow for direct comparisons to be made between years.
* The report includes accepted claims that result in one or more weeks off work.
* Data includes claims up to 30 June 2024.

*Figure 25: Reduce the Incidence Rate of Claims for MSD Over Time 2013-14 to 2023-24*

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New 5 day claims per 1000 employees

ACTPS new ACTPS MSD

CIT new 5-day Rate per 1,000 5-day MSD rate per 1,000

Financial year MSD claims employees CIT Target claims employees ACTPS Target

2013–14 3 4.00 5.08 175 8.31 8.03

2014–15 2 2.73 4.92 144 6.63 7.78

2015–16 0 0.00 4.75 146 6.67 7.52

2016–17 2 2.92 4.59 150 6.69 7.26

2017–18 2 2.94 4.43 128 5.66 7.01

2018–19 4 5.66 4.27 102 4.31 6.75

2019–20 2 3.04 4.11 126 5.09 6.49

2020–21 3 4.58 3.94 194 7.45 6.24

2021–22 0 0.00 3.78 118 4.33 5.98

2022–23 1 1.57 3.78 106 3.73 5.98

2023–24 1 1.45 3.62 116 3.97 5.72

16

14

12

10

8

6

4

2

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Baseline 2012–13 2013–14 2014–15 2015–16 2016–17 2017–18 2018–19 2019–20 2020–21 2021–22 2022–23 2023–24

(Avg FY 09-12)

CIT rate per 1000 employees ACTPS rate per 1000 employees CIT target 1 ACTPS target 1

*Figure 26: Reduce the Incidence Rate of Claims for MSD Over Time (Trend)*

Note:

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Dates are based on those claims received by the Insurer in each financial year.

Data is taken at 30 June to allow for direct comparisons to be made between years. The report includes accepted claims that result in one or more weeks off work.

Data includes claims up to 30 June 2024.

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New 5 day claims per 1000 employees

10

9

8

7

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5

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Baseline 2012–13 2013–14 2014–15 2015–16 2016–17 2017–18 2018–19 2019–20 2020–21 2021–22 2022–23 2023–24

(Avg FY 09-12)

CIT rate per 1000 employees ACTPS rate per 1000 employees CIT target 1 ACTPS target 1

B12 HUMAN RESOURCES MANAGEMENT

As an education provider, the CIT workforce is fundamental to our ability to deliver outstanding VET services, placing us at the heart of jobs and skills transformation in the ACT and region, now and into the future.

**Strategic Alignment Review**

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

of transition.

The review of CIT’s executive leadership structure identified six opportunity areas:

We continue to review this operating structure to meet the needs of our students, industry and the wider

ACT community, while ensuring we are in an optimal position to achieve our strategic objectives.

**CIT Workforce Development**

In 2024, CIT implemented the ACT Government’s learning management system (ACTGOV LMS), which is a key ICT initiative as part of CIT’s Digital

Transformation Strategy. Completed in July 2024, the platform gave CIT staff access to CIT-specific corporate formal learning courses and whole-of-government formal learning.

Since implementation, the People and Culture Branch focused on designing formal learning courses in the ACTGOV LMS for CIT staff. In 2024, CIT staff completed 2,519 learning activities via ACTGOV LMS.

**CIT Corporate Learning Available to all Staff on ACTGOV LMS**

We were pleased to offer a range of new learning modules to CIT staff and for onboarding purposes, designed in-house and delivered via ACTGOV LMS:

**>**

reflect strategic priorities in the executive leadership structure

assign responsibility for student experience and bring all student support functions together

elevate industry partnerships in line with strategic importance

balance the organisational structure between strategic oversight and operations

enable a greater strategic emphasis on academic governance and delivery

enable business continuity and succession planning through clear lines of reporting.

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CIT Corporate Online Induction Program tailored to specific job roles and automatically assigned to all new starters on commencement, with a specific program for general staff members, educators, managers and education managers

CIT Fraud and Ethical Behaviour and Cyber Security Essentials Online Program

eLearning courses to support staff through transformation changes, which consisted of Workplace Change at CIT, Managing Staff Through Change at CIT, Activity Based Work at CIT, Activity Based Work at CIT for Managers, Emotional Intelligence (CIT), Managers Emotional Intelligence (CIT) and Developing a Growth Mindset (CIT).

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The proposed realigned executive structure was endorsed for consultation with staff by the CIT Board at their December 2022 meeting. The new structure focuses on guiding CIT through this period of transition and financial reform and helping to build stability and capability, which are critical to both the immediate and long-term future of CIT.

Phase one of the strategic alignment was completed in 2023, which focused on the Corporate Services and Strategic Finance and Business Transformation divisions. Phase two was completed over 2024, which saw new executive branch managers appointed to the Education Futures and Students Division, a new structure implemented, and commencement of work towards the six opportunity areas.

CIT staff also now have access to these key whole-of- government eLearning courses:

**>**

Building your Awareness of Domestic, Family and Sexual Violence in the Workplace

foundational procurement courses

the ACT Government’s SBS inclusion courses compassionate foundations courses

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83

* Work Health and Safety Due Diligence – Your Responsibilities.

In addition to the modules, CIT staff can access to the following CIT Corporate instructor-led sessions:

With the launch of the ACTGOV LMS platform in July 2024, CIT saw an increase in engagement in elearning solutions aligned to our learning and development priorities.

**Accredited Professional Learning**

**Work Skill Instructor Skill Set (TAESS00028)**

This course provided initial training for people with no formal teacher qualifications to enable entry into the VET educator workforce, using a continuous enrolment system. It was discontinued in September 2024 to align with new amendments to CIT’s approach to attract and recruit industry experts as educators, and due to changes to the RTO Standards 2015.

In 2024, TAESS00028 was delivered to 55 candidates and resulted in 41 graduates

**Certificate IV in Training and Assessment (TAE40116)**

This was the minimum qualification required for teaching in the VET sector, which supported CIT educators through the induction of workplace practices. This qualification was superseded by the Certificate IV TAE40122.

In 2024, we offered 18 Fee-Free TAFE places and delivered work-based training and assessment (including recognition of prior learning) for 28 CIT educators, through TAE40116.

**Certificate IV in Training and Assessment (TAE40122)**

This is the new minimum qualification required for teaching in the VET sector, which enables CIT educators to teach and assess in the VET sector.

In 2024, we delivered work-based training and assessment (including recognition of prior learning) for 102 CIT educators, through TAE40122.

**Diploma of Vocational Education and Training (TAE50116)**

The Diploma of VET provided an opportunity for experienced CIT educators to expand professional practice, giving them skills and knowledge in the design and development of curricula and facilitation as well as mentoring and coaching of colleagues.

The diploma was redesigned to be facilitated as a Community of Practice (COP) to enable practitioners to learn from one another, by supporting and promoting individual reflections. The COP met to share and discover new practices in the CIT community and supported and promoted individual reflections.

In 2024, we delivered work-based training and recognition of prior learning to 24 CIT educators through TAE50116.

**>**

Our Watch: Change the Story at Your TAFE

CIT Aboriginal and Torres Strait Islander Cultural Awareness Workshop

CIT Aboriginal and Torres Strait Islander Mental Health Awareness

EAP wellbeing seminars LGBTQIA+ Awareness Planning for Retirement.

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The People and Culture Branch also designed and implemented the online Manager Toolkit and Staff Toolkit to provide a range of resources focused

on providing just-in-time learning to help staff undertake their roles, and delivered two CIT Induction Information Sessions face-to-face during the year.

**Learning and Development Priorities**

In early 2024, the CIT Interim CEO endorsed the

CIT-wide Learning and Development Priorities 2024. Devised each year through staff surveys and data identifying workforce requirements, these priorities align with core workforce skill development needs and upskilling for the future:

learning, teaching and assessment design (teaching and educational support staff only)

digital capability (all staff)

cultural awareness, reconciliation, diversity and Inclusion (all staff)

workplace health and safety (all staff)

RTO (registered training organisations) Standards 2015 (all staff).

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Teacher Capability delivered a range of professional learning opportunities through both accredited training and non-accredited initiatives, in line

with these priorities as well as a renewed focus on pedagogy to address emerging technologies and create contemporary, accessible learning. We developed a staff training calendar and encouraged all staff to participate in professional learning opportunities.

We also developed RTO Standards resources for anytime, anywhere access, and our professional learning efforts were informed by a short digital survey, or ‘pulse check’, to assess educators’ digital capability levels.

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**Valuing our Workforce**

CIT recognises that this is a pivotal time for VET in the ACT, and Australia more broadly, as we address current and future skills needs. Attracting and retaining high quality educators and supporting staff will be integral to Australia achieving a skilled workforce of the future. We value our educators and the key role they play in skilling our community to match our future workforce and industry needs.

Ongoing work towards CIT campus renewal, including the CIT Woden Campus Project, is a key part of valuing the important role our staff play in the wider community. CIT Woden campus is a once-in-a- generation renewal and a key priority of the Strategic Compass – CIT Futures 2025, delivering for CIT staff and students a 22,500m² purpose-built educational facility that will increase CIT’s industry engagement and extend the innovation and tertiary education

sector from Canberra City into Woden and surrounding areas. We are confident the state-of-the-art campus will act as a drawcard in helping us attract and retain high-calibre teaching professionals.

Other initiatives to progress a positive culture, attract and retain staff in 2024 included:

This qualification is now out of scope and the new Diploma of VET TAE50122 will be delivered to CIT educators in 2025.

**Non-Accredited Professional Learning**

Additional professional learning delivered and hosted by Teacher Capability aligned to the Learning and Development Priorities 2024, and the CIT Learning and Teaching Strategy, included:

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a blitz on contemporary pedagogies using CIT tools and systems such as SLIDO, Adobe Express and eLearn as well as learning about curriculum design strategies and language, literacy and numeracy, delivered to over 250 CIT staff

Generative AI learning, with the first delivery focusing on ethics and bias in an education context and the second using CIT templates and practices to explore practical uses with a hands-on approach, delivered to 162 CIT staff

an Introduction to Assessment Validation delivered to 52 Educators

a new Educator Development Program to enhance our induction program ensuring educators

are supported, prepared and informed of their responsibilities and entitlements as they begin at CIT, and to meet our commitment to the Educator Enterprise Agreement Clause M 37

upskilling in competency and currency training for the CIT Trainer Skills Matrix (TSM), delivered to 31 educators

professional learning on the Standards for RTOs 2015, delivered to 78 CIT staff

upskilling in the use of digital technologies for enhanced learning and assessment under the theme of digital pedagogies, delivered to 53 educators

Adobe Express training delivered by an Adobe expert at each CIT campus, delivered to 43 CIT staff

Microsoft 365 training for all staff across Fyshwick and Bruce campuses, delivered to 76 CIT staff

Fraud and Ethical Behavior and the Reporting Corruption to the ACT Integrity Commission training modules. A total of 703 staff completed this training including all executives.

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building and promoting staff engagement and feedback, via a specific feedback email address, forums and consultations

participating in whole of government initiatives such as the Work Experience and Support Program, and the ACTPS Women’s Mentoring Program

celebrating and supporting teacher participation in industry-leading course development awards and programs throughout the year, including the Australian Training Awards and TAFE Directors Awards

delivering an annual workplace influenza vaccination program

promoting our Employee Assistance Program for staff and members of their immediate family.

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The Health, Community and Science College continues to be an active participant of the ACT Government Healthier Work Initiative, having been a member for over nine years and achieving platinum status. By focusing on the physical and mental health and wellbeing of staff, the CIT Healthier Work Team upholds CIT’s values of connection, belonging, excellence, integrity and wellbeing.

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**Workforce Profile**

The following data provided by the Whole of ACT Government Shared Services Innovation, Change, Strategy and Transformation Office, HR Data and Reporting team reflects CIT staff information as at payday 5 December 2024. The data excludes CIT Board members, staff not paid by the ACT Public Service and staff on leave without pay.

The number of CIT paid staff decreased from 891 at payday 7 December 2023 to 888 at the same time in 2024. Overall, there were more women (491) employed than men (396), with one staff member identifying as non-binary. The differences between men and women were most pronounced in administration officer roles (146 women, 67 men and one non-binary person) and permanent full-time roles (284 women and 247 men).

We were pleased to fulfill our commitment to being an equal opportunity employer and supporting diversity, with 204 individuals from culturally and linguistically diverse backgrounds, 35 people with a disability and 26 people who identify as Aboriginal or Torres Strait Islander. We also employed 245 people aged 55

and over.

During 2024, the second phase of the Strategic Alignment Review was implemented. The overall organisational structure of the CIT is changing to meet the recommendations provided by the Strategic Transformation Office and as such new branches were created. This makes comparing workforce data year- on-year difficult.

Based at CIT Bruce campus, the team collaborates across departments to design and implement impactful programs that promote engagement with wellbeing practices. These initiatives have led to increased engagement across CIT staff, cultivating a positive work culture.

Key initiatives during 2024 included:

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**monthly newsletters** distributed to the mailing list and accessible to all staff on SharePoint, covering topics like mental health, nutrition, stress management and fitness

**weekly meditation sessions** for staff to help develop mindfulness, reduce stress and enhance focus, offering a calming break during the workday

**weekly walking group** to promote light exercise and social interaction

**free health checks** organised by Diploma of Nursing students, for preventive health and

hands-on student learning, giving nursing students valuable practical experience

**office olympics** to boost teamwork, physical activity and morale, reflecting CIT’s dedication to health and connection

**healthier work cookbook** which includes healthy and nutritious recipes contributed by staff, available in Bruce campus staff rooms

**mental health priori-tea** for staff to discuss mental health topics over tea, reducing stigma, highlighting mental health’s importance and building a sense of belonging.

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*CIT Staff Excellence Awards.*

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*Figure 27: FTE and Headcount by Division and Branch*

**Note:** Due to temporary reporting change in September 2024, Audit, Risk and Corporate Governance and People and Culture are captured in the Strategic Finance & Transformation data as at payday 5 December 2024.

*Figure 28: Headcount by Division (%)*

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Chief Executive Office Chief Executive Office 4 4 5

Corporate Services Executive Support 3 3 5.1

Data and Digitisation 29 27.9 29.3

Cloud Campus 16 15.8 11.5

Campus Renewal 22 22 23.3

Education Futures & Students Executive Support 4 4 5.6

Centre’s of Excellence 7 6.2 4.2

Apprentices and Traineeships 16 14.6 17

Student Exp. & Academic Registrar 108 94.9 84.9

Education Design and Delivery 35 32.8 39.3

Trade Skills 163 144.2 138.7

Business and Leadership 33 24 23.1

Pathways 45 35.1 35

Yurauna 11 11 10.8

Health Community and Science 182 125.3 125.8

Technology and Design 140 102.7 96.5

Strategic Finance & Transformation Executive Support 4 3.9 3.9

Industry and Innovation 11 11 7.6

Strategic Finance 17 16.8 17.5

Audit, Risk and Corp. Gov 8 7.6 7.4

People and Culture 25 22.4 21.9

Procurement and Contracts 5 5 4.4

Headcount by Division

Strategic Finance and Transformation

8%

Education Futures Corporate Services

and Students 8%

83%

Chief Executive Office

1%

Total 888 734.2 717.8

Division Branch Headcount FTE ASL

*Figure 29: FTE and Headcount by Gender and % of Workforce*

*Figure 30: Headcount by Gender 2021 to 2024*

*Figure 31: Headcount by Gender (%)*

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Female

Male

Total

Female

Male

Total

Female

Male

Non-Binary

Total

Female

Male

Non-Binary

Total

Headcount by Gender

Non-Binary

<1%

Male

45%

Female

55%

Headcount by Gender

1000 891 888

853 828

800

600

482 469 491 491

400 371 359 398 396

200

0 2 1

2021 2022 2023 2024

FTE by gender 399.8 334.0 0.4 734.2

Headcount by gender 491.0 396.0 1.0 888.0

% of workforce 55% 45% <1% 100%

Female Male Non-Binary Total

*Figure 32: Headcount by Employment Category and Gender*

*Figure 33: Headcount by Classification Group and Gender*

*Figure 34: Headcount by Classification Group (%)*

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Administrative Officers

24%

VET Educators Senior Executives

52% 2%

General Service Officers

3%

Information Technology Officers

<1%

Professional Officers

2%

Senior Officers

10%

VET Teacher Managers Technical Officers

5% 2%

TOTAL 491 396 1 888

Administrative Officers 146 67 1 214

Executive Officers 8 6 0 14

General Service Officers and Equivalent 13 18 0 31

Information Technology Officers 2 0 0 2

Professional Officers 9 5 0 14

Senior Officers 53 40 0 93

Technical Officers 8 12 0 20

VET Teacher Managers 28 14 0 42

VET Teachers 224 234 0 458

Classification Group Female Male Non-Binary Total

TOTAL 491 396 1 888

Casual 66 65 0 131

Permanent Full-time 284 247 0 531

Permanent Part-time 86 39 1 126

Temporary Full-time 30 35 0 65

Temporary Part-time 25 10 0 35

Employment Category Female Male Non-Binary Total

*Figure 35: Headcount by Diversity Group and Total % of Staff*

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

*Figure 36: Headcount by Age and Gender*

**Note:** For privacy reasons age has not been disclosed for nonbinary people.

*Figure 37: Headcount by Age and Gender (%)*

**Note:** For privacy reasons age has not been disclosed for nonbinary people.

*Figure 38: Headcount by Age 2022 to 2024*

**Note:** For privacy reasons one nonbinary person has been removed from the data.

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180

160 146 154 146

140 131 128 133 132 131 127

120 120 116 119 121 114

106

100 96 95

88

80

63 63

60 56 53 50

43

40

20 16 13 9 19 10

6

0

Female Male Female Male Female Male

2022 2023 2024

Under 25 25-34 35-44 45-54 55 and over

Under 25 2% 1% 3%

25-34 7% 6% 13%

35-44 15% 11% 25%

45-54 16% 14% 31%

55 and over 15% 13% 28%

Age not disclosed <1% <1%

Age Group Female Male Non-binary Total

Under 25 19 10 29

25-34 63 50 113

35-44 132 95 227

45-54 146 127 273

55 and over 131 114 245

Age not disclosed 1 1

Age Group Female Male Non-binary Total

Aboriginal and/or Torres Strait Islander 26 2.9%

Culturally and Linguistically Diverse 204 23.0%

People with a disability 35 3.9%

Headcount % of Total Staff

*Figure 39: Headcount by Age (%)*

**Note:** For privacy reasons one non-binary person has been removed from the data.

*Figure 40: Recruitment and Separation Rates of Permanent Staff for the 2024 Calendar Year*

**Gender Equity Action Plan and Gender Impact Assessment Reporting**

In October 2023, CIT established a Gender Equity Working Group, with members attending training on gender inequality and the drivers of gendered violence in preparation to co-develop our first CIT Gender Equity Action Plan (GEAP). Josephine Andersen, Executive Director, Education Futures and Students, was appointed as CIT’s Executive Champion for Gender Equity.

In March 2024, the Working Group used the Our Watch Respect and Equity in TAFE Framework to conduct a Gender Equity Self-Assessment to inform the co- development of the GEAP.

In June 2024, the workforce domain of the CIT GEAP was endorsed by the CIT Board. In August 2024, the full five domain CIT GEAP was endorsed by the CIT Board. In September 2024, the GEAP was officially launched and implementation commenced.

The GEAP addresses key areas for improvement in the workforce domain of gender equity, in line with the requirements set out within the Parliamentary and Governing Agreement for the 10th Legislative Assembly.

Additionally, as part of CIT’s partnership with Our Watch, a national leader in the primary prevention of all gender-based violence, CIT developed a broader GEAP across four further domains – students, communications, teaching and learning – which will be rolled out across all campuses in 2025.

**Gender Equity Professional Development**

Our Watch provided CIT staff with professional development on gender equity and the primary prevention of violence against women and all gender- based violence in their three-hour, synchronous Changing the Story at TAFE session, detailing the key features of the RET Framework and its application in the VET sector. Two sessions were delivered in 2024, with 15 CIT staff attending.

The CIT Workplace Inclusion team developed a one- hour, synchronous Introduction to LGBTQIA+ training for staff which was delivered three times over 2024, with 45 CIT staff attending.

Additionally, CIT staff had access to the SBS eLearn module on LGBTQIA+ Awareness in the ACTPS LMS.

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Total 15.6% 7.4%

Classification Group Recruitment Rate Separation Rate

Headcount by Age

Under 25

3%

25-34

55 and over 13%

28%

35-44

25%

45-54

31%



B13 ECOLOGICALLY SUSTAINABLE DEVELOPMENT

**World-leading Training Courses**

CIT is fast becoming recognised as a national and global leader for the training of students in green technologies, particularly in emerging and expanding sustainable industries.

Built in 2011 and with the capacity to support ongoing innovation, our state-of-the-art CIT Renewable Energy Skills Centre of Excellence at CIT Bruce

offers students hands-on training in emerging sustainable technologies for both residential and commercial construction sectors. By monitoring and experimenting with the building and its systems, students can connect their theoretical learning to realistic and practical application of thermodynamics, fluid mechanics and environmental sustainability.

With grid-connected photovoltaic (GCPV) systems and home battery storage rapidly expanding fields of interest, we are proud to offer a fully equipped solar and battery storage training facility through CIT Electrical. Our graduates are qualified to hold the nationally accredited units of competence for the endorsement to Design and Install Grid Connected PV systems.

Through our Certificate III in Air Conditioning and Refrigeration delivered by CIT Refrigeration, we teach our students how to manage refrigerant to reduce the level of emissions from used and unwanted

As an integral part of the ACT community, and the premier public provider of VET in the ACT, we are uniquely placed to contribute to the prosperity and sustainability of Canberra’s future.

Committed to the principles of sustainability, in 2024 we continued to promote best-practice and innovative approaches to reduce our environmental footprint, supporting the ACT Government’s targets for climate change and greenhouse gas reduction.

In everything we do – from campus-wide initiatives to our world-leading training courses – ecologically sustainable practices guide our approach and are

embedded into our program delivery, with our unique offerings playing an important role in promoting sustainability across many different industries.

Recognising many of the industries we teach are large contributors to landfill and greenhouse gas emissions, we aim to raise awareness about these issues

and empower our students to be innovators and contribute to a more environmentally conscious future for their chosen industry.

Many of the initiatives described in this report are ongoing from previous years, and this commitment reflects our dedication to maintaining a focus on sustainability and educating our students to help support a sustainable future for all Australians.

*CIT Renewable Energy Skills Centre of Excellence at CIT Bruce.*

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refrigerant, and reduce emissions of ozone depleting and synthetic greenhouse gas refrigerants. We proudly support the Australian Refrigeration Council’s ARCtick program – Australia’s world leading, highly effective scheme for reducing preventable emissions of ozone depleting and synthetic greenhouse gases – and

their robust training system which ensures licensed technicians are suitably trained and qualified.

In another emerging industry, we are proud to be recognised as the premier, independent training organisation within the wind power industry and an exclusive provider of Global Wind Organisation (GWO) certified training not just in the ACT, but also nationally and internationally.

Through CIT Renewables Training, we are accredited to deliver the GWO certified safety training package in Australia, New Zealand, North and South East Asia and our training is recognised throughout Europe including Denmark, Germany, Belgium, Netherlands and the United Kingdom.

while also maintaining its relationship with industry groups, other ACT Government departments and the whole of government Zero Emissions Government Implementation Committee to maintain a consistent approach and share sustainability initiatives.

With oversight over sustainable practices across CIT, in 2024, we were pleased to continue or ‘reduce, reuse and recycle’ focus in CIT centrally and in our program areas, as we investigated more opportunities to

recycle co-mingle waste, paper, cardboard, fluorescent tubes, batteries printer cartridges and IT waste.

An ongoing focus was on reducing printed material at CIT by making better use of electronic documents and delivering course materials through the CIT’s Learning Management System E Learn, with the support of CIT IT, while we also enhanced online resources for staff and students to raise awareness of environmental impacts associated with daily work practices.

Another important role of the network in 2024 was to provide input and advice into the design of the new CIT Woden – promoting sustainability as a core principle of the design, construction and use of

the campus.

**Reduce, Reuse and Recycle**

In 2024, we delivered on our commitment to reducing, reusing and recycling waste across our program areas. Key initiatives throughout the year were as follows:

**CIT Vehicle Fleet**

In 2024, CIT took steps to transition to an electric vehicle fleet. In support of this CIT did not renew three hybrid vehicle leases during 2024, increasing the proportion of electric vehicles in the fleet. CIT maintained use of five fully electric vehicles (Hyundai IONIQ) and three hybrid vehicles (Toyota Corolla), for

staff to undertake CIT business as required. Five diesel vehicles and one hydrogen vehicle were retained during 2024 for delivery of courses.

Options to transfer to electric vehicle types is being closely monitored and will be actioned as technology evolves and become available. Where practicable, staff were also encouraged to consider taking public transport before using a CIT fleet vehicle.

We also continued to operate electrical vehicle charging stations at CIT Bruce, CIT Reid and CIT Fyshwick, working with Transport Canberra and City Services to monitor the use of the existing charging stations, and installed eight new electric charging stations across the campuses.

**>**

At CIT Construction, we teach our students not to dispose of materials without consideration, and encourage all materials in the construction workshop to be reused and recycled multiple

times. In 2024, we ensured timber was reused up to five times starting from brand new building framing where it was then disassembled, deconstructed and repurposed through multiple assessments.

CIT Plumbing and CIT Automotive, Metals and Logistics continued their recycling commitments by partnering with several local recycling companies to recycle copper, miscellaneous metals and automotive batteries.

CIT Hairdressing and Beauty Therapy continued its partnership with the Sustainable Salons organisation to recover hair, paper, plastic and metal container packaging for recycling and diversion from landfill.

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**CIT Green Network**

CIT Green Network is a collaboration of dedicated staff, students and volunteer groups promoting sustainable practices and encouraging a ‘reduce, reuse and recycle’ philosophy in the delivery of learning programs across our campuses.

Continuing this commitment in 2024, the network met formally once at CIT Bruce and networked through Teams groups online and local department meetings,

**CIT Fashion**

At CIT Fashion, we encourage our students who will be future workers in the fashion and textile industry to find unique solutions to increase the use of recyclable materials and minimise waste.

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**CIT Horticulture and Floristry**

CIT Horticulture and Floristry offers a vast range of courses including floristry, landscape construction, production nursery and ecosystem management, which are intrinsically based on an understanding of the natural environment and provide platform for

enhancing students’ understanding of environmentally sustainable work practices.

In 2024, we focused on sustainability in the following ways:

The following were our key sustainability initiatives in 2024:

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Our first-year students participated in the White Out project, which repurposes donated white sheets from Capital Linen Services, with about 70 sheets used each year for the past five years. In this ‘working with the industry for the good of community’ partnership.

We recycled fabric cut-offs through an ongoing arrangement with a local boxing gym, which uses scraps to fill their punching bags. Scraps were collected twice in 2024 and had to be free of pins, zippers, buttons or other objects that may cause injury in the bags.

We worked with Goodbyes in Braddon for donated garments that could not be sold by the store due to defects such as holes or wear.

Students used the selected pieces as part of their study that developed skills in the alteration and repair of clothing.

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recycling of food waste in our department with a compost bay and a worm farm

recycling and re-use of all green waste from floristry classrooms for use as compost

encouraging the recycling of bottles and cans through multiple collection points around our precinct, which are taken to the local recycling depot

repurposing and recycling plant pots to avoid them ending up in landfill

chipping large prunings on-site and using it as mulch on our garden beds

making our own potting mixes with individual raw ingredients to avoid purchasing products in plastic packaging.

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**CIT Culinary**

Commercial cooking is another industry where waste can be significantly reduced, and this provides us with an opportunity for emphasising the importance of waste reduction and encouraging sustainable work practices. This is something we focus on through our ‘Participate in Sustainable Practices’ elective unit in our Certificate III Commercial Cookery.

In 2024, we conducted the following waste minimisation activities:

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**Grind to Ground**

Grind to Ground Inc was developed as a community development assessment piece by six Certificate IV students at CIT Bruce in 2020. Since then, it has been adopted as one of CIT’s sustainability and not-for- profit social enterprise initiatives.

**>**

In our kitchens we have comingled recycling bins and we also recycle our food waste – previously this was using Goterra (which uses insects to process food waste) but we now have a food dehydrator that ‘eats’ all of our organic food waste. The fertiliser it produces is given to students and staff for their gardens.

At CIT Bruce, we recycled all canteen and kitchen food waste for repurposing into garden beds around the campus.

Through our ongoing cooperation with Cookers Oil, a local oil recycling company, we were able to recycle all used cooking oil.

When students produced dishes that were not consumed, such as for learning or for tasting, they are packaged in sustainable packaging and sold at our shop at Reid campus.

We donated any foods not sold and any excess bakery products to Oz Harvest – a food rescue organisation that collects surplus quality food and delivers it charities, on a weekly basis.

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*CIT student participating in Grind to Ground initiative..*

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Through Grind to Ground, in 2024 we collected around

1.8 tonnes of coffee grounds each week from about 20 cafés around Canberra. This was then mixed sawdust generated from CIT Carpentry, as well as

water, to make compost for garden beds. The product, Grounded, is available for retail sale at community markets and via this website: grindtoground.org.au

The program was overseen by a volunteer board and is solely operated by volunteers, including people living with a disability, local school students and CIT staff.

In 2024, we were pleased to provide an opportunity for approximately 50 young adults living with an intellectual disability to make a contribution to our community as Grind to Ground volunteer workers, through our partnerships with local disability service

providers including Hartley Lifecare, Koomarri, Sharing Places, Johnny H and Volunteering ACT.

We also developed a close partnership with Bunnings Canberra Airport, which sold our compost and offered placement opportunities to CIT students.

Throughout the year we continued our fundraising efforts – including our annual trivia night at Belconnen Labour Club – to cover expenses like insurance, operating costs and personal protection equipment.

However, despite these efforts and due to the founding member’s work commitments, this program will be wound up in 2025 unless a likeminded non- government organisation can take over management. Grind to Ground currently has a Memorandum of Understanding and a lease until 2025 with CIT.

**CIT Science and Environment**

**CIT Animal House and CIT Dog Day Care Sustainability**

In 2024, we continued our considered approach to sustainability in our animal learning programs, in the following ways:

food scraps and plant materials we source pet food, treats and enrichment items from local, ethical and sustainable suppliers whenever possible

* we use reusable containers for food and water.

**Sustainable Performance Reporting Summary**

In 2024, many areas of CIT continued a trend to more flexible working arrangements. This resulted in a reduction in on-site person activities. As a result of these changes, CIT expects to see some reduction in energy usage across campuses although the many legacy heating and cooling systems used throughout the campuses make it difficult to isolate the parts of the buildings that are not being used as frequently. We expect sustained reductions in energy usage with our move to the smart, sustainable six-star rated CIT Woden building in 2025.

In the reporting period, CIT was not requested to provide any assistance in the preparation of the State of the Environment Report. The Commissioner for Sustainability and the Environment did not conduct any investigations or make recommendations in relation to CIT.

at CIT Dog Day Care facility, we use biodegradable dog waste bags to reduce plastic waste during dog walks and we reuse dog poop scoops within the yards

wherever possible, we reuse water from Animal House to irrigate our gardens

we repurpose chicken manure from our coop to enrich surrounding garden beds

we use recycled or biodegradable bedding materials, such as shredded paper and wood shavings from CIT cabinet making students

we worked towards implementing a composting system for organic waste, including used bedding,

*Students at the CIT Dog Day Care facility.*

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*Figure 41: Sustainable Development Performance – Current and Previous Calendar Years*

**Note:** Some data reported for 2023 in the table above may differ slightly from figures reported in the 2023 annual report. This is due to retrospective updates to historical data. Some utility data may be incomplete at the time of data extraction. Where appropriate, accrued data is used to address any gaps. There may be some residual data gaps that have been represented here from last year’s data and will also be addressed retrospectively in next year’s reporting period.

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Percentage

Indicator at 31 December 2024 Unit 2024 2023 Change

Stationary energy usage

Electricity use Kilowatt hours 7,934,404 7,887,745 59%

Natural gas use (non-transport) Megajoules 45,803,379 23,174,575 97%

Diesel use (non-transport) Kilolitres 1.5 1.78 15%

Transport fuel usage

Electric vehicles Number 5 5 0%

Hybrid vehicles Number 3 3 0%

Diesel vehicles Number 5 N/A 400%

Hydrogen vehicles Number 1 1 0%

Total number of vehicles Number 14 13 7%

Fuel use – Petrol Kilolitres 2.37 2.15 10%

Fuel use – Diesel Kilolitres 3.4 4.4 -22%

Fuel use – Liquid Petroleum Gas (LPG) Kilolitres 0.4 0.4 0%

Fuel use – Compressed Natural Gas (CNG) Gigajoules 0 0 0%

Water usage

Water use Kilolitres 45,803 34,103 34%

Resource efficiency and waste

Reams of paper purchased Reams 2,221 1,535 44%

Recycled content of paper purchased Percentage 100% 20% 400%

Waste to landfill Litres 302,220 380,432 -20%

Co-mingled material recycled Litres 57,900 25,677 125%

Paper and Cardboard recycled Litres 56,000 29,569 81% (incl. secure paper)

Other Litres 55,000

Greenhouse gas emissions

Emissions from natural gas use Tonnes CO2-e 1,146.51 1,187 3.40% (non-transport)

Emissions diesel use (non-transport) Tonnes CO2-e N/A N/A N/A

Emissions from transport fuel use Tonnes CO2-e 14.13 17.52 19.35%

Emissions from refrigerants Tonnes CO2-e N/A 0.83 N/A

Total emissions Tonnes CO2-e 1160.64 1205.74 3.70%

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**Part C**

**Financial Management Reporting**

C1

MANAGEMENT DISCUSSION AND ANALYSIS

**General Overview**

CIT is the ACT’s public provider of VET, the cornerstone of the local skills and training system and deeply embedded in our community. Established in 1928, we have a rich history in supporting economic growth, community development and individuals to meet their learning and career goals.

CIT is committed to working with the ACT Government to continue to support the ACT transition to Net Zero and take advantage of advances in technology and data to build a skilled workforce with lifelong access to quality post-school education and training, and to employment opportunities across the economy.

With CIT’s experience in delivering quality vocational and higher education, and expertise in training in the trades, IT and service industries, CIT is well positioned to harness the opportunities arising from the current national policy framework which places TAFE at the heart of the response to current and emerging

skills needs.

CIT is reowned for our inclusive and dynamic approach to teaching and learning – to equip our people, provide accessible and relevant education and training for all, and to be agile in our fulfilment of current and future skills needs.

We work in step with our partners and stakeholders to ensure a united movement towards a collaborative approach to the design and delivery of education and training that meets current and future skills needs locally, nationally and globally.

**Objectives**

CIT continues to focus on the purpose outlined in 2024-25 Statement of Intent to:

* supporting the ACT Government’s Skilled to Succeed: skills and workforce agenda for the ACT,

by working collaboratively with industry, customers and government, to provide a more inclusive responsive, flexible and future-focused skills sector to respond to future workforce needs

performing the role of public provider of VET in the ACT, in accordance with its functions under the *Canberra Institute of Technology Act 1987* (the Act), by providing course offerings aligned to ACT Government priorities and the ACT Skills

Needs List

supporting ACT industry and business in pursuing economic growth and sustainability for the community, by applying appropriate and

contemporary learning opportunities for students to acquire the relevant skills for current and future workforce requirements

serve all members of our community, as the public provider of VET in the ACT, with a dedicated focus on education pathways for all, by providing inclusive, non-discriminatory and culturally appropriate learning environments

being determined in our focus on addressing equity gaps.

**Risk Management**

CIT has an organisation-wide approach to risk management across all our business and operational processes, as an integral part of our overall governance framework.

The CIT Strategic Risk Register is used to identify key areas of risk, while risk controls and treatments, and emerging risks, are monitored through the Executive Management Committee, CIT Audit and

Risk Committee and CIT Board.

CIT also has an overarching Fraud and Corruption Control Framework, which provides for better management of risks associated with fraud.

This framework aligns with the ACT Government Risk Management Policy published in April 2021, and includes the following key elements:

* financial delegations
* clearly established ownership of internal budgets

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**Financial Overview of CIT**

CIT achieved an operating deficit of $21.2 million compared to the budget of $18.2 million, an unfavourable result by $3.0 million. This result was due to revenue exceeding budget by $7.8 million (6%), which was offset by expenses exceeding budget by

$10.8 million (7%).

Included in expenses for the year is $11.1 million for depreciation and amortisation.

The individual income and expense variances affecting the operating result are summarised in the Revenue and Expense sections (page 99 to 101).

The end of year cash and cash equivalents balance was $1.6 million, an unfavourable result from the budgeted cash surplus of $4.8 million. This result was driven by higher than budgeted net cash outflows from operating activities.

The liquidity position represents an unfavourable result to the budget working capital ratio of 0.29 with ratio of 0.24 in 2024. This was mainly due to reduction in cash reserves because of increased cash outflows from operating expenses.

A significant component of current liabilities relates to employee benefits which are provided for under the *Financial Management Act 1996* section 16A if total amount of employee entitlements paid, or required to be paid, exceeds that amount appropriated for the financial year (see Figure 45).

**Operating Result CIT (Operating Statement)**

**Revenue**

**Components of Revenue**

Total revenue (Figure 42) for 2024 was $134.5 million, consisting primarily of $81.6 million (60.7%) controlled recurrent payments appropriation from the ACT Government and $39.7 million (29.5%) generated from sale of goods and services from contracts

with customers (including local and international student fees and training course income as well as Fee-Free TAFE, funded apprenticeships and other traineeship funding).

**>**

periodic financial reporting (monthly, quarterly, annual and as required)

ongoing reviews of financial performance and as applicable, response mechanisms including corrective actions

regularly updated financial policy, procedures and practice documents

training for all staff who have financial responsibilities

implementation, monitoring and continuous review of process improvement strategies.

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**>**

**Financial Risk**

Monthly reporting and analysis of CIT’s financial performance assists in identifying and addressing any financial risks. CIT also undertakes monthly reporting and analysis of our annual performance measures for early identification of performance risks.

Financial and performance risk is oversighted by the CIT Audit and Risk Committee and reported to each CIT Board meeting as part of CIT’s governance arrangements.

Risks for CIT are considered through:

**>**

**>**

internal and external reviews

reviews of CIT’s governance including through programmed reviews of policies and procedures

regular interactions with the CIT Board, the executive, and the management team

monitoring the implementation of internal performance reviews and audit recommendations

quality assurance assessments and spot checks

consideration of external scrutiny, including through the ACT Audit Office

regular review of risk across CIT including business continuity, fraud and corruption

review of key compliance and business support mechanisms including those associated with work health and safety (WHS) and records management

engagement with compliance and regulatory bodies e.g. Skills Canberra, Australian Skills Quality Authority (ASQA), Tertiary Education Quality and Standards Agency (TEQSA) and Australian Nursing & Midwifery Accreditation Council (ANMAC).

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99

*Figure 42: Revenue Breakdown by Category*

**Comparison to Budget**

The total income of $134.5 million was $7.8 million higher than the 2024 budget of $126.7 million primarily due to additional controlled recurrent payments drawn in late December to meet commitments to cover the annual shutdown period ($5.5 million) and appropriation related to the delivery of 2024-25 budget initiatives ($2.6 million) which were not included in the original 2024 budget.

**Comparison to 2023 Actual**

The total income of $134.5 million was essentially consistent with the 2023 actual income of

$132.9 million.

**Future Trends**

The National Skills Agreement commenced on 1 January 2024, a five-year joint agreement between the Commonwealth and states and territories to strengthen the VET sector. CIT will

continue to work closely with the ACT Government to identify opportunities for growth in delivery under this agreement.

The commitment of the Commonwealth and ACT Governments to Fee-Free TAFE will continue, with CIT expected to deliver 600 tuition free places per semester from 2024 to 2026.

These initiatives will ensure access to a wide range of training opportunities in skill needs areas for eligible Canberrans, to support vital and emerging industries within the ACT economy.

The ACT Government’s forward budget includes additional appropriation reflecting increased costs of delivery as wages and the cost of supplies and services are indexed.

**Expenses**

**Components of Expenses**

Operating expenses in 2024 totalled $155.7 million, with the most significant component being employee expenses of $98.2 million (63.1%), and supplies and services expenses accounted for $44.2 million (28.4%)

**Comparison to Budget**

Total expenses of $155.7 million in 2024 were

$10.8 million (7%) higher than the 2024 budget of

$144.9 million, which was primarily due to:

**>**

higher employee expenses ($7.2 million) resulting from average staffing level exceeding budget by 6% including employee expenses related to funded initiatives which were not included in the original 2024 budget ($2.3 million)

higher than budgeted non-employee expenses ($2.5 million) including recognition of expenses related to settlement payments associated with the judgement of the Supreme Court of the ACT to award damages for breach of contract to Red Rouge Nominees Pty Ltd ($3.0 million).

**>**

**Comparison to 2023 Actual**

In 2024, total expenses of $155.7 million were

$16.5 million (12%) higher than the 2023 expense total of $139.2 million. The variance was due to:

* higher employee expenses ($9.5 million) resulting from increased wage rates included in the

enterprise agreement and average staffing level increasing by 9% including increased in employees related to the delivery of funded initiatives

($2.0 million).

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Sale of Goods and Services

Grants and Contributions 29.5%

9.1%

Other

0.7%

Controlled Recurrent Payments 60.7%

*Figure 43: Operating Expenses Breakdown by Category*

**Financial Position (Balance Sheet)**

**Assets**

**Components of Total Assets**

As at 31 December 2024, $194.1 million (91.2%) of the assets of CIT were in property, plant and equipment. Cash and cash equivalents of $1.6 million and receivables of $3.2 million comprised 0.8% and 1.5% respectively (see Figure 44).

**Comparison to Budget**

The total asset position as at 31 December 2024 of

$212.9 million was consistent with budget.

**Comparison to 2023 Actual**

The total asset position as at 31 December 2024 of

$212.9 million was $9.6 million lower than the 2023 position of $222.5 million. This decreased asset position was due to:

* higher supplies and services expenses ($5.4 million) including:
  + increased consultants and information and communication technology expenses related to the Cloud Campus project ($1.5 million)
  + increased legal expenses related to settlement payments associated with the judgement of the Supreme Court of the ACT to award damages for breach of contract to Red Rouge Nominees Pty Ltd ($3.0 million).

**Future Trends**

CIT is anticipating an increase in total expenditure over the short to medium term for costs associated with maintaining CIT’s ageing facilities, reducing information technology risks and increased employee expenses with the new employment agreement. We continue to review resource allocations to ensure they are appropriately allocated to make the most of

growth opportunities as they arise while maintaining a financially sustainable position.

**>**

reduced cash and cash equivalents ($6.7 million) primarily due to increased net cash outflows from operating activities

reduced receivables ($4.6 million) was due to services delivered in 2023 which were not invoiced at year-end related to Fee-Free TAFE ($1.3 million), User Choice Funding ($1.6 million) and the NSW Smart and Skilled agreement ($2.7 million), while a larger portion of services were invoiced within the reporting period

**>**

101

Supplies and Depreciation and

Services Amortisation

28.4% 7.1%

Other

1.4%

Employee Expenses

63.1%

*Figure 44: Total Assets Breakdown by Category*

* reduced property, plant and equipment

($6.4 million) due to depreciation recognised in

2024, partially offset by:

**Comparison to 2023 Actual**

Liabilities as at 31 December 2024 of $74.2 million were $1.9 million (3%) lower than the 2023 actuals of $76.1 million.

This was due primarily to a reduction in accrued wages and salaries due to timing differences of year-end

pay dates ($3.5 million), partially offset by increased provision for remediation resulting from the annual unwinding of the 2024 present value discounted value of the estimated cost in 2023 ($1.2 million).

**Liquidity**

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

The current working capital ratio of 0.24:1 is lower than the budget target of 0.29, predominantly due to a lower than budgeted bank balance.

As at 31 December 2024, current assets of $7.6 million (excluding assets held for distribution to owners) were less than the total current liabilities ($31.9 million) by

$24.3 million. This is not considered a liquidity risk as along with external revenue, cash needs are funded through Controlled Recurrent Payment appropriation from the ACT Government.

**–**

increased capital works in progress ($6.7 million) primarily related to works

associated with the new Woden Campus

increased other assets ($1.3 million) due to a great value of prepaid expenses relating to employees and software licenses.

**–**

**Liabilities**

**Components of Total Liabilities**

Total liabilities as at 31 December 2024 of $74.2 million predominately consisted of other provisions to the sum of $40.8 million (55.0%) and employee benefits to the sum of $25 million (33.8%).

The other provisions category largely consisted of a $38.4 million provision recognised in relation to

remediation of CIT Reid as agreed under the Precinct Deed that was executed with the University of New South Wales.

**Comparison to Budget**

Liabilities as at 31 December 2024 of $74.2 million were

$1.5 million (2%) higher than the 2024 budget of $72.7 million. This was mainly due to the increased provision for remediation resulting from the annual unwinding of the 2024 present value discounted value of the estimated cost recognised in 2023 ($1.2 million).

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Capital Works in Progress

3.8%

Cash and Cash Equivalents

0.8%

Receivables

1.5%

Property, Plant and Asset Held for Distribution

Equipment to Owner

91.2% 1.4%

Other

1.4%

*Figure 45: Total Liabilities Breakdown by Category*

**Note:** A significant component of current liabilities relates to employee benefits ($23.6 million) which are provided for under the *Financial Management Act 1996* section 16A.

*Figure 46: Working Capital*

Note: Current Assets exclude Assets Held for Distribution to Owners ($2.9 million), which represents the carrying amount of the remaining Watson facility that CIT will transfer back to the ACT Government for no consideration.

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Working Capital Ratio

0.24 0.29

0.52

Payables and Contract Liabilities 6,655 5,862

4,821

Lease 999 1,025

964

Employee Benefits 23,636 24,720

27,189

Other Provisions 535 –

9

Other Liabilities 169 –

977

Total Current Liabilities 31,994 31,607

33,960

Cash and Cash Equivalents 1,646 4,764

8,314

Receivables 3,206 3,000

7,812

Other Assets 2,715 1,400

1,417

Total Current Assets (a) 7,567 9,164

17,543

Actual 2024 Budget 2024

$’000 $’000

Actual 2023

$’000

Other Liabilities

0.5% Employee Benefits

33.8%

Other Provisions Payables

55.0% 9.0%

Lease Liabilities

1.7%



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FINANCIAL STATEMENTS

**INDEPENDENT AUDITOR’S REPORT**

**To the Members of the ACT Legislative Assembly**

**Opinion**

I have audited the financial statements of the Canberra Institute of Technology for the year ended 31 December 2024 which comprise the operating statement, balance sheet, statement of changes in equity, statement of cash flows, statement of appropriation and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

(i)

present fairly, in all material respects, the Canberra Institute of Technology’s financial

position as at 31 December 2024, and its financial performance and cash flows for the year then ended; and

are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

(ii)

**Basis for opinion**

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

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

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

**Responsibilities of the Canberra Institute of Technology for the financial statements**

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



preparing and fairly presenting the financial statements in accordance with the

*Financial Management Act 1996*, and relevant Australian Accounting Standards;

determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and

assessing the ability of the Canberra Institute of Technology to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

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**Auditor’s responsibilities for the audit of the financial statements**

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

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

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

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



identify and assess the risks of material misstatement of the financial statements, whether

due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;

obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Canberra Institute of Technology’s internal controls;

evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Canberra Institute of Technology;

conclude on the appropriateness of the Canberra Institute of Technology’s use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Canberra Institute of Technology’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Canberra Institute of Technology to cease to continue as a going concern; and

evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

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I communicate with the Governing Board regarding, among other matters, the planned scope and

timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Ajay Sharma PSM

Assistant Auditor-General, Financial Audit 24 March 2025

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**Canberra Institute of Technology Financial Statements**

**For the Year Ended 31 December 2024**

**Statement of Responsibility**

In my opinion, the Canbenra Institute of Technology's financial statements fairly reflect the financial operations

for the year ended 31 December 2024 and its financial position on that date.

As the Chairperson of Canberra Institute of Technology, 11 am responsible for the preparation of the annual financial! statements as well as the judgements exercised in preparing it. In my opinion, Canberra Institute of Technology's financiial statements fairly reflect the financial operations for the year ended 31 December 2024

that date.

Chair

Canberra Institute of Technology Board

*2e,*

March 2025

**Canberra Institute of Technology** Annual Report 2024

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**Canberra Institute of Technology**

**!Financial Statements**

**For the Year Ended 31 December 20.24**

**Statement by the Chief Finance Officer**

In my opinion, the Canberra Institute of Technology's financial statements have been prepared in accordance

with the Australian Accounting Standards, are in agreement with its accounts and records and fairly reflect its financial operations for the year ended 31 December 2024 and the financial! position on that date.

Chief Finance Officer

Canberra Institute of Technology

*)!)* March 2025

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**Canberra Institute of Technology For the Year Ended 31 December 2024**

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**Canberra Institute of Technology Operating Statement**

**For the Year Ended 31 December 2024**

**Note**

**No.**

**,**

Income

Controlled Recurrent Payments Sales of Goods and Services from

Contracts with Customers Grants and Contributions Revenue Other Income

'Total Income

#

4

5

**Expenses**

Employee Expenses Supplies and Services

Depreciation and Amortisation Other Expenses

**Total Expenses Operating Resvlt**

**Other Comprehensive !Income**

6

7

12

*Items that will .not be reclassified subsequent*

(Decrease) in the Asset Revaluation Surplus

Total Other Comprehensive Result Total Comprehensive Result

The abov,e Operating Statement is to be read in conjunction with the accompanying notes.

The Canberra Institute ofTechnology {CIT) has only one output class and as such the above Operating

Statement is also CIT's Operating Statement for Output Class 1.1: Provision of Vocational Education and Training Services,

# Refer to the Statement of Appropriation.

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**Consolidated**

**CIT**

**Actual Actual**

**2024 2023**

**$'000 $'000**

81629 84 209

46391 48 453

12 283 6 846

950 1523

**Original**

**Actual Budget Actual**

**2024 2024 2023**

**$'000 $'000 $'000**

81629 73 722 84 209

39662 40 337 40 336

12283 11142 6846

921 **1446** 1515

**141253 141031**

**134 495 126 647 132 906**

105 310 96 338

44840 38 914

11081 10 201

2 702 2 027

98 229 90 990 88 719

44214 41680 38 772

11055 10 583 10134

2227 1630 1551

**163 933 147 480**

**155 725 144 883 139176**

**(2.Z 680) (6449)**

**(21230} (18 236)** (6 **270}**

*/y to profit or loss*

- (38 380)

- - (38 380)

- **(38 380)**

- - **(38 380)**

**(22 680) (44 829)**

**(21230) (18 236) (44 650)**

**Canberra Institute of Technology Bala nee Sheet**

**As at 31 December 2024**

**Note**

**No.**

**Current Assets**

Cash and CaslhEquivalents

!Receivables

Assets Held for Distribution to Owner

Other Assets

**Total Current Assets Non-Current Assets**

Property, Plant and Equipment

Capital works In Progress Other Assets

**Total Non-Current Assets Total Assets**

**Current Liabilities**

Payables

Contract Liabilities lease Liabilities Employee Benefits Other Provisions Other Liabilities

Total Curr,ent llabllitles

Non-Current Liabilities

lease Liabilities Employee Benefits Other Provision Other Liabilities

Total Non-Current Liabilities

Total liabilities Net Assets

Equity

Accumulated Funds

Asset Revaluation Surplus

Total Equity

8

9

10

11

12

11

13

13

14

15

15

14

15

15

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

CIT has only one output class and as such the above Balance Sheet is also CIT's Balance Sheet for Output Class

Ll: Provision of Vocational Education and Training Services.

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Consolidated

**CIT**

Actual **Actual**

**2024 2023**

**$'000 $'000**

6 855 12 753

3 425 7990

2 914 2914

2 881 1537

Original

Actual **Budget** Actual

**2024 2024 2023**

**$'000 $'000 $'000**

1647 4 764 8314

3 205 3 000 7 812

2914 2 914 2 914

2 715 1400 1417

**16 075 25194**

194160 200547

8 064 1411

219 98

**10482 12078 20457**

194125 198 618 200 486

8064 2 000 l 411

239 100 118

**202 443 202056**

**202428 200 718** 202 01s

**218 518 227 250**

**212 910 212 796 222 472**

4 719 2461

3 205 1391

999 964

24 642 28143

S3S 9

180 978

4 594 3 862 3 862

2 061 2 000 959

999 1025 964

23 636 24 720 27189

535 - 9

169 - 977

**34 280 33946**

296 1280

1493 1483

40 251 39067

185 364

**31994 31607 33 960**

296 338 1280

1438 1400 1408

40 251 39 067 39 067

185 300 364

**42 225 42194**

**42170 41105 42119**

**76 505 76140**

**74164 7Z 712 76079**

**142 013** 151110

**138 746 140 084 146 393**

74 014 83111

67 999 67 999

70 747 72 085 78394

67999 67 999 67999

**142 013 151110**

**138 746 140 084 146 393**

**Canberra Institute of Technology Statement of Changes in Equity**

**For the Year Ended 31 December 2024**

Note No.

Balance at 1 January **2024**

Comprehensive Income Operating Result

Total Comprehensive Result

Transactions Involving Owners Affecting Accumulated Funds

Capital Injections

If

Total Transactions Involving Owners Affecting Accumulated Funds

Balance at 31 December 2024

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

# Refer to the Statement of Appropriation.

Consolidated

CIT

Asset

Accumulated Revaluation Total

Funds Surplus Equity

Actual Actual Actual

2024 2024 2024

$'000 $'000 $'000

83111 67999 151110

Asset Total

Accumulated Revaluation Total Equity Funds Surplus Equity Original Actual Actual Actual Budget 2024 2024 2024 2024

$'000 $'000 $'000 $'000

78394 67 999 146 393 146 393

(22 680) - (22 680)

(21230) - (21230) (18 236)

(22 680) - (22 680)

(21230) - (21230) (18236)

13 583 - 13 583

13583 - 13 583 11927

13 583 - 13 583

13 583 - 13583 11927

74014 67999 142 013

70747 67 999 138 746 140 084

**Canberra Institute of Technology**

**Statement of Changes in Equity - Continued For the Year Ended 31 December 2023**

Note No.

Balance at 1 January 2023 Comprehensive Income

Operating Result

Decrease in the Asset Revaluation Surplus

Total Comprehensive Result

12

Transactions Involving Owners Affecting Accumulated Funds

Capital Injections

Net Assets transferred out to ACTGovernment

Total Transactions Involving Owners Affecting Accumulated Funds

#

10

Balance at 31 December 2023

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

# Refer to the Statement of Appropriation

Consolidated

CIT

Asset

Accumulated Revaluation Total

Funds Surplus Equity

Actual Actual Actual

2023 2023 2023

$'000 $'000 $'000

83229 106 379 189 608

Asset

Accumulated Revaluation Total

Funds Surplus Equity

Actual Actual Actual

2023 2023 2023

$'000 $'000 $'000

78 333 106 379 184 712

(6 449) - (6 449)

- (38 380) (38 380)

(6270) - (6 270)

- (38 380) (38 380)

(6 449) (38 380) (44 829)

(6 270) (38 380) (44 650)

8989 . 8989

(2 658) . (2 658)

8 989 . 8 989

(2 658) - (2 658)

6331 - 6331

6331 . 6 331

83111 67999 151110

78394 67999 146 393

**Canberra Institute of Technology**

**Statement of Cash Flows**

**For the**

**Year Ended 31 December 2024**

**Note**

**No.**

**Cash Flows from Operating Activities Receipts**

Controlled Recurrent Payments Sales of Goods and Services from

Contracts with Customers

Interest Received

Goods and Services Tax Input Tax Credits from the Australian Taxation Office

Goods and Services Tax Collected from Customers

Grants and Contributions Receipts Dividends Received

Other

Total Receipts from Operating Activities

Payments Employee Payments Supplies and Services

Goods and Services Tax Paid to Suppliers

Other

Total Payments from Operating Act'ivities

Net Cash (Outflows) from Operating Activities

8

Cash Flows from Investing Activities Receipts

Proceeds from Sale of Property, Plant and Equipment

Total Receipts from Investing Activities Payments

Purchase of Property, Plant and Equipment

Total Payments from Investing Activities.

Net Cash (Outflows) from lnve.sting Activities

113

Consolidated

CIT

Actual Actual

2024 2023

$'000 $'000

81629 84209

52 097 38 222

543 540

3 503 4429

1467 1612

143 26

- -

326 958

Original

Actual Budget Actual

202.4 2024 2023

$'000 $'000 $'000

81629 73 722 84209

45 214 44 337 30737

389 100 403

3 230 3500 4170

1157 1800 1140

143 200 26

- 500 -

451 1 ODO 1086

139 708 129 996

109 002 92913

31227 32542

5 057 6145

1603 1900

132 212 125159 121771

101970 91699 85121

32 612 31119 30846

4444 5 000 5 392

1159 1800 1425

146889 133 500

140185 129 618 122 784

(7181) {3 504)

(7 972) {4 459) (1013)

68 -

66 - -

68 -

11336 7662

66 - -

11336 10 218 7 515

11336 7662

11336 10 218 7 515

(11268) {7 662)

,(11270) {10 218) (7 515)

**Canberra Institute of Technology Statement of Cash Flows - Continued**

**For the Year Ended 31 December 2024**

Note

No.

Cash Flows from Financing Activities Receipts

Capita11njections

Total Receipts from Financing Activities Payments

Repayment of Lease Liabilities- Principal

Total Payments from Financing Activities Net Cash Inflows from Financing

Activities

Net (Decrease} in Cash and Cash Equivalents

Cash and Cash Equivalents at the Beginning of the Reporting Period

Cash and Cash Equivalents at the End of

the Reporting Period

8

The above Statement of Cash Flows is **to** be read in conjunction with the accompanying notes.

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Conso'lidated

CIT

Actual Actual

2024 2023

$'000 $'000

13 583 8989

Original

Actual Budget Actual

2024 2024 2023

$'000 $'000 $'000

13 583 11927 8989

13 583 8989

1032 988

13 583 11927 8989

1008 800 988

1032 988

1008 800 988

12 5S1 8001

12575 11127 8001

(5 898) (3 165)

12 753 15918

(6 667) (3 550) (527)

8 314 8 314 8841

6 855 12753

1647 4 764 8314

**Canberra Institute of Technology Statement of Appropriation**

**For the Year Ended 31 De,cember 2024**

**Description and Material Accounting Policies relating to Controlled Recurrent Payments**

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

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

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

**Column Heading Explanations:**

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the 2023 Budget Papers. This amount also appears in the Statement of Cash Flows.

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

The *Appropriation Drawn* is the total amount of appropriation received by CIT during the year. This amount also

appears in the Statement of Cash Flows.

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**Canberra Institute of Technology**

**Statement of Appropriation**

**For the**

**Year Ended 31 December 2024**

**Original Budget**

**2024**

**$'000**

**Total Appropriated**

**2024**

**$'000**

**Appropriation**

**Drawn 2024**

**$'000**

**Appropriation**

**Drawn 2023**

**$'000**

**Controlled Appropriation** Controlled Recurrent Payments• Capital lnjectionsb

**Total Controlled Appropriation**

84 209

8989

73 722

11927

81629

13 583

81629

13 583

**85649**

**95 212**

**95 212**

**93198**

The above Statement of Appropriati1on should be read in conjunction with the accompanying notes.

**Variances between Total Appropriated 2023 and 2024**

The variance is due to decreased Controlled Recurrent Appropriation received from the ACT Government

a. Budget associated with appropriation transferred to Digital, Data and Technology Solutions as direct funding for services delivered ($4.764 miillion). This reduction is partially offset by increased controlled recurrent appropriation drawn for the delivery of Budget iniitiatives including Cloud Campus ($2.161

mi!llion) and Electric Vehicle Centre of Excellence ($0.394 million).

b. The variance is primarily due to increased capital appropriation received for the delivery of works related

to the new CIT Woden Campus ($4.850 million).

**Controlled Recurrent Payments (CRP)**

**$'000**

Capital

Injections (Cl)

$'000

**Reconciliiation of Appropriation for 2024**

0 riginal Appropriation

Addition,al Amount Appropriated•,b

11927

1656

73 722

7 907

**81629**

**13 583**

**Total Appropriated**

**,Controlled Appropriation Dra,wn**

**81629**

**13 583**

**Variances between 'Original Budget', 'Total Aptpropriated' and 'Appropriation Drawn'**

a. Additional amount was appropriated in late December to meet commitments

in early January in

accordance **with** revised drawdown sdnedule during Christmas shutdown (.$5.532 million) and appropriation related to the delivery of 2024-25 Budget initiatives {$2.555 million) which were not included in the original budget {Upgrading the Canberra Institute of Technology's ICTInfrastructure).

b. Additional capital appropriation was drawn associated with higher than budgeted delivery of asset

renewal program initiatives in 2024.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 1.**

**OBJECTIVES OF THE CANBERRA INSTITUTE OF TECHNOLOGY**

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

lifellong learning for the ACT's economic and social benefit.

CIT is the sole public provider of Technical and Further Education (TAFE),in the ACT, and also operates in the

commercial, contestable market servicing local, regional and international students.

**NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

**I.EGISLATIVEREQUIREMENT**

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

Canberra lnshtute ofTechnology.

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

to include:

{i)

an Operating Statement for the year;

(ii)

a Balance Sheet at the end of tlhe year;

(iii)

a Statement of Changes in Equity for the year;

(iv)

a Statement of Cash Flows for the year;

(v)

a Statement of Appropriation for the year;

(vi)

the material accounting policies adopted for the year; and

(vii)

other statements as necessary to fairly reflect the financial operations of CIT during the year and its

financial position at the end of the year.

The general purpose financial statements have been prepared in accordance with:

(i)

Australian Accounting Standards (as required by the FMA); and

(ii)

ACT Accounting and Disclosure Policies.

**ACCRUAL ACCOUNTING**

The financial statements have been prepared using the accrual basis of accounting. The financial statements are

prepared according to **the** historical cost convention, except for property, plant and equipment which are valued at fair value in accordance with the revaluation polieies applicable to the CIT during the reporting period.

**CURRENCY**

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

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS-CONTINUED**

**INDIVIDUAL REPORTING ENTITY**

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

**PRINCIPLES OF CONSOLIDATION**

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

using accounting policies that are consistent with those of CIT.

**REPORTING PERIOD**

These financial statements state the financial performance, changes in equity and cash flows of CIT for the year

ended 31 December 2024 together with the financial position,of CIT at 31 December 2024.

**COMPARATIVE FIGURES**

*Budget Figures*

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2024 has

been presen,ted in the financial statements. Budget numbers in the financial statements are the origiinal budget numbers that appear in the 2024-25 Budget Papers.

*Prior Year Compor:atives*

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

information to be disclosed.

Where the presentation or classification of items in the financial statements is amended, the comparative

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

**ROUNDING**

All amounts in the financial statements have been rounded to the nearest thousand dollars ($'000). Use of the

"-" symbol represents zero amounts or amounts rounded down to zero.

**GOING CONCERN**

ihe 2024 financial statements have been prepared on a going concern basis as CIT has been funded in the ACT

Government 2024-25 Budget and the Budget Papers include forward estimates for CIT.

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**Canberra Institute of Technology**

**Notes to .and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 3.**

**IMPACT OF ACCOUNTING STANDARDS ISSUED BUT VET TO BE APPLIED**

AU Australian Accounting Standards and Interpretations issued but yet to be applied are applicable to future

reporting periods and will be adopted from their application date.

Standards and Interpretations issued but yet to be applied have been assessed as not being relevant to or will have an immaterial financial impact to CIT. However, AASB 18 *Presentation and Disclosure in Financial Statements* (applicable 1 January 2027 for for-profit public sector entities or applicable 1 January 2028 for not­ for-profit public sector entities) does contain some major presentation/disclosure changes that will impact CIT

including:

•

that operating, investing and financing categories as well as additional subtotals have to be included in

CIT's operating statement;

•

the disclosure of management-defined performance measu es and reconciliations of these measures with

the subtotals required by AASl3 Standards; and

•

enhanced requirements for the grouping (aggregation and disaggregation) of information in the financial

statements and in the notes.

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**Canberra Institute of T,echnology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**INCOME NOTES**

**Material Accounting Policies - Income**

**INCOME RECOGNITION**

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

**AASB 15**

The core principle of AASB 15 is that revenueis recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the entity expects to receive in exchange

for those goods or services. Revenue is recognised by applying a five step model as follows:

1.

2.

3.

4.

5.

identify the contract with the customer; identify the performance obligations; determine the transaction price; allocate the transaction price; and

recognise revenue as or when control of the performance obligation is transferred to the customer.

Generally, the timing of the payment for sale of goods and rendering of services corresponds closely to the

timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of CIT have any significant financing terms as there is less than 12 months between

receipt of funds and satisfaction of performance obligations. Refer to Note 4 for specific revenue sources.

**AASB 1058**

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

amount on receipt of the asset.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 4.**

**SALES OF GOODS AND SERVICES FROM CONTRACTS WITH CUSTOMERS**

Revenue from the Sale of Goods and Services is derived by providing goods and services to other ACT Government agencies and t:o the public. Revenue is recognised either over time or at a point in time. Any distinct goods or services are separately identified, and any discounts or rebates in the contract price are allocated to the separate elements. Revenue is based on the transfer of promised goods or services to customers at an amount that reflects the consideration in exclhange for those goods or services in accordance with AA58 15. The timing of the payment for sale of goods and rendering of services largely corresponds with the timing of satisfaction of the performance obligati,ons, however where there is a difference, it will result in the recognition

of a receivable, contract asset or contract liability.

***ACT Government Special Purpose Funding*** revenue is received from the ACT Government for students funded under specific funding arrangements. In 2024 this primarily relates to Fee Free TAFE and User Choice funding. Revenue is recognised when the performance obligations of the funding arrangements are satlsfied and it is

probable that CIT will collect the conslderation to which it is entitled to in exchange for the delivery of training.

***NSW Smart and Skilled*** revenue is received from the NSW Government for apprentices and trainees studying at CIT. Revenue is recognised when the performance obligations of the funding arrangements are satisfied and it is probable that CIT wHI collect the consideration to which it is entitled to in exchange for the successful completion

of training for NSW apprentices and trainees.

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

performance obligation to ensure the required courses are provided ls met.

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

courses are provided is met

ACT Government Special Purpose Fund Actlivities• NSW Smart and Skilledb

Commercial Revenuec Student Fees and Chargesc

**Total Sales of Goods and Services from**

**Contracts with Customers**

a.

The decrease relates to the finalisation of the Job Trainer 1 initiative and recognition of remaining funding as revenue ($4.7 million) in 2023. This program did not continue in 2024 and therefore no revenue was recognised.

The increase is due to revenue recog,nised in relation to the NSW Government Smart and Skilled program 2024 del1ivery and recognition of prior year outstanding amounts received in 2024 ($1.3 million).

Priior year comparatives for Commercial Revenue and Student Fees and Cha,rges have been adjusted by

$2.0 million to correctly reflect the revenue categories. The total ba1lance of sale of goods and services from contracts with customers remains unchanged.

b.

c.

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Consolidated

**CIT**

**2024 2023**

**$1000 $'000**

15 779 19 997

5 242 2 700

18093 17 854

7 277 7 902

**2024! 2023**

**$'000 $'000**

**15 681** 19 610

5 242 2 700

11460 10118

**7 279** 7908

**46391 48 453**

**39662 40336**

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 5.**

**GRAI\JTS AND CONTRIBUTIONS REVEINUE**

Where CIT receives an asset or services for significantly iless than fair value, the transaction is in the scope of

AASB 1058 *Income of Not-for-Profit Entities* and revenue is recognised on receipt of the asset/services. The related expense and/or asset is recognised in the line item to which it relates, when the services are received.

Goods and services received free of charge from ACT Government agencies are recognised as resources received

free of charge, whereas goods and services received free of charge from entities external to the ACT Government are recognised as donations or contribution.s.

All the s,ervices listed below are recognised in the Operating Statement or Balance Sheet as appropriate services received free of charge given they are ireliably measurable and would have been purchased if not provided to

CIT free of charge.

**Cnief Minister, Treasury and Economic Development Directorate (CMT1EDDJResource Received Free of**

**Cnarge**

*Shared Services Resource Received Free of Charge*

CIT uses Shared Services for its financial and Human Resources processing. Shared services is part of CMTEOD.

Given Shared Services is directly appropriated by the ACT Government to provide certain services **at** a fixed cost to err, it means that CIT does not have to pay for these services.

*Digital, Data and Technology Solutions {DOTS)*

The DOTS group in CMTEDD provides information and communication techno:logy (ICT) services to CIT.. From

1July 2024, DDT$ is directly appropriated by the ACT Government to provide these IICT services to CIT and as such CIT receives these services free of charge.

**Resources Received Free of Charge**

Digital, Data and Technology Solutions Group" Financial Services provided by Shared Services Human Resources provided by Shared Services Infrastructure Canberra Project Management Investigation Services provided by the Professional Standards Unit

Procuremen,t Services

Annual Injury Management Fees Legal Services

**Total Resou1rces Received Free of Charge**

**Government Grants**

ACT Government Grants

**Total Government Grants**

**Total Government Grants and Contribution**

a. T1he increase in Digital, Data and Technology Sollutions i1n 2024 is due to the full year impact of the direct funding model for the delivery of ICT services introduced in the 2023-24 Budget. Under this new model, certain ICT services are provided free of charge to CIT.

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

9 608 **4428**

**740** 790

909 904

**250 237**

**224** 215

146

**125 194**

155 78

**2024 2023**

**$'000 $'000**

9 608 **4428**

**740** 790

909 904

**250 237**

**224** 215

**146**

**125 194**

155 **78**

**12157 6846**

**12157 6846**

126

126

**126**

**126**

**12283 6846**

**12 283 6846**

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

**EXPENSE** NOTES

NOTE 6.

EMPLOYEE EXPENSES

Description and Material Accounting Policies Relating to Employee Expenses

Employee benefits include:

•

short-term employee benefits such as wages and salaries, annual leave loading, annual leave, superannuation and applicable on-costs iff expected to be settled wholly before twelve months after the

end of the annual reporting period in which the employees render the related services;

•

other long-term benefits su.ch as long service leave and annual leave; and

•

termination benefits.

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

employees take annual and long service lleave.

Employees of CIT have different superannuation arrangements due to the type of superannuation schemes available at the time of commencing employment, including both defined benefit and defined contribution

superannuation scheme arrangements.

For employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and the Public Sector Superannuation Scheme (PSS), the employer superannuation liia!bilities for superannuation benefits

payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.

All defin,ed benefit employer superannuation contributions are 1recognised as expenses on the same basis as the employer superannuation contributions made to defined cont,ribution schemes. The accruing sup,erannuation

liability obligations are expensed as they are imurred and extinguished as they are paid.

*See Note 15* - *Employee Benefits* for accrued wages.and salaries, annual leave, and long service leave.

Wages and Salariesa Annual Leave Expense

!Long Service !Leave Expense

Workers' Compensation Insurance Premium Superannuation Contributions to the Territory

Banking Account Productivity Benefit

Superannuation to External Providers

**Total Employee Expenses**

a. The increase in Wages and Salaries is due to recognition of the increased wages under the new enterprise bargainiing agreements and an increase in paid average staffing level to 714.4 (653.3 in

2023),

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

80197 72 247

6 976 7 359

2 684 2 691

1832 2 087

**4** 959 4 568

658 568

8004 6 818

**2024 2023**

**$'000 $'000**

74 591 66 251

6 669 6986

2 615 2 640

1428 1630

**4** 952 4562

658 568

7 316 6082

**105 310 96 338**

**98 229 88 719**

**Canberra !Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 7.**

**SUPPLIES AND SERVICES**

**Generali- Supplies and Services**

Purchases of Supplies and Services generally represent the day-to-day running costs incurred in normal

operations, recognised in the reporting period in which these expenses are incurred.

**Insurance**

Major ri.sksa1re insured through the ACT Insurance Authority. The excess payab1le, under this arrangement, varies depending on each class of insurance held.

**Repaiirs and Maintena,nce**

CIT undertakes major cyclical maintenance on its assets. Where the maintenance leads to an upgrade of the asset, and increases the service potential of the existing asset, the cost is capitalised.. Maintenance expenses

which do not increa.se the service potential of the asset are expensed!.

**Auditor Service Fees**

Audit Fees are iincluded in the Contractors and Consultants line item below. Auditor's remuneration consists of financial audit services provided to the Agency by the ACT Audit Office. CIT's audit fees for the audit of its 2024 financial statements was $0.223 million ($0.224 million in 2023). No other services were provided by the ACT

Audit Office.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 7. SUPPLIES AND SERVICES- CONTINUED**

**Con,solidated**

**CIT**

**2023**

**$'000**

2 245

2111

3 358

12 040

894

481

2 699

2 152

6 365

555

2 561

3 311

**2024**

**$'000**

2 273

2 003

6 628

15 336

981

3 703

2 975

**2023**

**$'000**

2 245

2 111

4 753

12 051

944

481

3148

**2024**

**$'000**

2 273

2003

4624

15 343

907

3 696

2467

2 252

4016

717

2 692

3 224

ACT Gov Finance, HIR and Procurement Services Cleaniing Costs

Consultants and Contractorsa

Information and Communication Technology• Insurance

Legal Expensesb

Materials

Overseas Student Management Fees Repairs and Maintenancec

Travel and Conferences Utilities

Other

6 381

677

2 561

3 562

4 047

839

2 692

3 363

**38 772**

**Tota,1Supplies and Services**

**44840**

**38 914**

**44214**

a.

The increase in Contractors and Consultants and Information and Communication Technology expenses is due to expenses incurred in the delivery of the Cloud Campus project to upgrade CIT's ICT infrastructure initiative.

The increase in Legal Expenses relates to settlement payments associated with the judgement of the Supreme Court of the ACT to award damages for breach of contract to Red Rouge Nominees Pty Ltd.

The reduction in Repairs and Maintenance is due to a decline in reactive works in 2024 with an unusually high expenditure in 2023 to rectify damage incurred following a weather event in January 2023 and other

unexpected maintenance activities undertaken on the ageing facilities.

b.

c.

125

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**ASSET NOTES**

**Material Accounting Policies** - **Assets**

**Assets** - **Current and Non-Current**

Assets are classified as current where they are expected to be realised within 12 months after the reporting

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

**NOTE 8.**

**CASH AND CASH EQUIVALENTS**

Cash includes cash **at** bank and cash on hand. The cash equiivalents 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 vailue.

CIT holds a number bank accounts with Westpac Banking Corporation Limited as part of the ACT Government's whole-of-government banking arrangements. CIT earns interest on these deposits, at a rate of 4.40% to 4.90%

p.a. CIT's held short-term deposits with lllawarra Mutual Bank Limited since 2015 had earned interest between

4.70% to 4.90% p.a during 2024. CIT withdrew all term deposits in October 2024.

**(a) Cash and Cash Equivalents Balances**

**Consolidated**

**2024**

**$'000**

**CIT**

**2024**

**$'000**

**2023**

**$'000**

**2023**

**$'000**

7 314

Deposits Held at Call with a Financial Institution• Cash on Hand

Short-term Deposits

**Total Cash and Cash Equivalents**

2 853

2

4 000

7 750

3

5 000

**12 753**

1647

1 000

**8 314**

**6 855**

**1647**

a. The decrease in Cash and Cash Equivalents is increase net cash outflows from operating activities as detailed in the

Statement of Cash Flows.

(b) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Statement of

Cash Flows to the Equivalent Items in the Balance Sheet

Total Cash and Cash Equivalents Recorded in the Balance Sheet

Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement: of Cash Flows

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Consolidated

CIT

**2024** 2023

$'000 $'000

6 855 12 753

2024 2023

$'000 $'000

1647 8 314

6 855 12 753

1647 8314

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

**NOTE 8.**

**CASH AND CASH EQUIVALENTS** - **COINTINUED**

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

(c)

Operating (Deficit)

**Add/(Less) Non-Cash Items**

Depreciation of Property, Plant and Equipment Amortisation of Intangibles

Finance Cost on Make Good

**Add/(Less) Items Classified as Investing or Financing**

Net Gain from the Sale of Assets

INet Loss on Disposal of Non-Current Assets

**Cash {Outflows)/lnflows Before Changes in Operating**

**Assets and L"abilities**

**Changes in Operating Assets and liabilities** Decrease/{lncrease) in Receivables (Increase) in Other Assets lncrease/(Decrease) in Payables lncrease/(Decrease) in Contract Liabilities (Decrease),/lncrease in Provisions

(Decrease) in Other Liabilities

INet Changes in Operating Assets and Liabilities

Net Cash (Outflows) from Operating Activities

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

(22 680) (6 448)

**10944** 10 076

136 125

167

(68)

47 59

**2.024 2023**

**$1000 $'000**

(21230) (6 269)

10 918 10009

136 125

167

(66)

47 59

**(11 621) 3 979**

**(10 195) 4091**

4449 (4 720)

(1341) {19)

3 622 (1123)

1863 (432)

{3 514) 4 051

(639) (5 240)

4 463 (S 214}

,(1297) (60)

1 715 508

1101 (385)

(3 551) 4190

(208) (4 143)

**4440** (7 483)

**2 223** (5 104)

(7 181) (3 504)

(7 972) (1 013)

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 9.**

**RECEIVABLES**

**Accounts Recei'vable**

Accounts receivable (including trades receivables, student receivables and other receivables} are measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. Receivables relating to the Sale of Goods and Services from Contracts with Customers are recognised when invoiced, as this is the point in time that the consideration is unconditional because only the passage oftime is

required before the payment.

**Expected Credit tosses** - **Accounts Receivables**

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

way that reflects:

(a)

an unbiased and probability-weighted amount that is determined by evaluating a range of possible outcomes;

the time value of money; and

reasonable and supportable information that is available without undue cost or effort at the reporting date about past events, current conditions and forecasts of future economic

conditions.

(b)

(c)

The amount of the expected credit loss is recognised in the Operating Statement as 'Other Expenses'.

Where CIT has no reasonable expectation of recov,ering an amount owed by a debtor and ceases acti.on to collect the debt, as the cost to recover the debt is more than the debt is worth, the debt is written-off by directly

reducing the receivable against the loss allowance.

For trade receivables CIT applied the simplified approach under AASB 9 *Financial Instruments,* which uses a lifetime expected loss for all trade receivables and student receivables. CIT has established a provision matrix based on its historical credit loss experience, adjusted for forward looking factors specific to the debtors and the economic environment. Loss rates are calculated separately for groupings of customers with similar l:oss patterns. The calculations reflect historical observed default rates calculated using credit losses experienced on past sales transactions during the 4 years preceding 31 December 2023, these rates were assessed as still appropriate in 2024 . The historical default rates are then adjusted by reasonable and supportabl'e forward­ llooking information for e><pected changes in macroeconomic indicators that affect the future recovery of those

receivables.

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Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

**NOTE** 9.

**RECEIVABLES** - **CONTINUED**

Trade Receivables

Trade Receivables

!Less: Exp,ected Credit Loss Allowance

**Total Trade Receivables**

**Student Receivables**

Student Receivables

Less: Expected Credit Loss Allowance

Total Student Recelvablles

Other Receivables Accrued Revenue•

Net GST Receivable

Total Other Receivables Total Current Receivables

Total Receivables

a.

The decrease in accrued revenue is due to services delivered in 2023 which were not invoiced at year end related to Fee Free TAFE ($1.3 million), User Choice Funding ($1.6 million) and the NSW Smart and Skilled agreement ($2..7 million). In 2024 a larger portion of services were invoiced within the reporting

period.

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

1105 1631

(37) (29),

**2024 2023**

**$'000 $'000**

765 558

(35) (18)

**1068 1602**

**730 540**

388 754

(267) (506)

388 754

(267) (506)

**121 248**

**121 248**

2112 6103

124 37

2 252 6 979

103 45

**2 236 6140**

**2 355 7024**

**3 425 7 990**

**3 206 7 812**

**3 425 7 990**

**3 206 7 812**



**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 9.**

**RECEIVABLES- CONTINUED**

**Reconcilration of the Credit Loss Allowance**

Expected Credit Loss Allowance at tlhe Beginning of the Reporting Period

Expected Credit Loss Written Off During the Reporting Period

Expected Credit Loss Expense

Expected credit Loss Allowance at the End of

**the Reporting Period**

The maximum exposure to credit risk at the end of the reporting period for receivables is the carrying amount

of the asset, hnclusive of any expected credit loss allowance as shown in the table above.

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

535 382

(238) (187}

7 340

**2024 2023**

**$'000 $'000**

524 **382**

(229) (187)

7 329

**304 535**

**302 524**

31 December **2023**

**Non-Student Receivables**

558

389

34

13

10

112

Expected! credit loss rate %

-

-

-

-

12%

15%

Expected credit loss allowance

18

-

-

-

1

17

**CIT Student Receivables**

754

136

66

24

20

508

Expected credit loss rate%

-

-

10%

28%

51%

95%

Expected credit loss allowance

506

-

7

7

10

482

**CIT Solutions Receivables**

1074

423

631

9

3

8

Expected credit loss rate%

-

-

1%

15%

35%

45%

Expected credit loss allowance

12

-

6

1

1

4

**Estimated total gross carrying**

1850

948

724

38

21

125

**Ageing of Receivables**

**Days Past Due**

**Consolidated**

**Total**

**Not Overdue**

**1-30 days**

31-60 days

61-90 days

**>91 days**

**31 December 2024**

**$'000**

**$'000**

**$'000**

**$'000**

**$'000**

**$'000**

**Non-Student Receivables**

765

369

13

260

-

123

Expected credit loss rate %

-

-

-

-

12%

29%

Expected credit loss allowance

35

-

-

-

-

35

**CIT St1,.1dent Receivables**

388

47

40

**18**

23

260

Expected credit loss rate%

-

-

10%

28%

51%

95%

Expected credit loss allowance

267

-

4

5

12

246

**CIT Solutions Receivables**

340

179

29

130

2

-

Expected credit loss rate%

-

-

0%

1%

81%

0%

Expected credit loss allowance

2

-

-

1

1

-

Estimated total gross car1rying

1493

595

82

408

24

384

Canberra **Institute of Technology**

**Notes to and Forming Part of the** Financial **State,ments For the Year Ended 31 December 2024**

**NOTE 10.**

**ASSETS HELD FOR DISTRIBUTION TO OWNER**

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

depreciated.

CIT has previously transferred two blocks on the Watson Camp1us site to other ACT Government entities as part of the CIT Campus Modernisation Program, It is expected that the final Watson Campus block held by CIT

(Section 13 Block 2) will be transferred in 2025 to Infrastructure Canberra,

Land Held for Distribution to Owners•

Total Assets Held for Distribution to Owners

a. In accordance with AASB 5 *Non-current Assets Held for Sale and Discontinued Operations* which states that the asset can remain a current asset if both parties are committed to the transfer. Watson Campus is

reported in this category again in 2024.

**NOTE 11.**

**OTHER ASSETS**

**Current Other Assets**

Prepaymentsa

**Total Current Other Assets**

**Non-Current Other Assets**

Intangible Assets

**Total Non-Current Other Assets**

Total Other Assets

a. The increase in prepayments is due to increased software licences paid in advance and prepaid employee

expenses relatlng to the release of payroll funds in December 2024 for the first pay in January 2025.

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Consolidated

**CIT**

**2024 2023**

**$'000 $'000**

2 881 1537

**2024 2023**

**$'000 $'000**

2 715 1417

**2881 1537**

**Z 715 1417**

219 98

239 118

**219 98**

**239 118**

**3100 1635**

**Z 954 1535**

Consolidated

**CIT**

**2024 2023**

**$'000 $'000**

2 914 2 914

**2024 2023**

**$'000 $'000**

2 914 2914

**2914 Z 914**

**2 914 2914**

**Canberra Institute of Technology**

**Notes to and Forming Part ,of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT**

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

depreciated over the term of the lease.

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

•

Land is defined as the ground, including the soil coveri.ng and any assodated surface waters. Land includes leasehold land held by CIT.

**Buildings** are structures that have a roof and walls whicil stand permanently in one place. These structures are separately identifiable from the land they are constructed upon and as such do not include this land. Buildings include warehouses and land improvements. Land improvements include parking lots, retaining walls and purpose-built children's playground structures adjoining a building.

**Right-Of-Use Buildings** are leased structures and land improvements that are separately identifiable from the land they are constructed on.

**Leasehold Improvements** are capital expenditure items incurred in relation to leased assets, Leasehold improvements represent fit-outs in leased buildings.

**Plant and Equipment** includes plant and equipment under an AASB 16 lease, mobile plant, air conditionir,g and heating systems, office and computer equipment,. furniture and fittings, motor vehicles, and other mechanical and electronic equipment as well as artwork which is not on the ACT Heritage Register or displayed in a public place. Plant and equipment are assets that are used directly by the agency rather than directly by the general community.

Right-Of-Use Plant and Equipment has the same definition as plant and equipment, with the exception that they are held under a lease. Right-Of-Use Plant and Equipment held by the CIT includes motor vehicles and specialised plant and equipment.

**Capital Works in Progress (CWIP)** is property, plant and equipment that is in the process of being cor,structed and as such is not yet in use or available for use. That is; CWIP is property, plant and equipment which is not in a location and condition necessary for **it** to be capable of operating in a manner intended by management. CWIP held by the Agency include infrastructure assets, buildings and leasehold improvements under

construction. Works in Progressrelating to intangible assets are included in intangible assets.

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Prop,erty, Plant and Equipment does not include assets held for sale.

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Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

NOTE 12.

PROPERTY, PLANT AND EQUIPMENT- CONTINUED

Acquisition a11d Recognition of Property, Plant a11d Equipment

All property, plant and equipment is iinitially recorded at cost which comprises its purchase price, any directly attributable costs and the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located. For right-of-use assets cost comprises the initial amount of the lease liability,.initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives

received.

Where property, plant and equipment are acquired at no cost, or minimal cost, cost is measured at fair value as at t:he date of acquisition. However, property, plant and equipment acquired at no cost or minimal cost as part

of a Restructuring of Administrative Arrangements is measured at the transferor's book value.

Where payment for property, plant and equipment is deferred beyond normal credit terms, the differe:nce between its cash price equivalent and the total payment is measured as interest over the period of credit. The

discount rate used to calculate the cash price equivalent is an asset specific rate.

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

Measurement of Property, Plant and Equipment after Initial Recognition

Property, plant and equipment is valued using the cost or reval1J1ation model of valuation. Land and buildings are

measured at fair value. CIT measures leasehold improvements and plant and equipment at cost.

After the commencement date, all right of use assets are measured at cost less any accumullated depreciation and accumulated impairment losses and adjusted for any re-measurement of the lease liability. Right-of-use

assets are presented in property, plant and equipment in their ,own separate asset class.

Fair value for land and non-specialised buildings is measured using the market approach valuation technique..

This approach uses prices and other relevant information generated by market transactions involving identical or similar assets.

Fair value for spedallised buildings is measured by reference to the cost of replacing the remaining future

economic benefits embodied in the asset (i.e. depreciated replacement cost). This is the cost approach valuation technique.

Valuation *of* Non-Current Assets

Land and buildings assets are generallly revalued every three years. Land and buillding assets were last revalued by Knight Frank Valuations Canberra as of 31 December 2022. If at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. In 2023, the valuation of Land and Building at the Reid Campus was adjusted to reflect the impact of the execution of the Masterp!lan with UNSW. CIT assessed the previous valuations of the remaining campuses to continue to reflect the fair value of these assets at 31 December 2024. Any accumulated depreciation relating to buildings, plant and equipment at the date of revaluation, is written-back against the

gross canying amount of the asset and the net amount is restated to the revalued amount of the asset.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

Significant Accounting Judgements and Estimates - Fair Value of Assets

CIT has made a significant estimate regarding the fair value of its assets. Land has been recorded at the market value of similar properties as determined by an independent valuer adjusted for the impact of the Reid campus requireme11t for remediation under the UNSW Masterplan. Buildings are recorded at depreciated replacement cost for specialised buildings and at current prices as determined by an external valuer for non-specialised buildings also adjusted for the impact of the Reid Campus requirement for remediation under the UNSW Masterplan. The valuation uses significant judgements and estimates to determine fair value, including the appropriate indexation figure and quantum of assets held. The fair value of assets is subject to management

assessment between formal valuations.

**Impairment** o,f **Assets**

CIT assesses whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be

recoverable.

Any resulting impairment loss for land and buildings are recognised as a decrease in the Asset Revaluation Surplus relating to these classes of assets with a corresponding reduction to the carrying amount in the Balance Sheet. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus, the difference is

expensed in the Operating Statement..

**Valuation techniques, inputs and processes**

***Level 2 Valuation Techniques and Inputs-***

Land and Buildings

Valuation technique: The valuation techrnique used to value land and buildings is the market approach that

reflects recent transaction prices for similar properties and buildings (comparable in location and size).

Inputs: In determining the value of land, prices and other relevant information generated by market transactions involving comparable land and buildings were considered. The following was taken into regard: the Crown Lease terms and tenure; the Australian Capital Territory Plan and the National Capital Plan, where appliicable, as well

as current 20ning. CIT considers that the valuation reflects the highest and best use value.

When assessing the value, the prices adopted from the evidence were on a do'llar per square metre basis, subsequently applied to the various land areas to derive the total land value.. The Monterey stude11t accommodation was va;lued on a direct comparison basis, wihereby an active and liquid market exists and

comparable market evidence can be analysed to assist in deriving a value.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

*Level 3 Valuation Techniques and Signifkant Unobserv.ab/e Inputs*

land and Buildings

**Valuation technique:** Most buildings were considered specialised assets by the valuer and measured using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence. For bu;ildings, depreciated replacement cost of equivalent modern iimprovements per square

metre of floor area was also used in measuring fair value.

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

subsequently applied to the various building areas to derive the total building value.

Depreciation and amortisation of assets

Amortisation is used in relation to intangible assets and depreciation is applied to physical assets such as

buildings, infrastructure assets, and plant and equipment.

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

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

**Class of Asset**

Buildings

Leasehold Improvements Plant and Equipment(•) Externally Acquired Software

Right-of-Use Assets

**Depreciation/ Amortisation**

Straight-Line Straight-Line Straight-Line Straight-Line

Straight-Line

**Useful Life (Years)**

5-100

2-10

2-20

2-5

Lease Term

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

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed

in Note 12 - *Property Plant and Equipment.*

Significant Accounting Judgements and Estimates - Useful lives of Prnperty Plant and Equipment

CIT has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation of useful lives of property, pliant and equipment is based on the historical experiience of similar assets and in some cases has been based on valuations provided as at 31 December 2022 by Knight Frank Valuations

Canberra. The useful lives are assessed on an annual basis and adjustments are made when necessary.

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Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

NOTE 12.

PROPERTY, PLANT AND EQUIPMENT- CONTINUED

**Land**

Land at Fair Value

**Total Land Assets at Fair Value**

**Buildings**

Buildings at Fair Value

Less: Accumulated Depreciatiorn

**Total Buildings at Fair Value**

Right-of-Use Asset Buildings at Cost Less: Accumulated Depreciation

**Total Right-of-Use Asset Buildings at Cost**

**Total Land and Buildings**

**Buildings and Leasehold Improvements**

Bui'ldings and Leasehold Improvements at Cost Less: Accumulated Depreciation

**Total Buildings and Leasehold Improvements at Cost Plant and Equipment**

Plant andi Equipment at Cost

Less: Accumulated Depreciation

**Total Plant and Equipment at Cost**

Right-of-Use Asset Plant and Equipment **at** Cost Less: Accumulated Depreciation

**Total Right-of-Use Plant and Equipment at Cost**

**Total Property, Plant and Equipment**

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

69132 69132

**2024 2023**

**$'000 $'000**

69132 69 132

**69132 69132**

131613 126 346

{16 094) (7 668}

**69132 69132**

131613 126 346

(16 094) (7668)

**115 519 118 678**

5 153 5153

(4 265) (3 554)

**115 519 118 678**

5153 5 153

(4 265} (3 554)

**888 1599**

**888 1599**

**185 539 189 409**

3 427 3 427

(2 920) (2 597)

**185 539 189 409**

3 427 3 427

(2 920) (2 597)

**507 830**

17 911 18 743

(9947} (8 642)

**507 830**

17 833 18 588

(9 904) (8 548)

**7 964** 10101

396 352

(246) (145)

**7 929** 10 040

396 352

(246) (145)

**150 207**

**150 207**

**1941,60 200 547**

**194125 200 486**

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

**NOTE 12.**

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2024 and 2023

**Buildings and Leasehold Improvements**

**$'000**

**Right-of-Use Plant and Equipment**

**$'000**

**Right-of-Use Buildings**

**$'000**

**Plant and Equipment**

**$'000**

**Total**

**$'000**

**Land**

**$'000**

**Buildings**

**$'000**

**Consolidated 2024**

**Carrying Amount at the Beginning of the Reporting Period**

Additions Depreciation Disposals

Other Movements•

**Carrying Amount at the End of the Reporting Period**

**Consolidated 2023**

**Carrying Amount at the Beginning of the Reporting Period**

Additions

Revaluation (Decrement) Depreciation

Disposals

Capitalisation of Remediation Costs Other Movements

Carrying Amount at the End of the

**Reporting Period**

**830**

**10101**

2 338

(1 382)

(542)

(2 551)

**207**

170

(101)

(126)

**200 547**

5 224

(10 943}

(668)

**69132**

**118 678**

2 716

(8 426)

**1599**

(711)

(323)

2 551

**194160**

**888**

**507**

**7 964**

**150**

**69132**

**115519**

**2310**

**1158**

**7 519**

3 864

**213**

116

**201 765**

8 672

(38 380}

(10 076)

(81}

38 600

47

**67 548**

1364

(30 065)

**123 017**

3 329

(8 315)

(7 668)

(121)

(758)

(328)

(1201)

(81)

30 285

8 315

47

**207**

**200 547**

**118 678**

**1599**

**830**

**10101**

**69132**

Other reflects an adjustment in the classification of asset additions in late 2023.

a.

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2024 and 2023.

**Right-of-Use Plant and Equipment**

**$'000**

**Buildings and Leasehold Improvements**

**$'000**

**Right-of-Use Buildings**

**$'000**

**Plant and Equipment**

**$'000**

**Buildings**

**$'000**

**Total**

**$'000**

**Land**

**$'000**

**CIT2024**

**Carrying Amount at the Beginning of the Reporting Period**

Additions Depreciation Disposals

Other Movements•

Carrvin Amount at the End of the

**Reporting Period**

**207**

170

(101)

(126)

**200 486**

5 225

(10 917)

(669)

**69132**

**118678**

2 716

(8 426)

**1599**

**830**

**10 040**

2 339

(1356)

(543)

(2 551)

(323)

(711)

2 551

**69132**

**115 519**

**888**

**507**

**7 929**

**150**

**194125**

**CIT 2023**

**Carrying Amount at the Beginning of** the

**Reporting Period**

Additions

Revaluation (Decrement) Depreciation

Capitalisation of Remediation Cost

Disposals

Other Movements

Carrying Amount at the End of the Reporting Period

**67 548**

1364

(30 065)

**123 017**

3 329

(8 315)

(8 322)

8 315

**2 310**

**1158**

**7 489**

3 814

**213**

116

**201 735**

8 623

{38 380)

(10 348)

38 600

(648)

904

(1182)

(711)

(328)

195

30 285

(331)

250

(317)

654

1599

**200 486**

**69132**

**118678**

**830**

**10 040**

**207**

a.

Other reflects an adjustment in the classification of asset additions in late 2023.

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT-CONTINUED**

**Reconciliation of Capital Works** In **Progress**

The following table shows the movement in the Capital Works in Progress during 2023 and 2024.

**Consolidated 2024**

Plant and Equipment Works in Progress

$'000

Buildings Works in Progress

$'000

Total

$'000

**Carrying Amount at the Beginning of the Reporting Period**

Additions•

Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment

27

686

1384

7 378

1411

8064

(27)

(1 411)

(1384)

**Carrying Amount at the End of the Reportiing Period**

7378

8064

686

**Consolidated 2023**

**Carrying Amount at the Beginning of the Reporting Period**

Additions

Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment

2 542

1210

2542

1237

27

(2 368)

(2 368)

Carrying Amount at the End of the Reporting Period

27

1411

1384

a.

The movement in additions highlights the increased Capital works program undertake by CIT in 2024.

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Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 202.4

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTIINUED**

**Plant** and **Equipment** Works in **Progress**

**$'000**

**CIT 2024**

**Buildings** works in **Progress**

**$'000**

**Total**

**$'000**

**Carrying** Amount **at the Beginning of the Reporting** Period

Additions•

Capital Works in Progress Completed and Transferred to

another class of Property, Plant and Equipment

**1411**

**8064**

**27**

686

**1384**

7 378

(27)

(1384)

(1411)

**Carrying Amount at the End of the Reporting Period**

**686**

**7 378**

**8064**

**CIT 2023**

**Carrying Amount at the Beginning of the Reporting Period**

Additions

Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment

Carrying Amount at the End of the Reporting Period

**2 542**

390

**2542**

417

27

(1548)

(1 548)

**27**

**1384**

**1411**

a.

The movement in additions highlights the increased Capital works program undertake by CIT in 2024.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

**Fair Value Hierarchy**

The Fair Value Hierarchy below reflects the significance of the inputs used in determining fair value. The Fair

Value Hierarchy is made up of the following three levels:

Level 1 -quoted prices(unadjusted) in active markets for identical assets that the agency can access at the

measurement date;

Level 2 - inputs other than quoted prices included within Level 1 that are observable for the asset, either

directly or indirectly; and

Level 3 - inputs that are unobservable for particular assets.

As CIT Solutions does not own any of the below asset types, the table below represents the Fair Value Hierarchy for both CIT and Consolidated. There were no transfers between categories from 2023 to 2024. Details of property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 31 December

2024 are as follows:

Consolidated **2024**

**Property, Plant** and Equipment at Fair Va,lue

**Classification According to Fair Value Hierarchy**

**Level** 1

**$'000**

**Level 2**

**$'000**

69132

1208

127

**level 3**

**$'000**

**Total**

**$'000**

69132

115 519

135

land Buildings

Plant and Equipment

114 311

8

**70 467**

**114 319**

184 786

Consolidated 2023

**Classification According to Fair Value Hierarchy**

Property, Plant and Equipment at Fair Value

**Level 1**

**$'000**

**level 2**

**$'000**

69132

1208

127

**level 3**

**$'000**

**Total**

**$'000**

69 132

118 678

135

Land Buildings

Plant and Equipment

117 470

8

**70 467**

**117 478**

**187 945**

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

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Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

**NOTE 12.**

**PROPERTY, PLANT AND EQUIPMENT- CONTINUED**

**Fair** Value Hierarchy- Continued

Fair value measurements using sigriificant u1nobservable inputs (Level 3)

Consolidated 2D24

Buildings

Plant and Equipment

$'000 117 470

$'000

8

Fair Value at the Beginning of the Reporting period

Additions

Depreciation

S 266

(8 427)

114 309

Fair Value at end of the Reporting Period

8

Consolidated 2023

Fair Value at the Beginning of the Reporting period

121 758

8

Additions

Depredation

*3* 329

(7 617)

117 470

Fair Value at end of the Reporting Period

8

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**Canberra Institute of Technology**

**Notes to and f,orming Part of the Financial Statements For the Year Ended 31 December 2024**

**LIABILITY NOTES**

**Liabilities -Current a,nd Non-Current**

Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or when CIT does not have an uncondi1tional right to defer settlement of the liability for at least 12 months after the reporting date. Liabilities, which do not fall within the current classification, are classified as non-current.

**NOTE 13.**

**PAYABLES AND CONTRACT LIABILITIES**

*Payables*

Payables include Trade Payables, Accrued Expenses and Other Payables.

Payables are initially recognised at fair value based on the transaction and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All

amounts are normally settled within the terms of the invoice due date.

*Contract Liabilities*

Contract liabilitiesrelate to consideration received in advance from students fees for enrolments in future period in exchang,e for CIT delivering vocati1onal education and training. When an amount of consideration is received from a student prior to the delivery of the associated training, the ballance of the consideration which has not

been transferred is presented as a contract liability.

**Current Payables** Trade Payables Other Payables

Accrued Expenses

**Total Current Payables**

**Current Contract Liabilities**

Student Revenue Received in Advance

**Total Contract Liabilities**

**Total Current Payables and Contract Liabilities**

**Payables are aged as follows:**

Not Overdue

Overdue for Less than 30 Days Overdue for 30 to 60 Days

Total Payables and Contract Liabilities

143

Consolidated

**CIT**

**2024 2023**

**$'000 $'000**

71 192

- 32

4648 2 237

**2024 2023**

**$'000 $'000**

71 192

- 32

4 523 3638

**4 7l!.9 2 461**

**4 594 3862**

3 205 1391

2061 959

**3205 1391**

**2061 959**

**7924 3 852**

**6 655 4821**

7 853 3 660

71 185

- 7

6 584 4 629

71 185

- 7

**7924 3 852**

**6 655 4821**

**Canberra Institute of Technology**

**Notes to and Forming Par,tof the Financial Statements For the Year Ended 31 December 2024**

**'NOTE 14.**

**LEASE LIABILITIES**

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

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

**Terms and Conditions of Leases**

Building leases

CIT has a non-cancellable lease for the Tuggeranong Campus, which expires in 2026.

A make good provision has been created to satisfy the condition in the lease agreements requiring CIT to restore the premises to its original state. It is considered probable thiat

this expenditure will be required.

The lease contains an annual pricing mechanism based on CPI movements at each

anniversary of the lease inception.

Motor Vehicle

leases

CIT holds 7 motor vehicle leases {13 in 2023). The terms vary from four years to six years.

These leases allow for extensions, however,. have no terms of renewal or purchase options, nor escalation clauses.

ICT Equipment

leases

CIT has numerous leases for JCT equipment. CIT has determined that these leased assets are low value and as such hasused the exemption for leases of low value assets.Therefore CIT does not take up a lease liability for these leases but instead accounts for the cost of

these leases as an expense through the Operating Statement as incurred.

Leases for other assets have lease terms which vary from three - ten years and there are

generally no extension or renewal options.

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

assessment of whether:

•

the contract involves the use of an identi1fied asset - this may be explicitly or implicitly identified within

the agreement. llf the suppHer has a substantive substitution right then there is no identified asset;

•

Cff has the right **to** obtain substanfally all of the economic benefits from the use of the asset

throughout the period of use; and

•

CIT has the right to direct the use of the asset i.e. decision making rights in relatiion to changing how

and for what purpose the asset is used.

The lease iability is initially measured at the present value of the remaining lease payments at the

commencement of the lease.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 14.**

**LEASE UABILITIES-CONTINUED**

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

(i)

fixed payments (including in-substance fixed payments), less any lease incentive receivables;

(ii)

variable lease payments that are based on an index or a rate, initially measured using the index or

rate as at the commencement date;

(iii)

amounts expected to be payable by CIT under residu1al value guarantees;

(iv)

the exercise price of a purchase option if the lessee is reasonably certain to exercise that option, and

(v) payments of penalties for terminating the lease, if the lease term reflects the lessee exercising that termination option.

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

lease term.

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

of the liability.

**EXEMPTIONS TO LEASE ACCOUNTING**

CIT has elected to apply the exemptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets.

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

**Current Lease Liabilities**

Building3 Motor Vehicles ICT Equipment

**Total Current Lease Liabilities**

**Non-Current Lease Liabilities**

Building• Motor Vehicles ICT Equipment

**Total Non-Current Lease Liabilities**

**Total Lease Liabilities**

a. Buildin.gs lease is forthe Tuggeranong Campus, which expires March 2026.

145

**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

925 866

69 93

5 5

**2024 2023**

**$'000 $'000**

925 **866**

69 93

5 5

**999 964**

**999 964**

239 1163

52 107

5 10

239 1163

52 107

5 10

**296 1280**

**296 1280**

**1295 2244**

**1295 Z 244**

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 15.**

**EMPLOYEE BENEFITS**

**Accrued Wages and Salaries**

Accrued salaries and wages are measured at the amount that remain.s unpaid to employees at the end of the

reporting period.

**Annual and Long Service Leave**

AnnLJal and long service leave including applicable on-costs that are not expected to be wholly settled within twelve months after the end of the reporting period when emplloyees r,ender the related services, are measured at the present value. The present value is determined based on the 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 present value of annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the

estimated future cash flows.

Annual leave liabi'lities have been estimated on the assumption that they will be wholly settled within three

years. In 2024 the rate used to estimate the present value of future

•

annual leave payments is 98.4% {98.6% in 2023); and

•

payments for long service leave is 90.9% (93.3% in 2023).

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

long service leave and appllcable on-costs.

On-costs only become payable if the employee takes annual and long service leave while in-service. The

probability that employees will take annrual and long service leave while in-service has been taken irnto account in estimating the liabiliity for on-costs.

Significant judgements have been applied in estimating the annual and long service leave liabilities, given that CIT us-es the Whole-of-Government present value, probability and on-cost factors. These factors are Issued by ACT Treasury and apply to all ACT Government Agencies. ACT Treasury organises an actuarial review to be undertaken every three years by the Australian Government Actuary to estimate each of these factors. The latest

assessment was undertaken in December 2021, with the next review expected to be undertaken in 2025.

Significant judgements have been applied in the estimation of the provision for flextime to be paid out on staff cessation under the provision in the current Enterprise Agreement. CIT applied judgement to the estimation of

the probability of staff leave balances expected to be taken in service based on the trend of usage.

Annual leave, flextime and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because CIT has an unconditional right to defer the

settlement of the liability until the employee has completed the requisite years of service.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 15.**

**EMPLOYEE BENEFITS - CONTINUED**

**Superannuation Liability**

The employer superannuation benefits payable to CIT emp.loyees, who are members of the defined benefit CSS or PSS Schemes, are recognised in the financial statements of the Superannuation Provision Account

**Current Employee Benefits**

Annual Leave

Long Service Leave Accrued Salariesa Other Benefitsb

**Total Current Employee Benefits**

**Non-Current Employee Benefits**

Long Service Leave

**Total:Non-Current Employee Benefits Total Employee Benefits**

**Estimate of when Leave is Payab!le**

**Estimated Amount Payable within 12 months**

Annual Leave

Long Service Leave Accrued Salaries Other Benefits

**Total Employee Benefits Payable within 12 months**

**Estimated Amount Payable after 12 months**

Annual Leave Long Service Leave

**Total Employee Benefits Payable after**

12 months

**Total Employee Benefits**

a. The decrease is due to the timing of the 2024 year end pay resulting no outstanding employee expenses

accrued compared to 7 days accrued at the encl of 2023.

b. The decrease in other benefits is due to the payment of the 2023 accrued balance of the cost-of-living

allowance provided to staff under the enterprise agreement in 2024.

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

10 033 9 734

14 361 14118

246 3 393

2 898

**2024 2023**

**$'000 $'000**

9 656 9321

13 954 13 706

26 3 264

- 898

**24 642 28143**

**23 636 27189**

1493 1483

1438 1408

**1493 1483**

**1438 1408**

**26135 29 626**

**25 074 28 597**

S 362 4 922

1 760 1396

246 3 393

2 898

5163 4 710

1709 1353

26 3 264

- 898

**7 370 10 609**

**6 898 10 225**

4 671 4812

14 094 14 205

4493 4 611

13 683 13 761

**18 765 19017**

**18176 18 372**

**26 135 2.9 626**

**25 074 28 597**

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**INOTE 16**

**OTHER PROVISIONS**

**Description and Material Accounting Policies Relating to Other Provisions**

Provisions are recognised when the Institute has a present legal or constructive obligation, it is probable that an outflow of resources will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

**!Provision for Restoration of Contaminated Site**

The Territory has entered into an agreement with the University of New South Wales (UNSW) to support their endeavours to build a Canberra city campus. A Precinct Deed was executed in March 2020 which gave effect to the agreement for two parcels of Territory land (at Reid and Parkes) to be progressively transferred to UNSW in stages over the life of the project. The Reid land is owned by the Canberra Institute ofTechnology (CIT) and will be transferred to another ACT Government entity via an equity designation at a future date.

The Precinct Deed a so sets out that contamination remediation payments will be made by the Territory to UNSW. In April 2023, the ACT Government signed the UNSW Masterplan which created a legal obligation for remediation of contamination associated with the iReid Campus, an asset currently owned by CIT.

The provision for contamination remediation is calculated as the present value of the expenditure expected to be required to settle the obligation. The pre-tax discount rates used to calculate the present value reflect current market assessments of the time value of money and the risks specific to the liability.

**Current Other Provisions**

Provision for Legal Costs Provision for Make Good

**Total Current Other Provisions**

**Non-Current Other Provisions**

Provision for Restoration of Contaminated Site Provision for Make Good

**Total Non-Current Other Provision**

**Total Other Provisions**

Provision at the Beginning of the Reporting Additional Provision Recognised

Provision at the End of the Reporting Period

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**Consolidated**

**CIT**

**2024 2023**

**$'000 $'000**

526 -

9 9

**2024 2023**

**$'000 $'000**

526 -

9 9

**535** 9

**535** 9

39 785 38 600

466 467

39 785 38 600

466 467

**40 251 39067**

**40 2S1 39 067**

**40 786 39 076**

**40 786 39 076**

**39 067 309**

1 719 38 767

**39067 309**

1719 38 767

**40786 39,016**

**40 786 39 076**

Canberra Institute of Technology

Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024

**OTHER NOTES**

**NOTE** 17.

**FINANCIAL INSTRUMENTS**

Material Accounting Policies Relating to Financial Instruments

Details of the material accounting 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 the note to which they relate. In addition to these policies,

the following are also accounting policies relating to financial assets and liabilities.

Financial assets are subsequently measured at amortised cost, fair value through other comprehensive income

or fair value through profit or loss on the basis of both:

1. the business model for managing the financial assets; and
2. the contractual!cash flow characteristics of the financial assets..

The following are the classification of CIT's financial assets under AASB 9 *Financial Instruments:*

Solely for payment of Principal and Interest **SPPI** Test (basic lending characteristics)

Yes Yes

**Business Model**

**Held to collect principa'I and interest/sell** Held to collect

Held to collect

**Items**

Cash ancl Cash Equiivalents Receivables

**Classification**

Amortised cost Amortised cost

Financial Liabilities are measured at amortised cost.

**Interest Rate Risk**

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. CIT's financial assets consist of Cash and Cash Equivalents, which are normally exposed to floating interest rate risk. Based on the cash needs of CIT, floating interest rate risk is mitigated by investing cash in term deposits with fixed interest rates.

CIT does not have any financial liabilities held at floating interest rates and is therefore not exposed to movements in the amount of interest payable. There have been no changes in risk exposure or processes for managing risk since the last financial reporting period.

A s,ensitivity analysis has not been undertaken for the interest rate risk of CIT as it has been determined that the

possible impact on income and expenses or total equity from fluctuations in interest rates is immaterial.

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**Canberra Institute of Te•chnology**

**Notes to and Form:ing Part of the Financial State,ments For the Year Ended 31 December 2024**

**NOTE 17.**

**Credit Risk**

**FINANCIAL INSTRUMENTS-CONTINUED**

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the

other party to incur a financial loss.

CIT is exposed to credit risk from:

•

•

•

•

the amount of the financial assets it holds net of any allowance for impairment finandal assets that are not past due or impai•red

transactions with students and other commercial entities

term deposits and cash balances

Credit risk is mitigated by the following processes and procedures:

•

the majority of revenue transactions take place with ACT Government and Australian Government entifes hence any receivable generated does not carry a credit risk

monitoring and collecting all financial assets not past due or impaired

transactional risks are managed through internal processes which include contacting debtors by phone and emailland referring to a debt collection agency. With regard to student debtors, CIT can limit student access to facilities, obtaining of grades and graduating and by deregistering students with outstanding accounts.

casl'l balances are held witl'l Westpac Banking Corporation.

•

•

•

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

Trade receivables are measured at lifetime expected credit losses (the simplified approach).

Liquidity **Risk**

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

analysis for further details on when financial assets and liabiliities mature.

Oil's exposure to Liquidity Risk and the management of this risk has not changed since the previous reporting

period.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 17.**

**FINANCIAL INSTRUMENTS - CONTINUED**

**Price Risk**

Price Risk is the risk that the fair vallue or futlire cash flows of a financial! instrument will fluctuate because of cha1nges in market prices (other than those aris.ing from interest rate risk or currency risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or by factors affecting alll similar financial instruments traded in the market. CIT has no exposure to price risk, as it does not hold

financial instruments that are exposed to movements in market prices.

Financial assets are classified as subsequently measured at amortised cost., fair value through other comprehensive income or fair value through profit or loss on the basis of both;

(a} the business model for managing the financial assets; and

(b} the contractual cash flow characteri1stics of the financial assets. Financial liabilities are measured at amortised cost.

**Fair Value of Financial Assets and Liabilities**

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

**Consolidated**

**Fair Value Amount**

**2023**

**$'000**

**Note**

**No.**

**Carrying Amount**

**2024**

**$'000**

**Fair Value Amount**

**2024**

**$'000**

**Carrying Amount**

**2023**

**$'000**

**Financial Assets**

Cash andl Cash Equivalents Receivables

**Total Financial Assets**

8

9

6 855

3 425

6 855

3 425

12 753

7 990

12 753

7990

**10 280**

**10 280**

**20743**

**20743**

**Financial Liabilities**

Payables

ACT Government Borrowings

**Tota**I **Financial Liabilities**

13

4 719

355

4 719

355

2 461

534

2461

534

**2995**

**2 995**

**5 074**

**5 074**

**Fair Value Hierarchy**

CIT does not have any financial assets or liabilities measured at fair value. As such, no Fair Value Hierarchy disclosures have been made.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 17.**

**FINANCIAL INSTRUMENTS - CONTINUED**

The following table sets out the maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period at 31 December 2024. All financial assets, which have a floating interest rate or are non-interest bearing, will mature in one year or less. Payables will mature within one year and the non-interest-bearing loan will mature in eight years. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

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

**Consolidated 2024**

**Weighted Average Interest**

**Rate**

**Floating**

**Interest**

**Fixed Interest Maturing In:**

**Note No.**

**1 Year or Less**

**$'000**

**Over 1 Year**

**to 5 Years**

**$'000**

**Over 5 Years**

**$'000**

**Non-Interest**

**Bearing**

**$'000**

**Total**

**$'000**

**$'000**

Financial Instruments Financial Assets

Cash and Cash Equivalents

Receivables•

Total Financial Assets Financial Liabilities Payables•

ACT Government Borrowings

Total Financial Liabilities

4.91%

8

9

2 853

4 000

2

3 425

6 855

3 425

**10 280**

2 853 4000 **3 427**

13

**4** 719

355

**4** 719

355

**5074**

**5 074**

Net Financial Assets/(Liabilities)

2 853

4000

**(1647)**

**5 206**

a. Note this amount varies from Balance Sheet amount as it is adjusted for GST.

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE** 17.

**FINANCIAL INSTRUMENTS -**

**CONTINUED**

Consolidated 2023

Weighted Average Interest

Rate

Fixed Interest Maturing In:

Floating

Interest

1 Year or Less

$'000

Over 1 Year

to 5 Years

$'000

Over 5 Years

$'000

Non-Interest

Bearing

$'000

Note

No.

Total

$'000

$'000

Financial Instruments Financial Assets

Cash and Cash Equivalents

Receivables•

Total Financial Assets

Financial Liabilities Payables•

ACT Government Borrowings

Total Financial Liabilities

4.37%

7 750

5 000

3

7 990

12 753

7990

8

9

7 993

20743

7 750

5 000

2 461

534

2461

534

13

2 995

2 995

4998

17 748

7 750

5 000

Net Financial Assets/(Liabilities)

a. Note this amount varies from Balance Sheet amount as it is adjusted for GST.

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE** 17.

**FINANCIAL INSTRUMENTS-CONTINUED**

Consolidat,ed

2.024

$'000

**2.023**

**$'000**

Carrying Amount of Each Category of Financial Asset and Financial Liability Financial Assets

Financial Assets Measured at Amortised Cost

10 280

20 743

Financial Liabilities

Financial Liabilities Measured at Amortised Cost

5074

2 995

**Fair Value**

CIT does not have any financial assets that will

be subsequently measured at

fair value through other

comprehensive income or fair value through profit or loss and as such these categories are not included above. CIT does not have any financial liabilities in the 'Financial Liabilitiesat Fair Value through Profit and Loss' category

and, as such, this category is also not included above.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 18.**

**COMMITMENTS**

**Ma,terial Accounting Policies Relating Commitments**

Commitments are a firm intention, but not a present obligation, at the end of the reporting period to incur future expenditure. As such, commitments do not constitute a liability. Commitments usually arise from contracts, but can arise from other things like placing an order. Commitments are measured at their nominal value and are

inclusive of GST.

**Capital Commitments**

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

follows:

**Capital Commitments** - **Property, Plant and**

**Equipment**

Within one year

**Total Capital Commitments** - **Property, Plant and Equipment**

Other Commitments

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

follows:

Within one year

Later than one year but not later than five years Later than five years

**Total Other Commitments•**

*The* 2023 result has been revised following an error identified in the reported results for ICT leasing commitments attributing the monthly leasing cost as a quarterly charge ($1.1 millions).

a. The increase in Other Commitments relates to the recognition of large contracts executed in 2024 related to cleaning, student information management system, Cloud Campus project works and other services not previously contracted.

155

4 563 803

2246 1154

69 85

4 563 803

2 246 1154

69 85

**6878 2 042**

**6878 2042**

**Consolidated**

**Cll**

**2024 2023**

**$'000 $'000**

1088 1007

**2024 2023**

**$'000 $'000**

1088 1007

**1088 l 007**

**1088 1007**

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 19.**

**CONTINGENT LIAB!ILITIES AND CONTINGENT ASSETS**

**Material Accounting Policies Relating to Contingent Liabilities and Contingent Assets**

Contingent liabilities and contingent assets are not recognised in the Balance Sheet due to the uncertainty

regarding any possible amount or timing of any underlying claim or obligation. Instead they are disclosed and, if quantifiable, the best estimate is disclosed.

**Contingent** Liabilities

*Legal Claims*

In December 2024 CIT reviewed pending legal claims from third parties. At the reporting date the estimated

potential liability as a resulit of pending legal claims is $1.530 million (2023 $3.159 million). Most of these legal claims relate to insured matters which are also reflected as an offsetting contingent asset below.

The reduction in contingent liabilities from 2023 is due to the finalisation of the ACT Supreme Court decision in the matter CIT vs Red Rouge Nominees Pty Ltd in 2024, with the cost of the decision being recognised in the 2024 Financial Statements as legal expenses in the operating statement ($3.0 million) and other provision on

the balance sheet for expected legal costs yet to be paid ($0.5 million).

*Professional Development Training Funds*

In December 2024 CIT reviewed the CIT Teaching Staff Enterprise Agreement regarding a contingent obligation to set aside funds for staff professional development activities. The estimated potential liability is $0.847 million, at the reporting date (2023 $0.877 million). The estimated contingent liability has not been provided for in the

Financial Statements.

**Contingent Assets**

*Insurance Claims*

At the reporfng date an estimate of the potential insurance settlement receivable in relation **to** pending claims

is $1.120 million (2023 $0.433 million). The increase is due to additional claims received in 2024 including weather events resulting in flooding.

CIT has **a** contingent asset related to the expected transfer of the new CIT Woden and Yurauna Campuses from Infrastructure Canberra on completion and acceptance of the asset. The estimated value of this contingent asset

is $299.5 million with the transfer expected to occur during 2025.

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**Canberra Institute of Technology**

**Notes to and !Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 20.**

**RELATED PARTY DISCLOSURES**

Material Accounting P•olicies Relating to Related Party Disclosures

A related party is a person that controls or has significant influence *over* the reporting entity or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling

interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities

of CIT, directly or indirectly.

KMP of CIT are the CIT Board Members, the Chief Executive and Senior Executive Management of CIT.

The Head of Service and the ACT Executive comprising the Cabinet Ministers are KMP of the ACT Govemment

and are therefore related parties of CIT.

There were no related party transactions undertaken directly with CIT by Cabinet Miniisters, including the

Portfolio Minister, or by the Head of Service during the year ended 31 December 2024.

This note does not include typical citizen transactions between the KMP and CIT that occur on terms and

conditions no different to those applying to the general public.

**(A) CONTROLI.ING ENTITY**

CIT is an ACT Government controlled entity.

**(B) KEY MANAGEMENT PERSONNEL**

**B.1 Compensation of Key Management Personnel**

Compensation by CIT to KMP employed by CIT is set out below.

**2024**

**20.23**

**$'000 $'000**

1,769

Short-Term Employee Benefits•

1,363

Board Member Fees

208

228

**Tota Compensation by CIT to KMP**

**1,977**

**1,591**

a. Short term employee benefits include data previously cllassified as post-employee benefits and another staff

member now classified as a KMP.

**B..2 Transactions with related parties**

There were no transactions with parties related to KMP,.including transactions with KMP's close family members

or other related entities that were material to the financial statements of CIT.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 20.**

**RELATED PARTY DISCLOSURES- CONTINUED**

**(C) TRANSACTIONS WITH OTHER ACT GOVERNMENT CONTROLLED ENTITIES**

All transactions with ACT Government controlled entities are disclosed in the relevant notes to the financial statements.

**(D) TRANSACTIONS WITHIN THE CONSOLIDATED GROUP**

During the year CIT reported $2.246 million of expenses ($2.124 million in 2023),related to CIT Solutions, mainly management and recruitment of international students.

CIT earned $0.738 million of revenue ($0.757 million in 2023) from CIT Solutions, largely comprising leasing of CIT facilities. CIT has also received expense recovery payments from CIT Solutions, however, did not earn any

revenue from the recoveries.

All transactions between CIT and CIT Solutions have been disclosed at arm's length value and normal trading

terms and conditions are applied.

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**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE 21.**

**BUDGETARY REPORTING**

Significant judgements have been applied in determining what variances are considered 'major variances'. Variances are considered major if both of the following criteria

are met:

* The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and

Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and

* The variances (original budget to actual) are greater than plus(+) or minus(-) 10% or $15 million of the budget for the financial statement line item.

Balance Sheet Line Items

Cash and Cash Equivalents

1646

4 764

(3 118)

65

The variance is due to higher net cash outflows from operating activities. Refer to Statement of Cash flows for further details of movements.

Other Current Assets

2 715

1400

1315

94

The increase is due to increased prepayments for software licences and prepaid employee expenses relating to the release of payroll funds in December 2024 which were

budgeted to be incurred in January 2025.

Payables

4 594

3 862

732

19

The increase primarily relates to expenses accrued in relation to capital works and repairs and maintenance expenses which were greater than budget estimates.

**Operating Statement** Line

**Items**

Actual

**2024**

**$'000**

**Original Budget1 2024**

**$'000**

Variance

**$'000**

**Variance**

%

**Variance Explanation**

Controlled Recurrent Payments

81629

73 722

7 857

11

The variance is due to additional drawn in late December to meet commitments in early January in accordance with a revised drawdown schedule during Christmas shutdown ($5.532 million) and appropriation related to the delivery of 2024-25 Budget initiatives ($2.555 million) which were not included in the original budget (Upgrading the Canberra Institute of Technology's ICTInfrastructure).

**Canberra Institute of Technology**

**Notes to and Forming Part of the Financial Statements For the Year Ended 31 December 2024**

**NOTE** 21.

**BUDGETARY REPORTING-**

**CONTINUED**

1 Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (Australian

Capital Territory Budget 2024-25). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

**Statement of Cash Flows line Items**

**Actual 2024**

**$'000**

**Original Budget1 2024**

**$'000**

**Variance**

**$'000**

**Variance**

%

**Variance Explanation**

Controlled Recurrent Payments

81629

73 722

7 857

11

The variance is due to additional appropriation was drawn down in late December to meet commitments in early January in accordance with revised drawdown schedule during Christmas shutdown ($5.532 million) and appropriation related to the delivery of 2024-25 Budget initiatives ($2.555 million) which were not included in the original budget (Upgrading the Canberra Institute ofTechnology's ICT Infrastructure}.

Employee Payments

101 970

91699

10 271

11

The variance relates to increased employee expenses related to the average staffing exceeding budget by 6% and the final pay for the year occurring in late December 2024 with the budget assuming payment in January 2025.

CAPITAL WORKS

C3

CIT continued to deliver a range of capital works projects in 2024, improving infrastructure across multiple campuses. These projects included workshop upgrades, lift upgrades and preliminary work for major upcoming developments.

A significant milestone was the completion of a new storage facility at CIT Bruce, delivered on time and within budget. This facility will be utilised by the construction teaching area, supporting hands-on learning and resource management for students and staff.

Work at CIT Reid focused on repairs and maintenance, in preparation for the transition to CIT Woden and handover of the campus to UNSW in mid-2025.

To strengthen financial oversight and project execution, CIT embedded robust procurement and contract management structures and processes in 2024 ensuring improved tracking, transparency, and contractor accountability in capital works delivery.

**Completed Projects (in 2024)**

Projects completed at CIT Bruce were:

Projects completed at CIT Fyshwick were: :

**>**

**>**

electrification of gas HVAC assets

Block A automotive workshop heating and lighting upgrades to improve sustainability

lift upgrades to two lifts one in Block B and one in Block C

a mezzanine teaching space fit out.

Installed new electric charging stations across its campuses three two installed at CIT Fyshwick.

**>**

**>**

**>**

**Works still in progress (into 2025)**

Works in progress at CIT Bruce in 2024, which will carry over into 2025, were:

**>**

**>**

**>**

**>**

Computer Numerical Cutter (CNC) Room upgrade Upgrade to carpentry extraction system

campus bathroom facilities upgrade

L Block hoist upgrade and installation.

Works in progress at CIT Fyshwick in 2024, which will carry over into 2025, were:

**>**

construction of internal and external storage and design completed for the carpentry and cabinet making learning area

storage facility design exterior lighting upgrade

removal of asbestos and replacement of heating hot water expansion joints.

workshop design for the finishing trades learning area

extraction and ventilation upgrade.

Installed new electric charging stations across its campuses three installed at CIT Bruce.

**>**

electrification of campus gas assets via the Electrification of Government Gas Assets program

metal grinding room upgrade solar PV installation passenger lift replacement

**>**

**>**

**>**

**>**

**>**

**>**

Works in progress that were conducted at both CIT Bruce and CIT Fyshwick in 2024, which will carry over into 2025, were:

**>**

**>**

**>**

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**>**

fire panels replacement

multiple switchboard replacement New ventilation and extraction design

fire doors and emergency systems upgrade.

**>**

**>**

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*Figure 47: Capital Works projects 2024*

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Project Expenditure Completion Budget to date

Project Funding Source Date ($'000) ($'000)

2024-25 CIT - Asset Renewal Program (ARP) 2024-25 Budget Ongoing 3,619 95

2023-24 CIT - Asset Renewal Program (ARP) 23/24 2023-24 Budget Nov-24 4,794 4,794

2024-25 Boosting business and economy – 2024-25 Budget Ongoing 8,149 4,850 Smart Campus Technology

2024-25 Boosting business and economy – 2024-25 Budget Ongoing 3,200 0

Australia’s first – EV Centre of Excellence

2023-24 Trades Training Equipment 2023-24 Budget Ongoing 1,950 1,105 Modernisation Program

2023-24 Budget Initiatives and Infrastructure 2023-24 Budget Ongoing 1,257 920

Total 22,970 11,476

ASSET MANAGEMENT

C4

**Overview**

Our major assets are located at CIT Reid, CIT Bruce and CIT Fyshwick and include the ownership and management of assets of varying age and condition across the following asset classes:

holdings. We also installed eight new electric charging stations across its campuses (three at CIT Reid, three at CIT Bruce and two at CIT Fyshwick).

**Asset Maintenance and Upgrade**

In 2024, expenditure on repairs and maintenance was

$3.1 million, largely in response to audits that were procured for lighting, fire doors, and occupational health and safety (WHS). The outcome of the WHS audit was to deliver safer and compliant disability access.

**Asset Utilisation**

Due to the diverse nature of CIT’s operations, most buildings are configured for multiple use purposes – including classrooms, specialist teaching rooms (such as workshops or laboratories), support areas (stores and preparation rooms) and offices. Where practical, teaching equipment is designed for portability to maximise delivery options and physical locations, which supports greater flexibility for general purpose classrooms.

Space utilisation is dynamic at CIT, with distribution of learning in multimodal ways becoming a more pervasive feature of course delivery. However, many of our apprenticeships and trainee delivery styles continue to require face-to-face delivery and practice learning environments.

The dynamic nature of CIT functions makes it difficult to determine the exact quantum of asset usage at any given point in time. Further measures are being employed by CIT, including ‘people counters’ to provide greater accuracy when calculating utilisation rates. Appropriate solutions are being planned for CIT Woden and will be tested and implemented once it opens in mid-2025.

In 2024, CIT’s allocation rate for office accommodation was approximately 13m2 of floor space per office employee. We continue to work with employees

and their representatives to adopt and implement more flexible office and training environments, with a continual focus on learning outcomes.

**>**

**>**

**>**

**>**

land and buildings plant and equipment heritage assets

ICT software.

The replacement (insured) cost of land and buildings at the three campuses, which cover a total of approximately 35 hectares, is $747 million.

In 2024, additional assets were located at:

**>**

Gungahlin Learning Centre (located on the Education Directorate’s Gungahlin College campus)

Tuggeranong Learning Centre

Watson campus (sub-leased to the Academy of Interactive Entertainment)

Monterey Student Residences.

**>**

**>**

**>**

CIT buildings incorporate a range of function types including specialist facilities, workshops, general purpose classrooms and ancillary office areas. The average age of all CIT buildings is 38 years, ranging from the first CIT building constructed in Reid in 1960, to the Learning Centre at Gungahlin College completed in 2011.

There were no new buildings added to the asset register during 2024, however significant renovations were completed during 2024 at CIT Bruce and CIT Fyshwick, which are reflected in the CIT asset register. There was also significant construction undertaken at CIT Woden, which is scheduled for completion in quarter two 2025. CIT anticipates that students will begin using CIT Woden in quarter three 2025.

In 2024, a fleet review was undertaken which recommended reduction in fleet numbers to better reflect utilisation rates. Our vehicle fleet consisted of 14 passenger and light commercial vehicles. As at December 2024 the fleet consisted of: five electric, three hybrid, one hydrogen and five diesel vehicles.

Through the non-renewal of three hybrid vehicle leases CIT increased its proportion of electric vehicle fleet

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GOVERNMENT CONTRACTING

CIT undertakes procurement activities for a range of goods, services and works. Procurement processes within CIT are conducted in accordance with the *Government Procurement Act 2001*, the Government Procurement Regulation 2007 and secondary guidelines and circulars. Procurement expenditure, selection and management processes are authorised by the appropriate delegate within CIT.

A competitive procurement process is conducted wherever possible and any select or single select procurements are approved by the Chief Executive Officer and conducted under the guidance provided in the Government Procurement Regulation 2007.

In 2024, Procurement ACT continued to provide advice and support on procurement and contract management issues and worked with CIT on high- value or high-risk procurements. CIT continued to be responsible for the management of contracts,

and incidents of non-compliance by suppliers were followed up by the nominated CIT officer.

**Contract Information**

The ACT Government Contracts Register records contracts with suppliers of goods, services and works, with a value of $25,000 or more. A full search of CIT contracts notified with an execution date from 1 January 2024 to 31 December 2024 is available on the ACT Government website: [**www.procurement.act.gov.au/registers/**](http://www.procurement.act.gov.au/registers/) **contracts-register**

**Compliance with Government Procurement Act 2021**

During the reporting period, CIT identified three instances of non-compliance with the *Government Procurement Act 2001*.

*Figure 48: Non-Compliance with Government Procurement Act 2021*

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Identification of 12(1)(a) of the *Government* Expenditure under Implementation of notifiable contracts *Procurement Act 2001* a notifiable contract Procure to Pay (P2P) that have exceeded the exceeded the total value with the organisation

consideration amount of the contract without an and implementation of amendment improved internal contract

expenditure reporting

Executed contract was 12(1)(a) of the *Government* Internal notification of CIT business areas were not published within 21 *Procurement Act 2001* the executed contract informed about the days of signature happened on day 21 legal requirement to

publish contracts and the distinction between internal reports and publications on TendersACT

Contract contained 12A(1)(j) of the Government Misunderstanding of the Letter of variation was used confidential text to Procurement Regulation 2007 definition of confidential to amend the confidential redact the whole of life text text clause of the contract to

value allow for the contract to be

notified with the whole of life value while redacting the itemised pricing breakdown

Description of non- Section of *Government* Reason for non- Steps taken to rectify non- compliance *Procurement Act 2001,* compliance compliance

*Government Procurement Regulation 2007* or other subordinate legislation to which the non-compliance relates

**Secure Local Jobs Code**

CIT actively applies the requirements of the Secure Local Jobs Code. No exemptions from the Secure Local Jobs Code Requirements were provided to CIT in 2024.

**Aboriginal and Torres Strait Islander Procurement Policy**

CIT is committed to the success of the Aboriginal and Torres Strait Islander Procurement Policy (ATSIPP).

The target for addressable spend with Aboriginal and Torres Strait Islander Enterprises two per cent of the total for the financial year.

*Figure 49: ATSIPP Performance Measures for CIT in the Calendar Year 2024*

**Whole of Government Contracts and Panels**

Whole of government panels have already been through a procurement process that assessed the quality and ability of suppliers to provide services. They are an easy and efficient way of engaging suppliers for required services.

*Figure 50: Whole of Government Panel Expenditure*

CIT utilises whole of government panel arrangements periodically including the Creative Services Panel, the Professional and Consulting Services Panel, the

Employee Assistance Program and the Critical Incident Support Services Panel for the provision of associated services.

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Contractor Central $2,768,214

Creative Services (printing and production) 0

Employee Assistance Program $62,543

Professional and Consulting Services Panel $287,927

Travel (flights, accommodation, car hire) $186,410

Valuation Services 0

Panel arrangements Expenditure (inc. GST) $

The number of unique Aboriginal and Torres Strait Islander Enterprises that respond to CIT tender 0

and quotation opportunities

The number of unique Aboriginal and Torres Strait Islander Enterprises attributed a value of 26

addressable spend

Percentage of the addressable spend which is spent with Aboriginal and Torres Strait Islander 3.08% 3.08% enterprises ($564.09k/$18.33m)

Measure Result



C6

STATEMENT OF PERFORMANCE

**INDEPENDENT LIMITED ASSURANCE REPORT**

**To the Members of the ACT Legislative Assembly**

**Conclusion**

I have undertaken a limited assurance engagement on the statement of performance of the Canberra Institute of Technology for the year ended 31 December 2024.

Based on the procedures performed and evidence obtained, nothing has come to my attention to indicate the results of the accountability indicators reported in the statement of performance for the year ended 31 December 2024 are not in agreement with the Canberra Institute of Technology’s records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

**Basis for conclusion**

I have conducted the engagement in accordance with the Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial lnformation*. My responsibilities under the standard and legislation are described in the ‘Auditor-General’s responsibilities’ section of this report.

I have complied with the independence and other relevant ethical requirements relating to assurance engagements, and the ACT Audit Office applies Australian Auditing Standard ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial lnformation, or Other Assurance or Related Services Engagements.*

I believe that sufficient and appropriate evidence was obtained to provide a basis for my conclusion.

**Canberra Institute of Technology’s responsibilities for the statement of performance**

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



preparing and fairly presenting the statement of performance in accordance with the

*Financial Management Act 1996* and *Financial Management {Statement of Performance Scrutiny) Guidelines 2019*; and

determining the internal controls necessary for the preparation and fair presentation of the statement of performance so that the results of accountability indicators and accompanying information are free from material misstatements, whether due to error or fraud.



**Auditor-General’s responsibilities**

Under the *Financial Management Act 1996* and *Financial Management {Statement of Performance Scrutiny) Guidelines 2019*, the Auditor-General is responsible for issuing a limited assurance report on the statement of performance of the Canberra Institute of Technology.

My objective is to provide limited assurance on whether anything has come to my attention that indicates the results of the accountability indicators reported in the statement of performance are not in agreement with the Canberra Institute of Technology’s records or do not fairly reflect, in all material respects, the performance of the Canberra Institute of Technology, in accordance with the *Financial Management Act 1996*.

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In a limited assurance engagement, I perform procedures such as making inquiries with

representatives of the Canberra Institute of Technology, performing analytical review procedures and examining selected evidence supporting the results of accountability indicators. The procedures used depend on my judgement, including the assessment of the risks of material misstatement of the results reported for the accountability indicators.

**Limitations on the scope**

The procedures performed in a limited assurance engagement are less in extent than those required in a reasonable assurance engagement and consequently the level of assurance obtained is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, I do not express a reasonable assurance opinion on the statement of performance.

This limited assurance engagement does not provide assurance on the:



relevance or appropriateness of the accountability indicators reported in the statement of

performance or the related performance targets;

accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations; or

adequacy of controls implemented by the Canberra Institute of Technology.

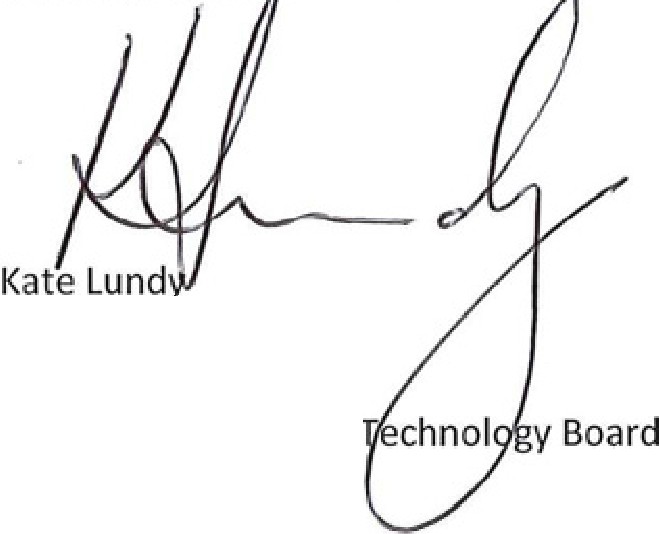




Ajay Sharma PSM

Assistant Auditor-General, Financial Audit 21 March 2025

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**Canberra Institute of Technology Statement of Performance**

**For the Year Ended 31 December 2024**

**Statement of Responsibility**

In my opinion, the Statement of Performance is in agreement with the Canberra Institute of Technology's records and fairly reflect the service performance of the Canberra Institute ofTechnology

for the year end .d 31 December 2024 and also fairly reflects the judgements exercised in preparing it.

Chair

Canberra Institute of

,,20 March 2025

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**Output Class 1: Provision of Vocation Education and Training Services**

For the calendar year 1 January 2024 to 31 December 2024

For the financial year 1 July 2023 to 30 June 2024

The above Accountability Indicators were examined by the ACT Audit Office in accordance with the

*Financial Management Act 1996*. The Total Cost and Controlled Recurrent Payments measures were not examined by the ACT Audit Office as this is not required by the *Financial Management (Statement of Performance Scrutiny) Guidelines 2019*.

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

\*Variance from Target: The percentage variance is calculated by subtracting the target from the

outcome and dividing this difference by the target.

**Explanation of Material Variances:**

1.

The variance is due to higher actual total cost related to the budget initiative including Cloud

Campus to upgrade CIT’s ICT Infrastructure budgeted as capital expenditure ($4.9 million), legal settlement expenses ($3.0 million), increase employee expenses ($4.8 million) offset by reductions in non-employee expenses ($2.5 million).

The variance is due to controlled recurrent payments appropriations received for the delivery of budget initiatives originally budgeted as capital expenditure ($4.0 million) offset by appropriation drawn in late 2024 due to the timing of employee payments during the ACT Government Christmas shutdown period.

Subject enrolments are below target due to reduced demand for short course offering such as Course in Crystalline Silica Exposure Prevention and Course in Working Safely with Asbestos Containing Materials.

The survey of employer satisfaction showed overall levels of satisfaction, reflecting the positive views of employers regarding their training experience engaging with CIT.

2.

3.

4.

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**30 June 2024 Target**

**30 June 2024 Actual**

**Variance**

**%\***

Total Cost ($’000)

146,302

153,123

5

Controlled Recurrent Payments ($’000)

75,613

77,409

2

**Accountability Indicators**

a) Subject Enrolments

100,000

95,146

(5)

b) Subject Pass Rate

85%

86%

1

c) Achieve Key Output Targets

i) Learner Satisfaction Rate

85%

88%

3

ii) Employer Satisfaction Rate4

80%

91%

14

**31 December**

**2024**

**Target**

**31 December**

**2024**

**Actual**

**Variance**

**%\***

Total Cost ($’000)1

144,883

155,107

7

Controlled Recurrent Payments ($’000)2

73,722

81,629

11

**Accountability Indicators**

a) Subject Enrolments3

100,000

90,419

(10)

b) Subject Pass Rate

85%

86%

1

c) Achieve Key Output Targets

i) Learner Satisfaction Rate

85%

86%

1

ii) Employer Satisfaction Rate4

80%

89%

11

**Accountability Indicator Definitions**

a)

**Subject Enrolments** is the sum of the total student enrolments in each individual unit of

competency for the reporting period, excluding any enrolments relating to students who withdrew without attendance (i.e. where a Withdrawal - Without Attendance/WW grade has been recorded). This measure includes all students enrolled at CIT during the reporting period.

b)

**Subject Pass Rates** reflect the proportion of subject enrolments issued with a grade indicating

successful completion of the Unit of Competency during the reporting period, expressed as a percentage of total subject enrolments during the same period. This measure includes all students enrolled at CIT during the reporting period.

c)

**Key Output targets** are as specified below.

i.

The learner satisfaction rates measure the proportion of current students who

indicated that they were satisfied with the training they received at CIT. The learner survey has been designed by the Australian Council for Educational Research (ACER) to collect data relating to the Australian Quality Training Framework (AQTF) quality indicator (QI) ‘Learner Satisfaction’; and.

The employer satisfaction rates measure the proportion of employers indicating that they were satisfied with the training provided by CIT. The Employer Survey has been designed by ACER to collect data relating to the AQTF QI’s and Employer Satisfaction metrics.

ii.

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ACRONYMS AND ABBREVIATIONS

AC ACE ACT ACTIA ACTPS ACU

AIATSIS

Academic Council

Adult and Community Education Australian Capital Territory

ACT Insurance Authority ACT Public Service

Australian Catholic University

Australian Institute of Aboriginal and Torres Strait Islander Studies

Academy of Interactive Entertainment

Australian Nursing and Midwives Accreditation Council

Australian National University Australian Qualifications Framework Asset Renewal Program

Australian School-based Apprenticeship Annual Staffing Level

Australian/New Zealand Standard Australian Skills Quality Authority

Aboriginal and Torres Strait Islander Procurement Policy

Business Continuity Plan

ACT Board of Senior Secondary Studies Culturally and Linguistically Diverse Canberra Innovation Network

Chief Executive Officer

Canberra Institute of Technology

*Canberra Institute of Technology Act 1987*

CIT Student Association Crisis Management Team

Chief Minister, Treasury, Economic Development Directory

Career Pathway Program

Controlled Recurrent Payment Charles Sturt University

Design Innovation Research Centre Enterprise Agreement

Employee Assistance Program Executive Management Committee Employer Satisfaction Survey

Education and Training Directorate *Financial Management Act 1996* Freedom of Information

*Freedom of Information Act 2016*

Full-Time Equivalent Global Wind Organisation

HR HSR IAG IAHA IAP IAGPD

Human Resources

Health and Safety Representative Industry Advisory Group Indigenous Allied Health Australia

Indigenous Apprenticeship Program

Indigenous Australian Government Development Program

Infrastructure Canberra

Information and Communication Technology

Information Management/Information and Communication Technology

Jobs and Skills Australia Learner Engagement Survey

Language, Literacy and Numeracy Language, Literacy, Numeracy and Digital Learning Support Assistant Memorandum of Understanding

Major Projects Canberra

National Centre for Vocational Education Research

Non-University Higher Education Provider Product Innovation Fund

Reconciliation Action Plan Respect, Equity and Diversity

Respect, Equity and Diversity Contact Officer

Records Management Program Registered Training Organisation

Senior Executive Responsible for Business Integrity Risk

Study Work Anywhere Any Time Training and Education Technical and Further Education TAFE Directors Australia

Tertiary Education Quality and Standards Agency

University of Canberra

United Ngunnawal Elders Council University of New South Wales Vocational Education and Training VET Student Experience Survey Work Health and Safety

*Work Health and Safety Act 2011*

Yurauna Early Childhood Centre

iCBR ICT

AIUE ANMAC

IMICT

ANU AQF ARP ASbA ASL ASNZS ASQA ATSIPP

JSA LES LLN LLND LSA MOU MPC NCVER

BCP BSSS CALD CBRIN CEO CIT

CIT Act CITSA CMT CMTEDD

NUHEP PIF RAP RED REDCO

RMP RTO SERBIR

SWATT TAE TAFE TDA TEQSA

CPP CRP CSU DIRC EA EAP EMC ESS ETD FMA FOI

FOI Act FTE GWO

UC UNEC UNSW VET VETSES WHS

WHS Act YECC

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COMPLIANCE INDEX 2024

The CIT 2024 Annual Report must comply with the Annual Report Directions (the Directions) made under section 8 of the Annual Reports Act. The Directions are found at the ACT Legislation Register: legislation. act.gov.au. The Compliance Statement indicates the subsections, under Parts 1 to 5 of the Directions, that are applicable to CIT and the location of information that satisfies these requirements.

**PART 3 REPORTING BY EXCEPTION**

CIT has no information to report by exception under Part 3 of the Directions for the 2024 reporting year.

**PART 4 DIRECTORATE AND PUBLIC SECTOR BODY SPECIFIC ANNUAL REPORT REQUIREMENTS**

CIT is not required to report under Part 4 of the Directions.

**PART 1 DIRECTIONS OVERVIEW**

The requirements under Part 1 of the Directions relate to the purpose, timing and distribution, and records keeping of annual reports. The CIT 2024 Annual Report complies with all subsections of Part 1 under the Directions.

To meet Section 15 Feedback, Part 1 of the Directions, contact details for CIT are provided within the CIT 2024 Annual Report to provide readers with the opportunity to provide feedback.

**PART 5 WHOLE OF GOVERNMENT ANNUAL REPORTING**

Four of the five subsections of Part 5 of the Directions apply to CIT. Consistent with the Directions, the information satisfying these requirements is reported in the one place for all ACT Public Service directorates, as follows:

**PART 2 REPORTING ENTITY ANNUAL REPORT REQUIREMENTS**

The requirements within Part 2 of the Directions are mandatory for all reporting entities and CIT complies with all subsections. The information that satisfies the requirements of Part 2 is found in the CIT 2024 Annual Report as follows:

1. Transmittal Certificate, see page 7.
2. Organisational Overview and Performance, inclusive of all subsections, see pages 12-96.
3. Financial Management Reporting, inclusive of all subsections, see pages 100-170.

**>**

**Human Rights**, see the annual report of the Justice and Community Safety Directorate

**Legal Services Directions**, see the annual report of the Justice and Community Safety Directorate

**Public Sector Standards and Workforce Profile**, see the annual State of the Service Report

**Territory Records**, see the annual report of Chief Minister, Treasury and Economic Development Directorate.

**>**

**>**

**>**

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CONTACT OFFICER

CIT Chief Executive Officer

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CANBERRA ACT 2601

Email: [CITOfficeoftheChiefExecutive@cit.edu.au](mailto:CITOfficeoftheChiefExecutive@cit.edu.au) Telephone: (02) 6207 3103

Website Address

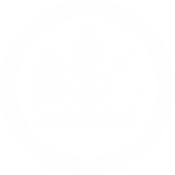
[www.cit.edu.au](http://www.cit.edu.au/)

The CIT 2024 Annual Report can be found at:

Publications: Canberra Institute of Technology (cit.edu.au/about/publications)

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