

Annual Report 2024

Canberra Institute
of Technology



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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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Part A

Transmittal Certificate

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that fraud prevention has been managed in accordance with Part 2.3 of the Public Sector Management Standards 2006 (repealed) (see section 113 of the Public Sector Management Standards 2016).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
Board Chair, CIT
31 March 2025



Christine Robertson
Interim CEO, CIT
31 March 2025

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.

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

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.

Part B

Organisational Overview and Performance

B1 ORGANISATIONAL OVERVIEW

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.

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:

- > 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.

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:

- > 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.

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.

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.

- > **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.

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.

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

- 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.

CIT Board Members



Ms Kate Lundy
Chair



Ms Natalie Howson
Deputy Chair



Ms Christine Robertson
Interim CIT CEO



Dr Mark Bazzacco
Member



Ms Tahlia-Rose Vanissum
Member



Mr Tony Brennan JP
Member



Mr Keith Brown
Staff Representative



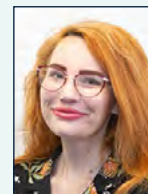
Ms Roslyn Jackson
Member



Ms Jane Madden
Member



Ms Rosemary Bishop
Member



Ms Lucy Baranovsky
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:

- > 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).

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.

Figure 1: Attendees of CIT Board meetings in 2024

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*

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.

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:

- 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.

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

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.



*CIT Yurauna groundbreaking ceremony at CIT Bruce
L-R: Caroline Hughes, Kate Lundy, Michael Pettersson,
Tahlia-Rose Vanisum.*



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:

- > 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.

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.

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:

- > 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.

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

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.

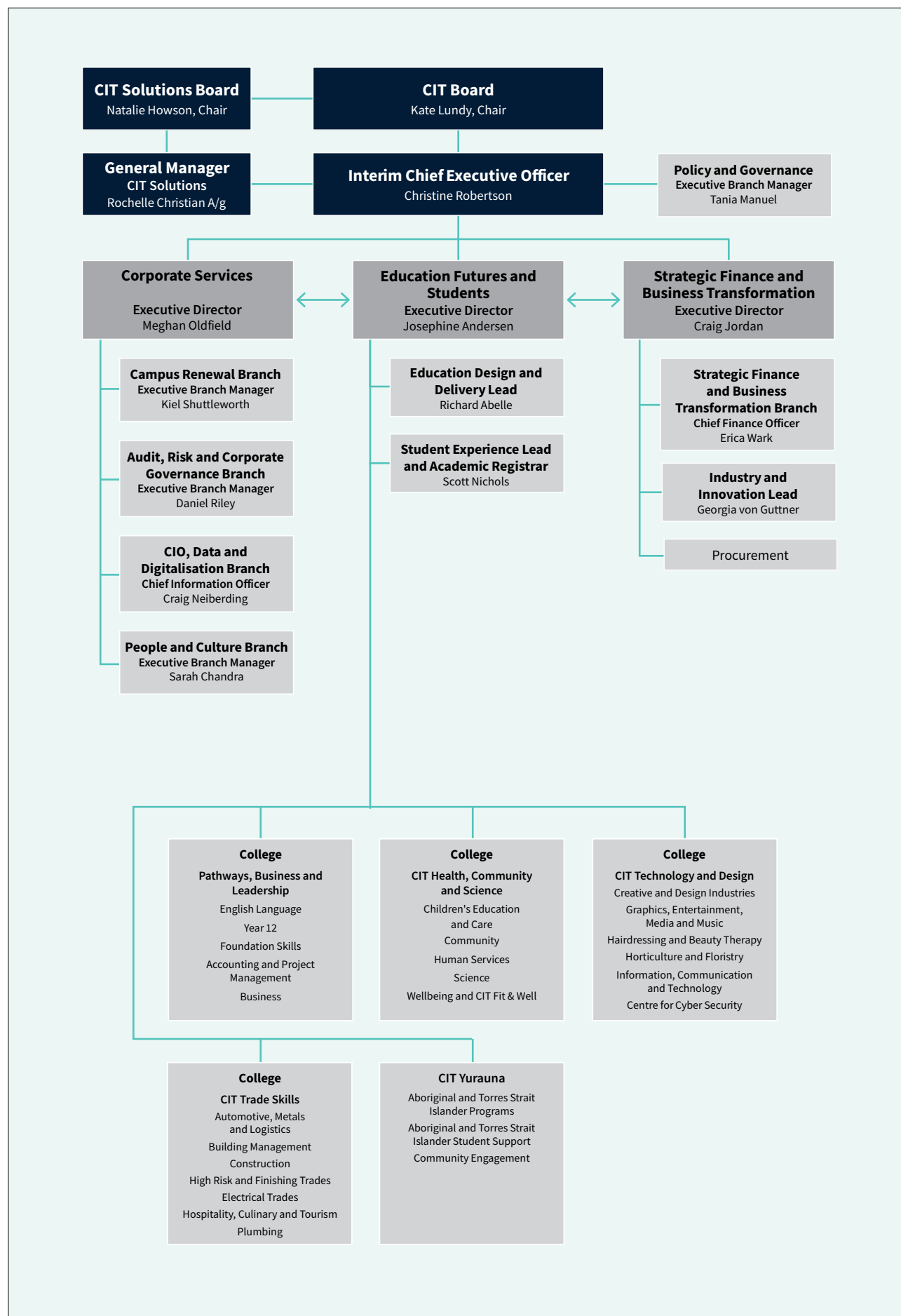
The Division is also responsible for the preparation of the annual budget and financial statements and associated external reporting obligations, and supporting CIT's business units in meeting their financial, procurement and corporate management needs.

CIT Executive

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

- > 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.

Figure 1: CIT Organisational Chart



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:

- > 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.

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.

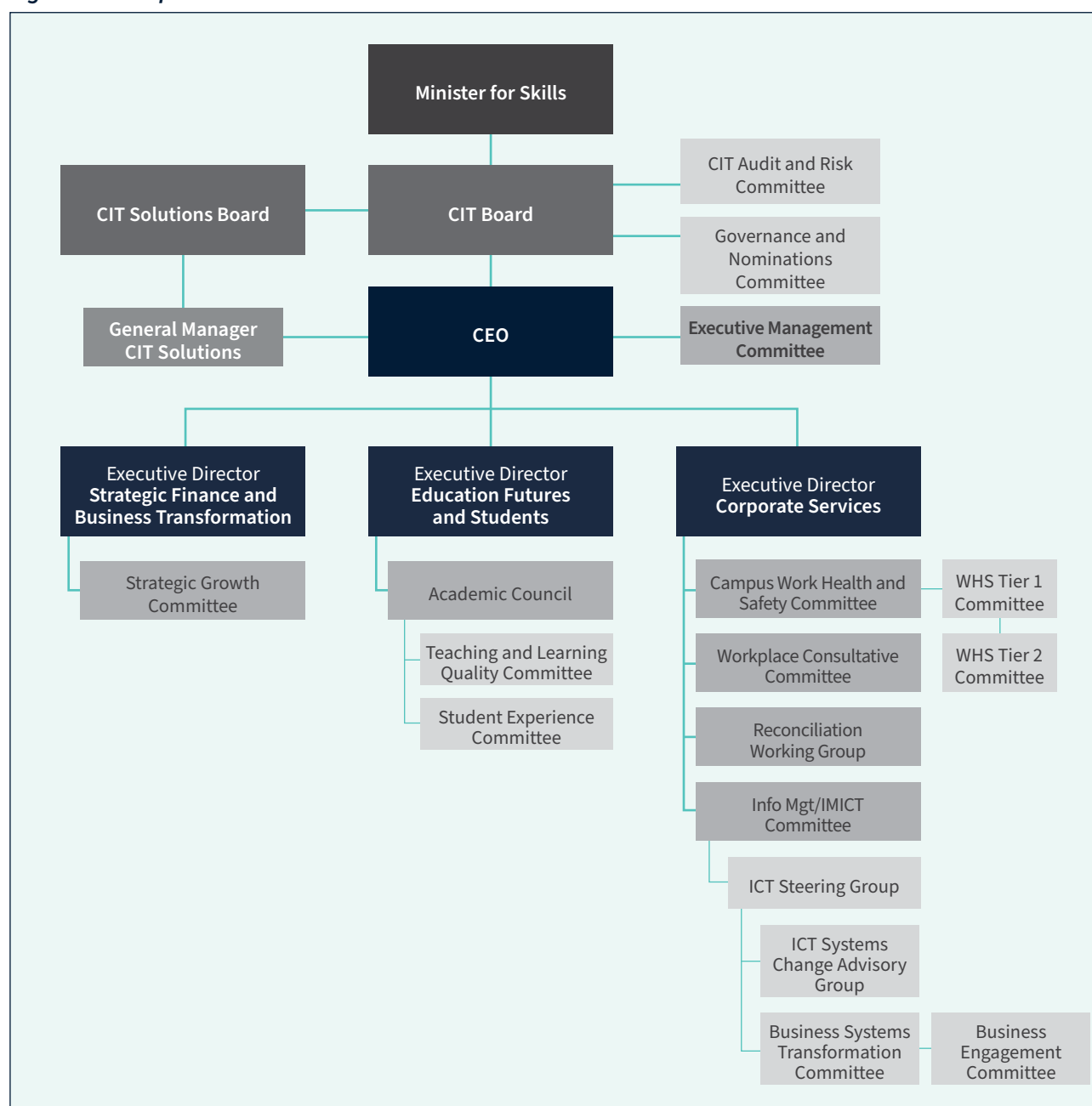
The CIT Operational Governance Framework also establishes CIT's operational level committees, subcommittees and working groups, which help to:

- > 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

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.

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:

- > 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.

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.

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:

- > 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.

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.

B2 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 2023-24 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)

	2024 Target	2024 Actual
Total Cost (\$'000)	144,883	155,725
Controlled Recurrent Payments (\$'000)	73,722	81,629

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

	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%

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.

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.

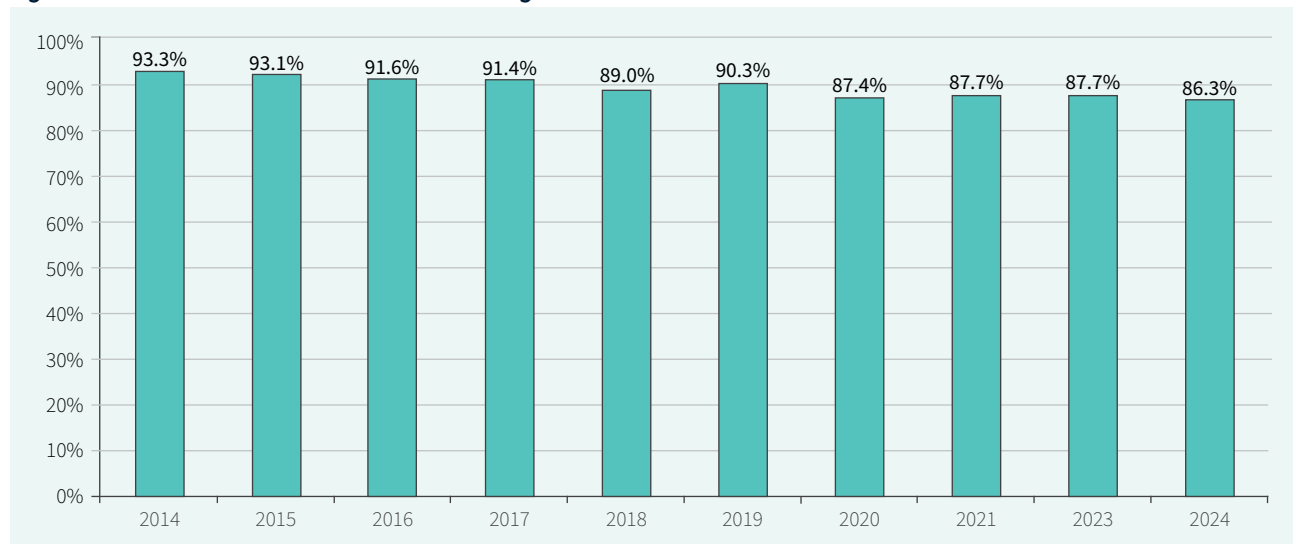
We conducted our LES from 3 to 21 February 2024, with 547 students responding out of a total of 8,420 active students (77 unsubscribed from the survey) – a response rate of 6.6%.

The CIT Learner Engagement Survey includes 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



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 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%).

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%)

- > 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:

- > 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%).

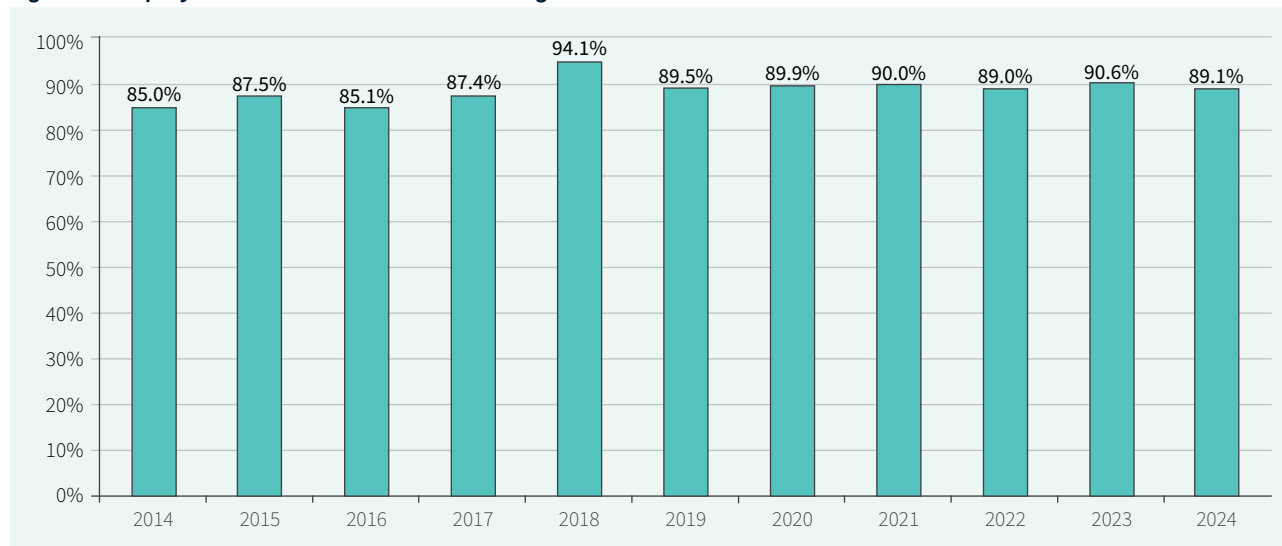
National Student Outcomes Survey

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:

- > 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).

Figure 6: Employer Satisfaction with CIT Training 2014 to 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:

- > 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

- > 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.

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

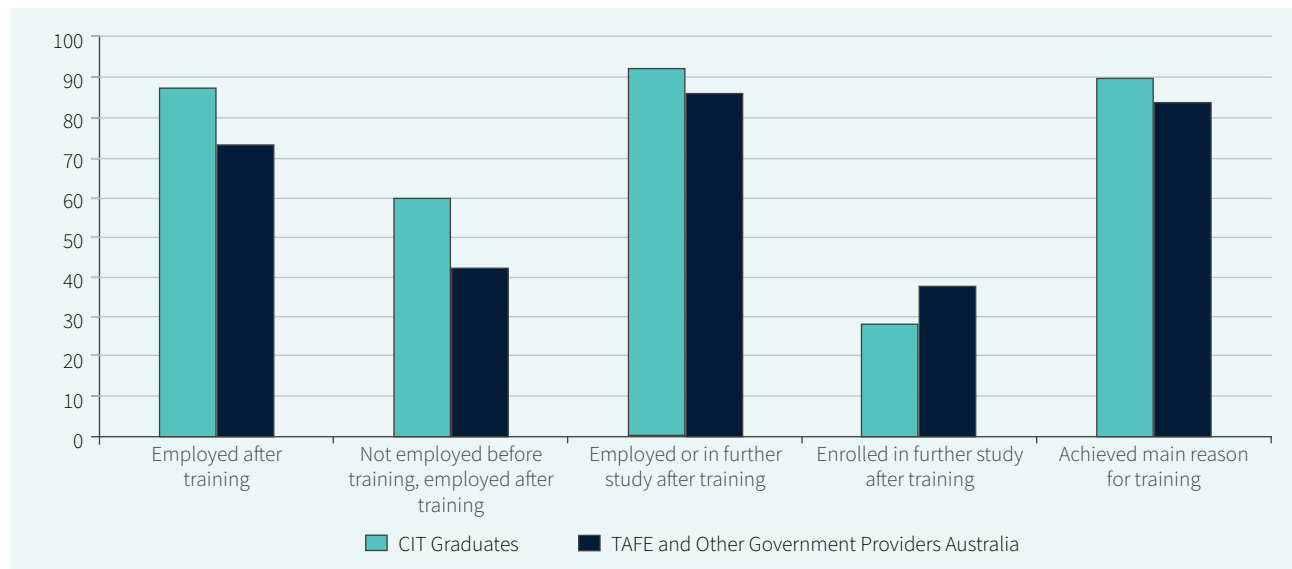
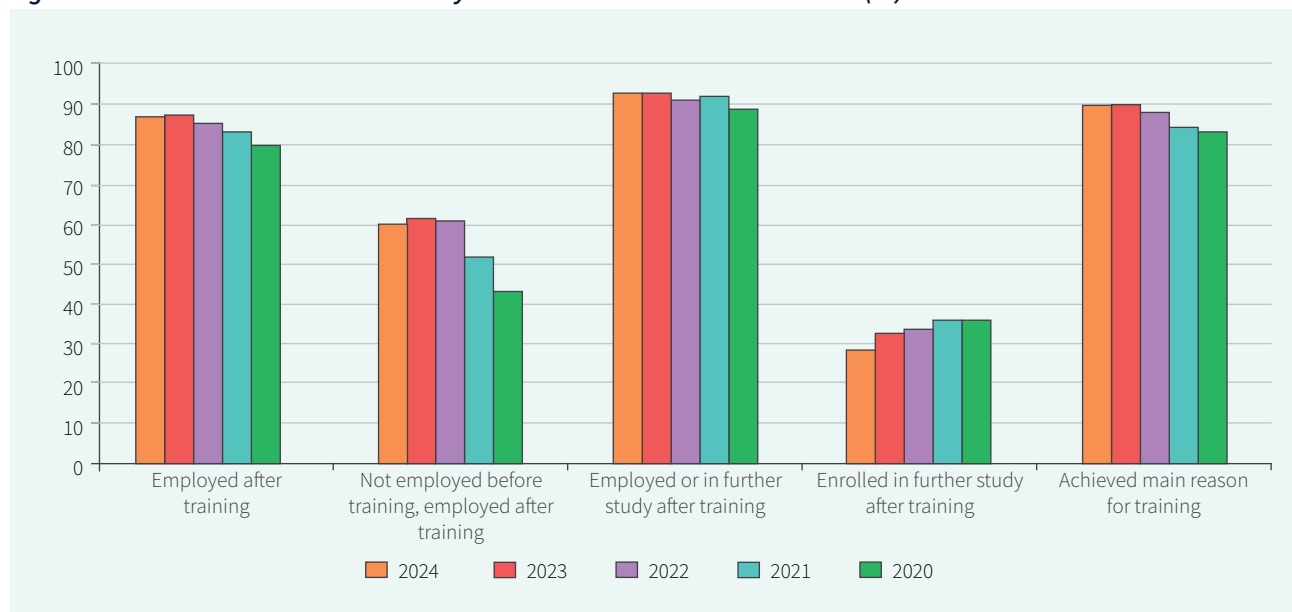


Figure 8: NCVER Student Outcome Survey CIT Graduate Outcomes 2020–2024 (%)



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.



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).

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.

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 a renewables 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.

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.



Aus4ASEAN Green skills study tour participants at CIT Bruce.

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) and 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.

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

- > 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).

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

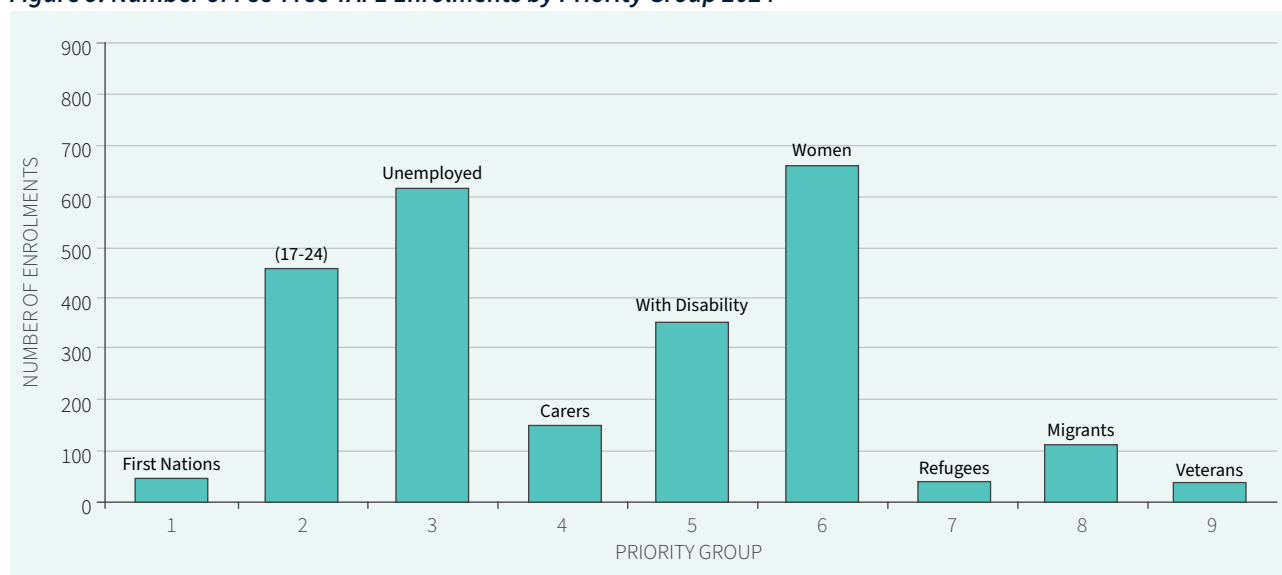
- > Aboriginal and Torres Strait Islander (40)
- > young people aged 17-24 (457)
- > job seekers (616)
- > unpaid carers (150)

- > 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).

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.

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



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.

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:

- > 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**

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.

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.



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

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 CIT's 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 enrolments 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.

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.

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.



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 .

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.



Students in the Nursing Simulated Learning Environment.



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

> CIT Forensic Industry Advisory Forum (FIAP):

The FIAP 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

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.

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,

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:

- > 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.

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.

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.

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

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

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.

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.

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.

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 trialed 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.



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, Tesseract 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.



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

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.

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 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.

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



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:

- > 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.

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:

- > Essential Maths (major/minor)
- > Essential English (major/minor)
- > Pathways to Work and Learning (major/minor).

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.
 - 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.

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:

- > 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



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

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.

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

- **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.



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.

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

Targets	Status
6,300 Skilling and training hours <i>Includes site tours with CIT Staff and students, Women in Construction Pathways, Asbestos Awareness and White Card Training, Understanding Building and Construction Pilot Program and Work Placements.</i>	As of November 2024, 7,211 hours completed. Above the target of 6,300 hours
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% apprentices/trainees.	As of November 2024, the apprentice and trainees workforce rate was 15%.
15% stretch target for participation of women in the design and construction of the project.	As of November 2024, the female workforce rate was 15%, remaining at or above the 15% target.
Commitment for people working on the project to be made up of 4% First Nations people.	As of November 2024, the First Nations workforce rate was 4.5%, remaining at or above the 4% target.

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

- 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.

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 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

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.

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, cooling 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 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:

- 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.

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:

- revenue of \$9.843m
- an operating deficit of \$1.507m
- ratio of current assets to current liabilities of 1.88:1.

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

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:

- 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.

B3 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.

B4 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.

B5 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:

- > 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.

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:

- > 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.

Figure 11: Attendance at Committee Meetings in 2024

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

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.

B6 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:

- > 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

- > 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.

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:

- > 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.

B7 FREEDOM OF INFORMATION

CIT is committed to the principles of open, transparent and accountable governance, decision making and operations consistent with the objectives and provisions of the *Freedom of Information Act 2016* (FOI Act).

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.

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.

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

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

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

Description	Total
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 (partial release)	5
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 decision at 31 December 2024	1
Number of applications where no requested information was held by CIT	0

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

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

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

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)

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

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)

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

Figure 17: Fees – Section 96 (3) (f)

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

B8 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:

- > 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:

- > 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

- > 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.

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.



Visitors receiving welcome packs at CIT Bruce.

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 utilised across all campuses throughout the year, highlighted by the following statistics:

- > 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

- > 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.

Figure 18: Funding for CIT Fee Assistance 2024

Recipients	Sponsor	Support Purpose	Amount
1,052	CIT Fee Assistance	To assist CIT students experiencing financial hardship 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.	\$222,033

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

Recipients	Sponsor	Support Purpose	Amount
9	ACT Health	Supporting mental health consumers to gain community 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 continuing to study in only one of the Certificate IV courses in the Community Work Programs.	\$3,293

Soroptimist International Canberra Scholarship

CIT staff were pleased to provide support in administering this scholarship to assist three female refugee or migrant students.

Figure 20: Soroptimist International Canberra Scholarship

Recipients	Sponsor	Support Purpose	Amount
3	Soroptimist International Canberra	This scholarship supports female refugee or migrant students studying a CIT course at the Certificate II and above level (other than English). Application is by way of staff nomination.	\$3,000

Geoff McPherson Education Awards Program

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

Figure 21: Geoff McPherson Education Awards Program

Recipients	Sponsor	Support Purpose	Amount
5	Canberra Refugee Support	This awards program supports students who have a refugee or asylum seeker background, currently studying in the Canberra region. Application is by way of staff nomination.	\$5,000

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

Recipients	Sponsor	Support Purpose	Amount
3	Rotary Club of Aurora Gungahlin	This scholarship supports domestic students, making steady 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.	\$7,500

B9 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.

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.

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

- 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.



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

- > 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.

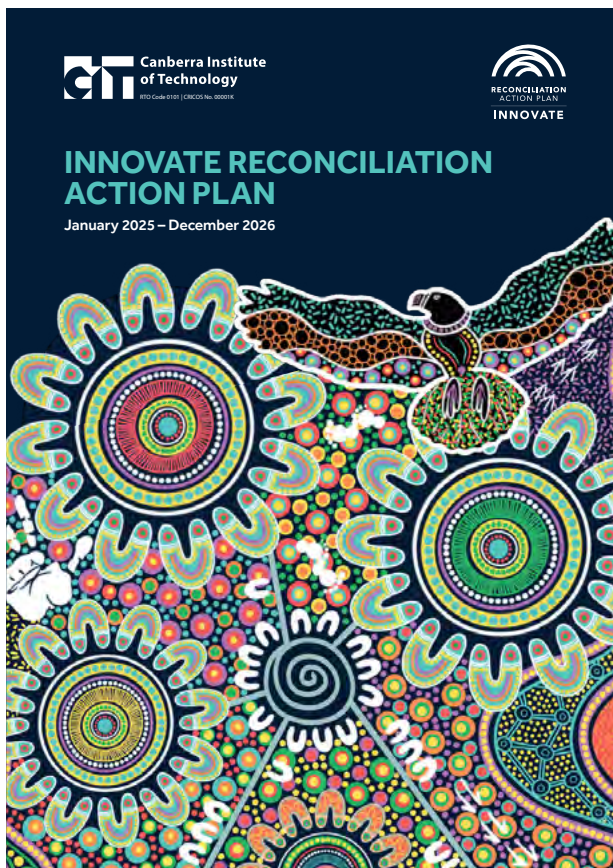
The work was spearheaded by a dedicated CIT RAP Working Group headed by Meghan Oldfield, Executive Director, Corporate Services. The working group included members across all divisions of CIT, including Aboriginal and Torres Strait Islander representatives, and a representative each from CIT Students 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.



Key projects for our RAP include:

- > 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.

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).

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.

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.

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.

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:

- > 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.

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.



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.

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.

BIO 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.

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.

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.

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.

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.

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

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:

- > National Multicultural Festival
- > Migrant And Refugee Settlement Services Refugee Week Open Day
- > Welcome to Canberra Multicultural Expo
- > Multicultural Youth Summit.

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 multiculturalism during the reporting period.

B11 WORK HEALTH AND SAFETY

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.

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.

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:

- > 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.

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:

- > discounted gym membership
- > links to health apps and inspiration such as Ted Talks
- > activities across the Canberra community including Park Run
- > EAP information.

Wellness activities during 2024 included:

- > 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.

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:

- > reasonable adjustment service
- > early intervention physiotherapy program
- > engagement of safe supportive services

- > 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 2011* (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.

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.

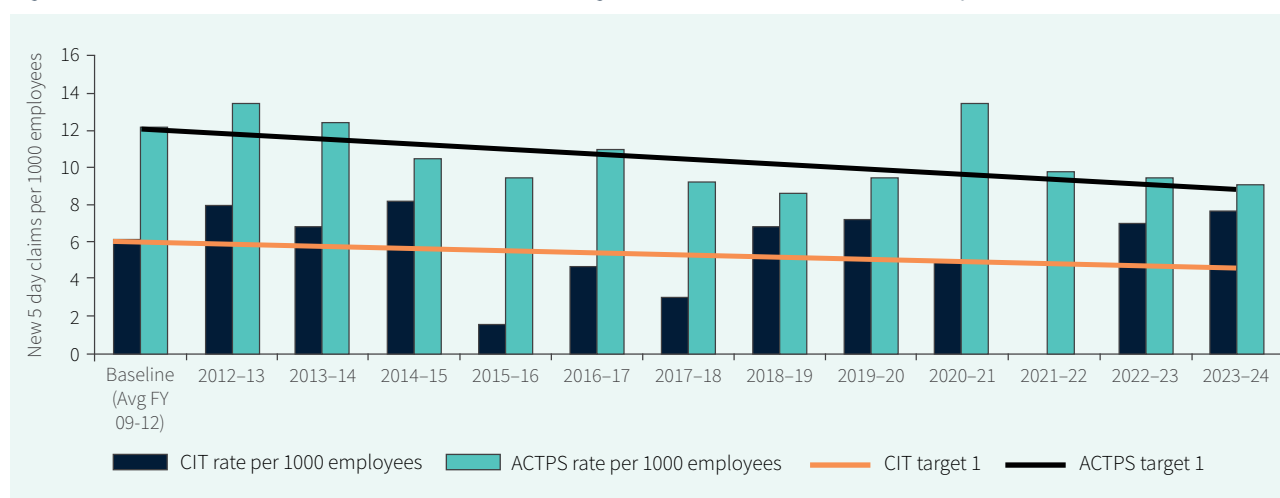
Target 2 – Reduce the incidence rate of claims for musculoskeletal disorders (MSD) resulting in one or more weeks off work by at least 30%

In the 2023–24 reporting period, CIT achieved this target, with only one claim resulting in one or more weeks off work.

Figure 23: Reduce the Incidence Rate of Claims Resulting in One or More Weeks off Work by at least 30%

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



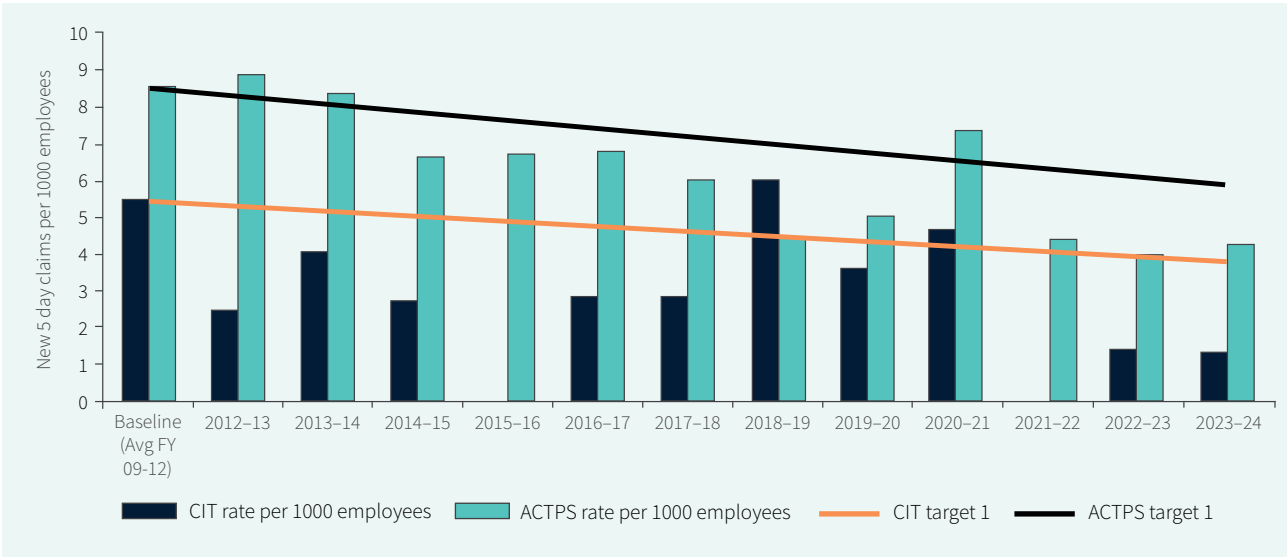
Note:

- 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

Financial year	CIT new 5-day MSD claims	Rate per 1,000 employees	CIT Target	ACTPS new 5-day MSD claims	ACTPS MSD rate per 1,000 employees	ACTPS Target
2013-14	3	4.00	5.08	175	8.31	8.03
2014-15	2	2.73	4.92	144	6.63	7.78
2015-16	0	0.00	4.75	146	6.67	7.52
2016-17	2	2.92	4.59	150	6.69	7.26
2017-18	2	2.94	4.43	128	5.66	7.01
2018-19	4	5.66	4.27	102	4.31	6.75
2019-20	2	3.04	4.11	126	5.09	6.49
2020-21	3	4.58	3.94	194	7.45	6.24
2021-22	0	0.00	3.78	118	4.33	5.98
2022-23	1	1.57	3.78	106	3.73	5.98
2023-24	1	1.45	3.62	116	3.97	5.72

Figure 26: Reduce the Incidence Rate of Claims for MSD Over Time (Trend)



Note:

- 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.

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:

- > 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.

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.

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:

- > 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).

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

- > 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:

- > 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.

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).

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.

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.

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:

- 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.

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:

- 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.

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.

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:

- > **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.

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.



CIT Staff Excellence Awards.

Figure 27: FTE and Headcount by Division and Branch

Division	Branch	Headcount	FTE	ASL
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
Strategic Finance & Transformation	Technology and Design	140	102.7	96.5
	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
Total		888	734.2	717.8

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 (%)

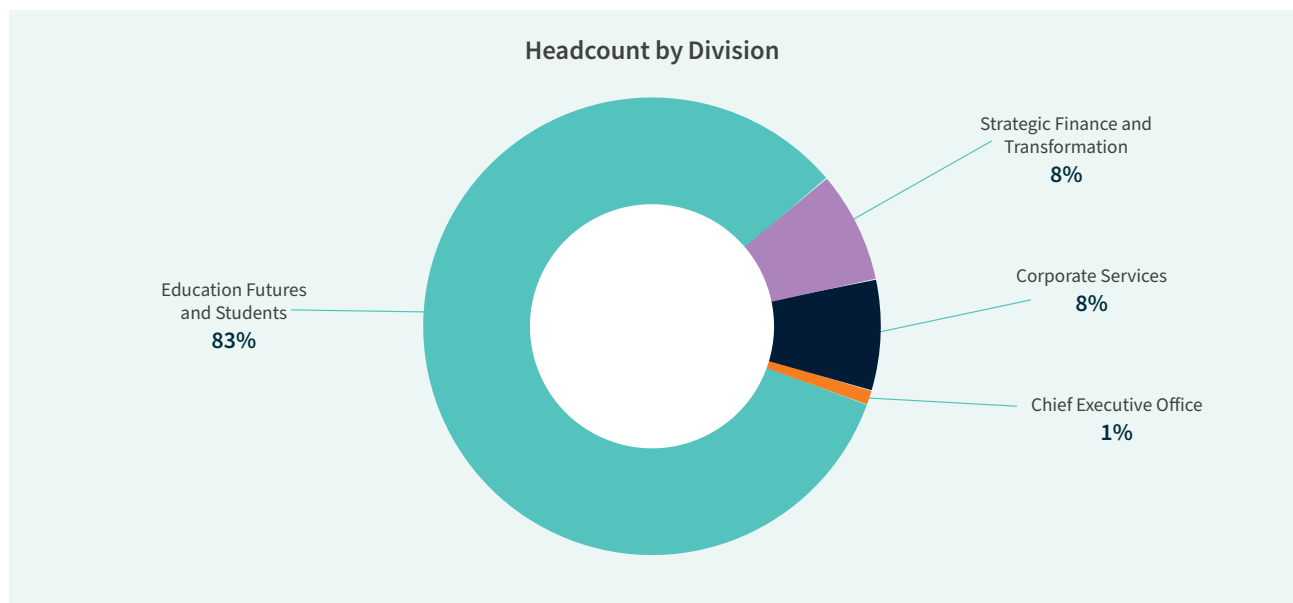


Figure 29: FTE and Headcount by Gender and % of Workforce

	Female	Male	Non-Binary	Total
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%

Figure 30: Headcount by Gender 2021 to 2024

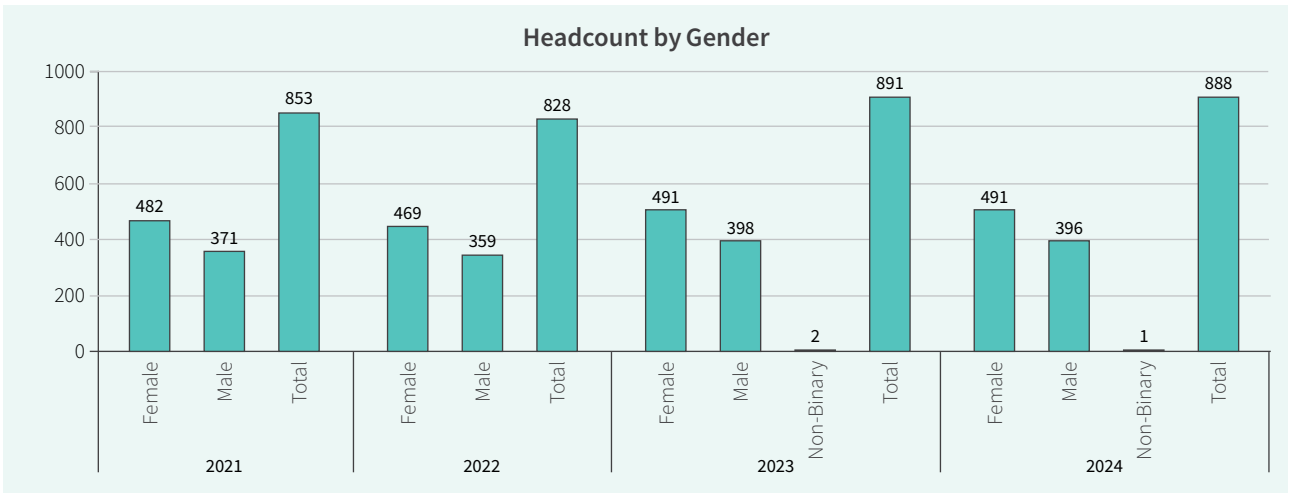


Figure 31: Headcount by Gender (%)

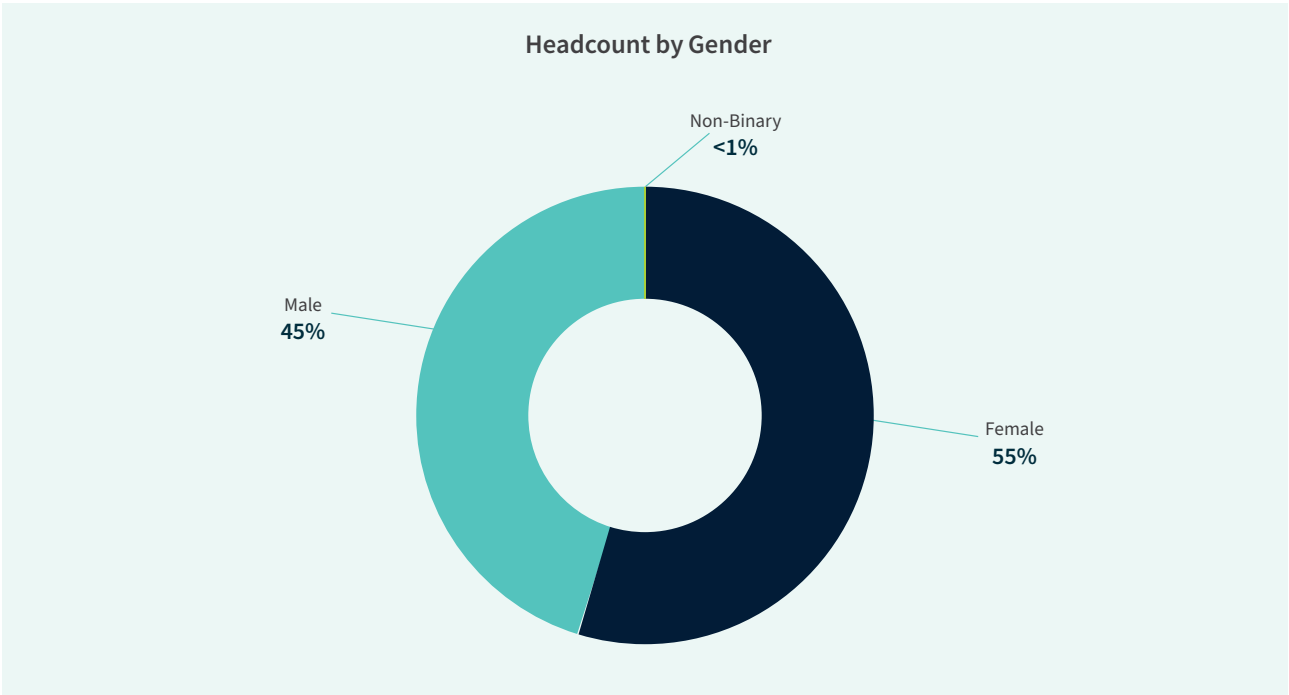


Figure 32: Headcount by Employment Category and Gender

Employment Category	Female	Male	Non-Binary	Total
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
TOTAL	491	396	1	888

Figure 33: Headcount by Classification Group and Gender

Classification Group	Female	Male	Non-Binary	Total
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
TOTAL	491	396	1	888

Figure 34: Headcount by Classification Group (%)

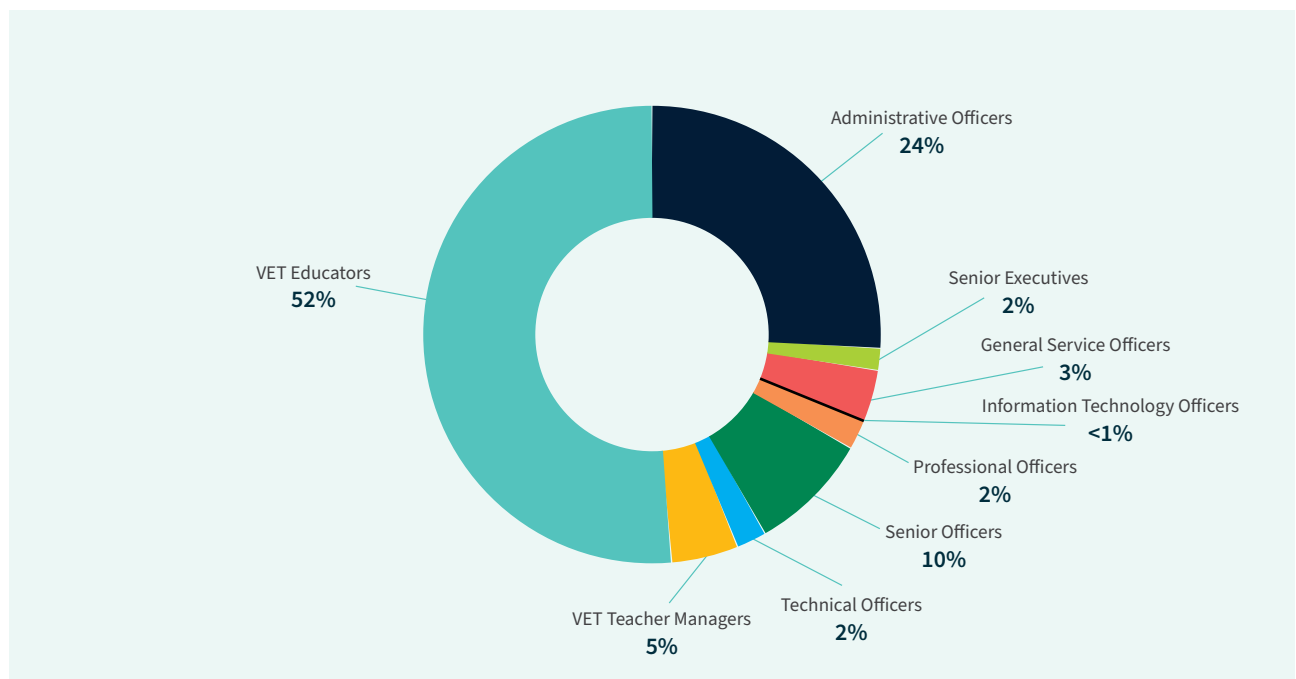


Figure 35: Headcount by Diversity Group and Total % of Staff

	Headcount	% of Total Staff
Aboriginal and/or Torres Strait Islander	26	2.9%
Culturally and Linguistically Diverse	204	23.0%
People with a disability	35	3.9%

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

Figure 36: Headcount by Age and Gender

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

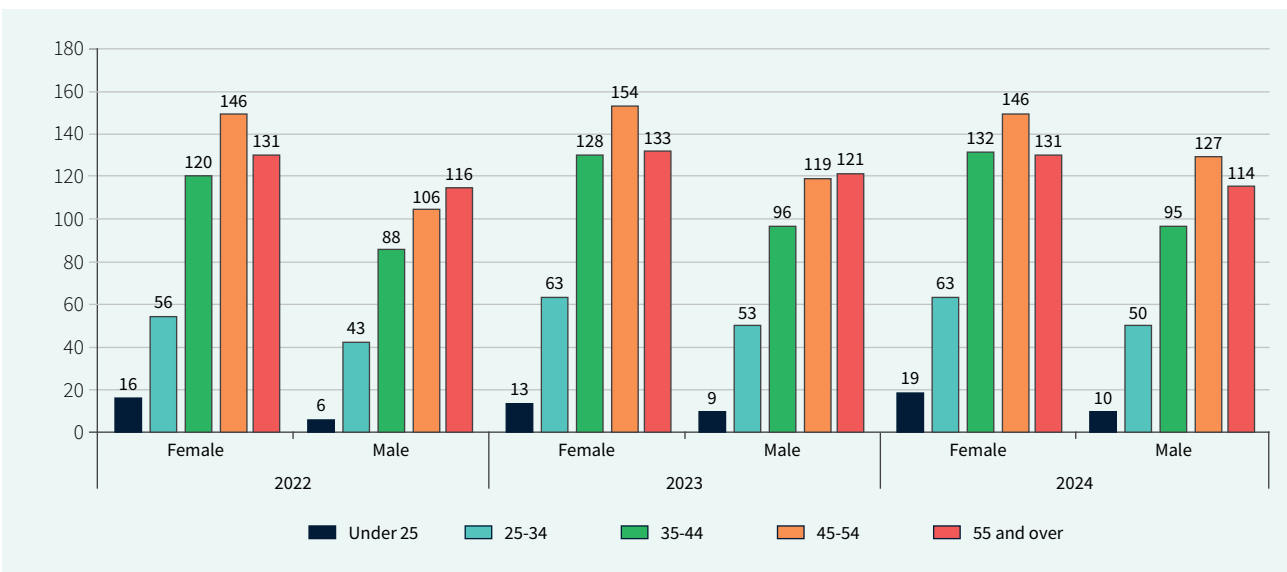
Note: For privacy reasons age has not been disclosed for nonbinary people.

Figure 37: Headcount by Age and Gender (%)

Age Group	Female	Male	Non-binary	Total
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%

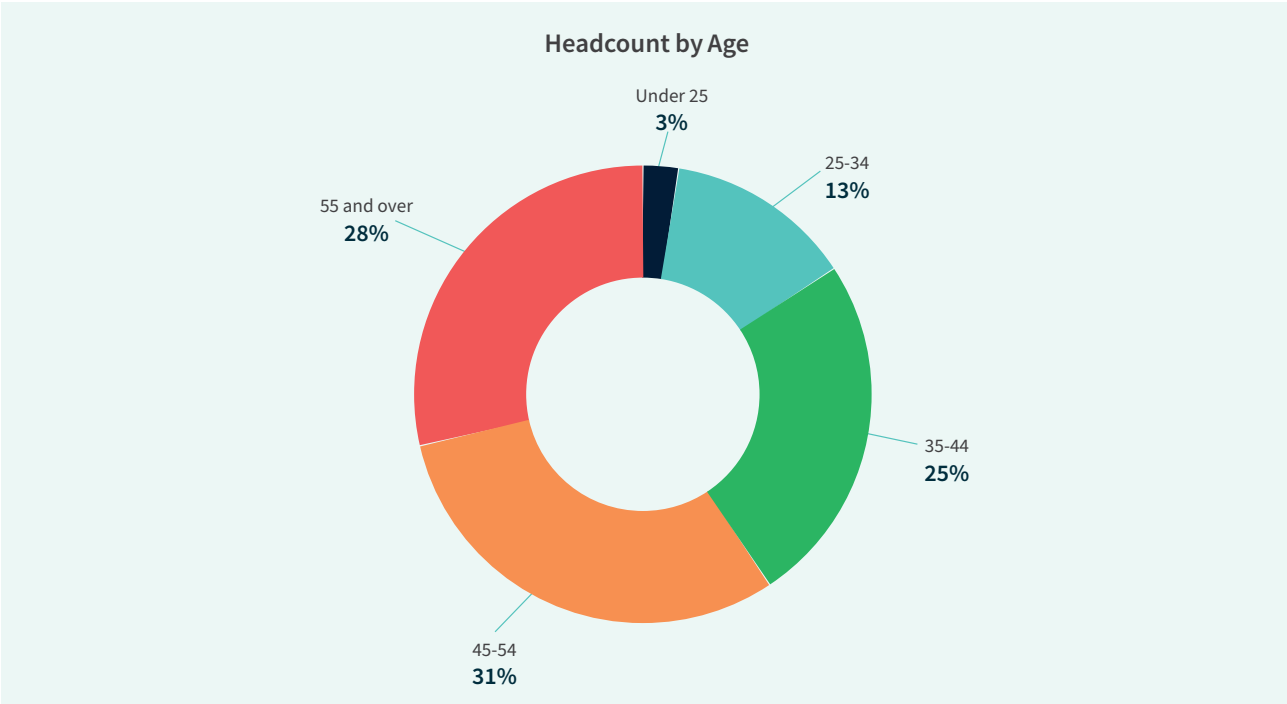
Note: For privacy reasons age has not been disclosed for nonbinary people.

Figure 38: Headcount by Age 2022 to 2024



Note: For privacy reasons one nonbinary person has been removed from the data.

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

Classification Group	Recruitment Rate	Separation Rate
Total	15.6%	7.4%

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.

B13 ECOLOGICALLY SUSTAINABLE DEVELOPMENT

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.

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



CIT Renewable Energy Skills Centre of Excellence at CIT Bruce.

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.

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.

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,

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 our '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:

- > 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.

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.

The following were our key sustainability initiatives in 2024:

- > 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.

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:

- > 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.

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:

- > 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.

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.



CIT student participating in Grind to Ground initiative..

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:

- > 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,

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.



Students at the CIT Dog Day Care facility.

Figure 41: Sustainable Development Performance – Current and Previous Calendar Years

Indicator at 31 December 2024	Unit	2024	2023	Percentage 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 (incl. secure paper)	Litres	56,000	29,569	81%
Other	Litres		55,000	
Greenhouse gas emissions				
Emissions from natural gas use (non-transport)	Tonnes CO2-e	1,146.51	1,187	3.40%
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%

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.

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 renowned 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

- > 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.

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).

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).

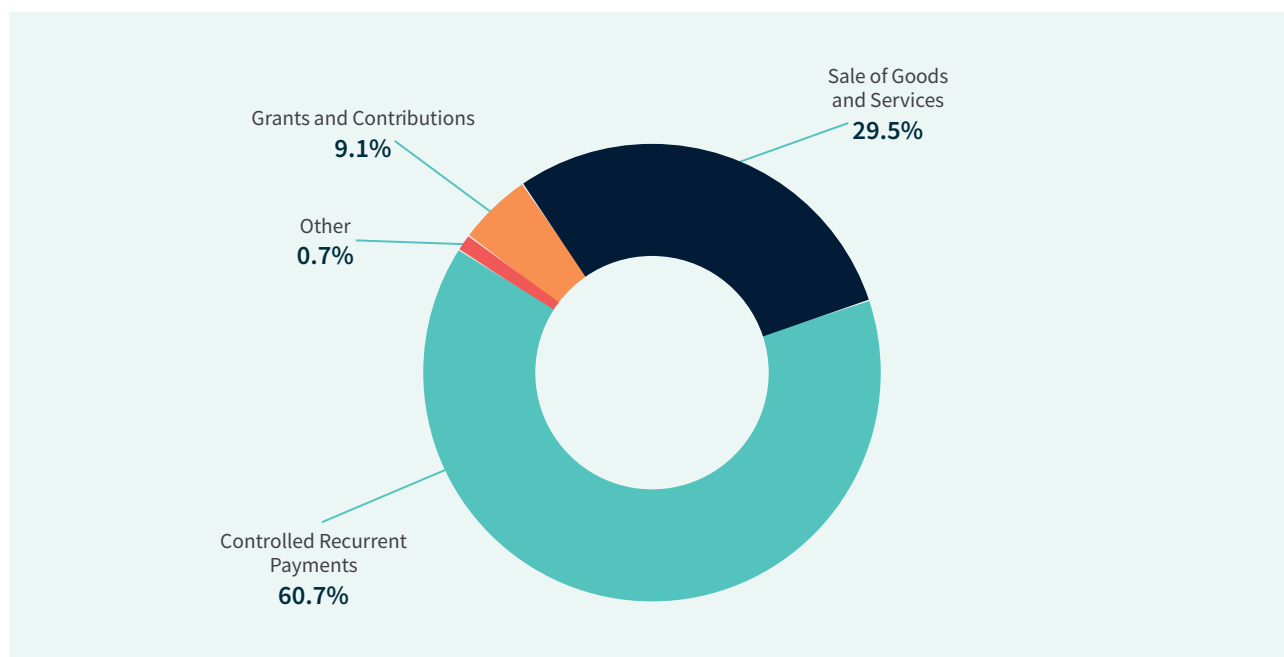
Operating Result CIT (Operating Statement)

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).

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:

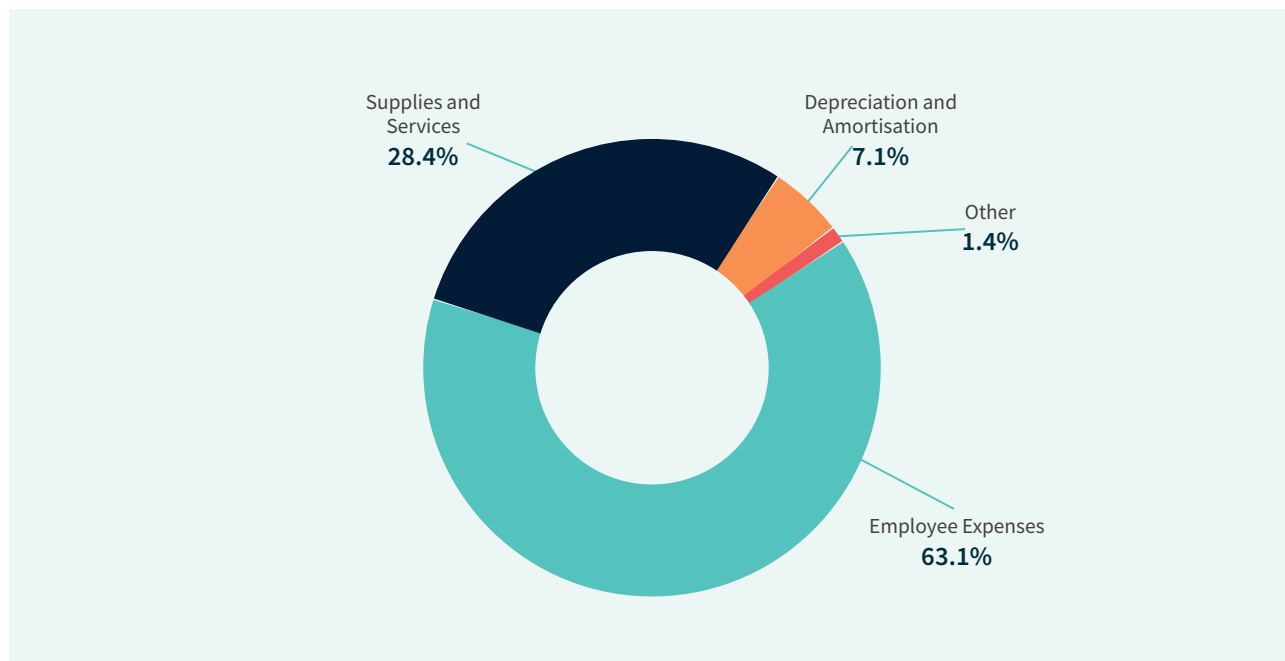
- > higher employee expenses (\$7.2 million) resulting from average staffing level exceeding budget by 6% including employee expenses related to funded initiatives which were not included in the original 2024 budget (\$2.3 million)
- > higher than budgeted non-employee expenses (\$2.5 million) including 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).

Figure 43: Operating Expenses Breakdown by Category



> 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.

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

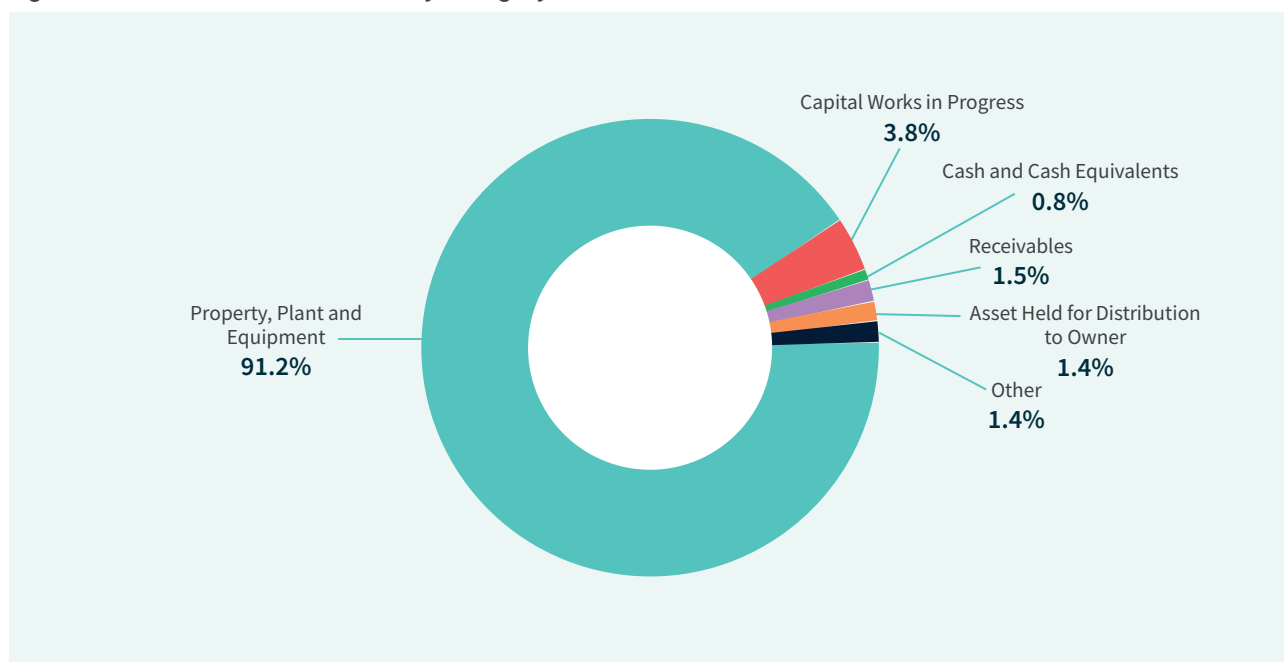
The total asset position as at 31 December 2024 of \$212.9 million was consistent with budget.

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:

- > 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

Figure 44: Total Assets Breakdown by Category



- > reduced property, plant and equipment (\$6.4 million) due to depreciation recognised in 2024, partially offset by:
 - 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).

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).

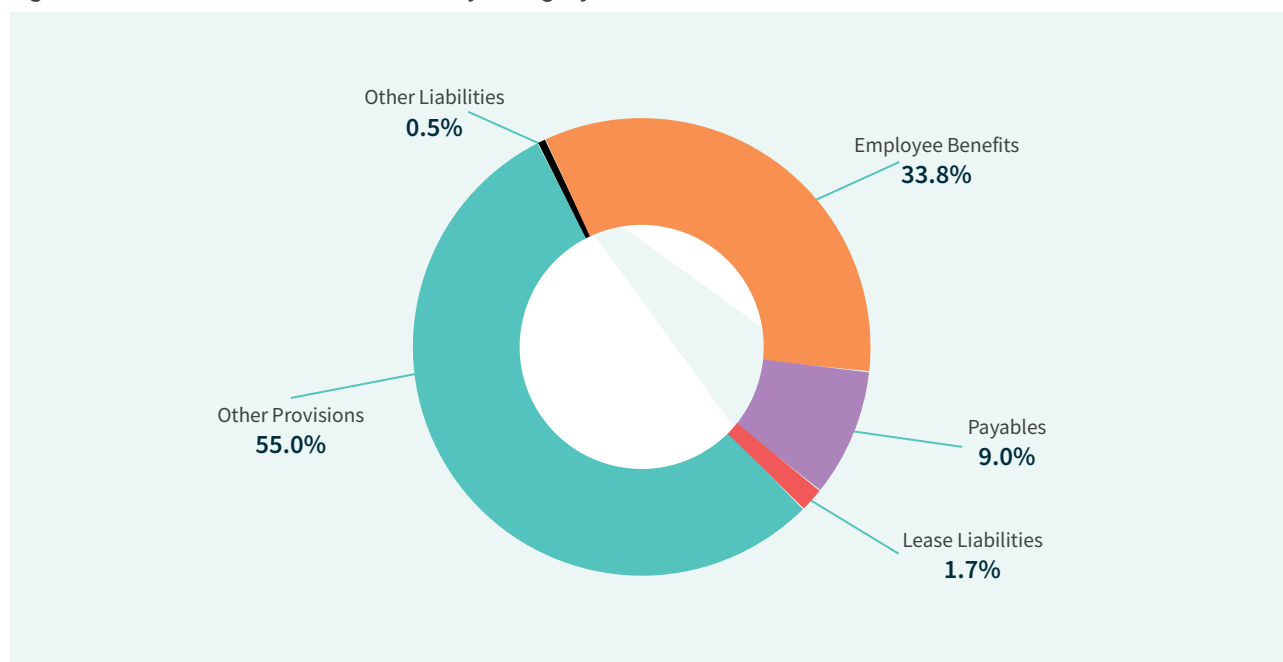
Liquidity

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.

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

	Actual 2024 \$'000	Budget 2024 \$'000	Actual 2023 \$'000
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
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
Working Capital Ratio	0.24	0.29	0.52

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.

C2 FINANCIAL STATEMENTS



AUDITOR-GENERAL AN OFFICER
OF THE ACT LEGISLATIVE ASSEMBLY



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
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

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

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

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

Responsibilities of the Canberra Institute of Technology for the financial statements

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

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

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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.

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

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2024**

Statement of Responsibility

In my opinion, the Canberra 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, I 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 financial statements fairly reflect the financial operations for the year ended 31 December 2024 and the financial position on that date.



Kate Lundy

Chair

Canberra Institute of Technology Board

20 March 2025

**Canberra Institute of Technology
Financial Statements
For the Year Ended 31 December 2024**

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.



Erica Wark

Chief Finance Officer

Canberra Institute of Technology

10 March 2025

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.	Consolidated		CIT		
		Actual	Actual	Actual	Original	
		2024	2023	2024	Budget	Actual
		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Controlled Recurrent Payments	#	81 629	84 209	81 629	73 722	84 209
Sales of Goods and Services from Contracts with Customers	4	46 391	48 453	39 662	40 337	40 336
Grants and Contributions Revenue	5	12 283	6 846	12 283	11 142	6 846
Other Income		950	1 523	921	1 446	1 515
Total Income		141 253	141 031	134 495	126 647	132 906
Expenses						
Employee Expenses	6	105 310	96 338	98 229	90 990	88 719
Supplies and Services	7	44 840	38 914	44 214	41 680	38 772
Depreciation and Amortisation	12	11 081	10 201	11 055	10 583	10 134
Other Expenses		2 702	2 027	2 227	1 630	1 551
Total Expenses		163 933	147 480	155 725	144 883	139 176
Operating Result		(22 680)	(6 449)	(21 230)	(18 236)	(6 270)
Other Comprehensive Income						
Items that will not be reclassified subsequently to profit or loss						
(Decrease) in the Asset						
Revaluation Surplus		-	(38 380)	-	-	(38 380)
Total Other Comprehensive Result		-	(38 380)	-	-	(38 380)
Total Comprehensive Result		(22 680)	(44 829)	(21 230)	(18 236)	(44 650)

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

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

Refer to the Statement of Appropriation.

Canberra Institute of Technology
Balance Sheet
As at 31 December 2024

		Consolidated		CIT		
	Note	Actual	Actual	Actual	Original	Actual
	No.	2024	2023	2024	Budget	2023
		\$'000	\$'000	\$'000	\$'000	\$'000
Current Assets						
Cash and Cash Equivalents	8	6 855	12 753	1 647	4 764	8 314
Receivables	9	3 425	7 990	3 206	3 000	7 812
Assets Held for Distribution to Owner	10	2 914	2 914	2 914	2 914	2 914
Other Assets	11	2 881	1 537	2 715	1 400	1 417
Total Current Assets		16 075	25 194	10 482	12 078	20 457
Non-Current Assets						
Property, Plant and Equipment	12	194 160	200 547	194 125	198 618	200 486
Capital Works in Progress		8 064	1 411	8 064	2 000	1 411
Other Assets	11	219	98	239	100	118
Total Non-Current Assets		202 443	202 056	202 428	200 718	202 015
Total Assets		218 518	227 250	212 910	212 796	222 472
Current Liabilities						
Payables	13	4 719	2 461	4 594	3 862	3 862
Contract Liabilities	13	3 205	1 391	2 061	2 000	959
Lease Liabilities	14	999	964	999	1 025	964
Employee Benefits	15	24 642	28 143	23 636	24 720	27 189
Other Provisions	16	535	9	535	-	9
Other Liabilities		180	978	169	-	977
Total Current Liabilities		34 280	33 946	31 994	31 607	33 960
Non-Current Liabilities						
Lease Liabilities	14	296	1 280	296	338	1 280
Employee Benefits	15	1 493	1 483	1 438	1 400	1 408
Other Provision	16	40 251	39 067	40 251	39 067	39 067
Other Liabilities		185	364	185	300	364
Total Non-Current Liabilities		42 225	42 194	42 170	41 105	42 119
Total Liabilities		76 505	76 140	74 164	72 712	76 079
Net Assets		142 013	151 110	138 746	140 084	146 393
Equity						
Accumulated Funds		74 014	83 111	70 747	72 085	78 394
Asset Revaluation Surplus		67 999	67 999	67 999	67 999	67 999
Total Equity		142 013	151 110	138 746	140 084	146 393

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 1.1: Provision of Vocational Education and Training Services.

Canberra Institute of Technology
Statement of Changes in Equity
For the Year Ended 31 December 2024

Note No.	Consolidated				CIT			
	Accumulated Funds		Asset Revaluation Surplus		Accumulated Funds		Asset Revaluation Surplus	
	Actual 2024 \$'000		Actual 2024 \$'000		Actual 2024 \$'000		Actual 2024 \$'000	
Balance at 1 January 2024	83 111		67 999	151 110	78 394		67 999	146 393
Comprehensive Income								
Operating Result	(22 680)		-	(22 680)	(21 230)		-	(21 230)
Total Comprehensive Result	(22 680)		-	(22 680)	(21 230)		-	(18 236)
Transactions Involving Owners Affecting Accumulated Funds								
Capital Injections	13 583		-	13 583	13 583		-	13 583
Total Transactions Involving Owners Affecting Accumulated Funds	13 583		-	13 583	13 583		-	11 927
Balance at 31 December 2024	74 014		67 999	142 013	70 747		67 999	138 746
								140 084

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

Refer to the Statement of Appropriation.

Canberra Institute of Technology
Statement of Changes in Equity - Continued
For the Year Ended 31 December 2023

		Consolidated				CIT			
Note No.		Accumulated Funds Actual 2023 \$'000	Revaluation Surplus Actual 2023 \$'000	Total Equity Actual 2023 \$'000		Accumulated Funds Actual 2023 \$'000	Revaluation Surplus Actual 2023 \$'000	Total Equity Actual 2023 \$'000	
	Balance at 1 January 2023	83 229	106 379	189 608		78 333	106 379	184 712	
	Comprehensive Income								
	Operating Result	(6 449)	-	(6 449)		(6 270)	-	(6 270)	
12	Decrease in the Asset Revaluation Surplus	-	(38 380)	(38 380)		-	(38 380)	(38 380)	
	Total Comprehensive Result	(6 449)	(38 380)	(44 829)		(6 270)	(38 380)	(44 650)	
	Transactions Involving Owners Affecting Accumulated Funds								
#	Capital injections	8 989	-	8 989		8 989	-	8 989	
10	Net Assets transferred out to ACT Government	(2 658)	-	(2 658)		(2 658)	-	(2 658)	
	Total Transactions Involving Owners Affecting Accumulated Funds	6 331	-	6 331		6 331	-	6 331	
	Balance at 31 December 2023	83 111	67 999	151 110		78 394	67 999	146 393	

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

Refer to the Statement of Appropriation

Canberra Institute of Technology
Statement of Cash Flows
For the Year Ended 31 December 2024

		Consolidated		CIT		
	Note	Actual	Actual	Actual	Original	
	No.	2024	2023	2024	Budget	Actual
		\$'000	\$'000	\$'000	2024	2023
					\$'000	\$'000
Cash Flows from Operating Activities						
Receipts						
Controlled Recurrent Payments		81 629	84 209	81 629	73 722	84 209
Sales of Goods and Services from						
Contracts with Customers		52 097	38 222	45 214	44 337	30 737
Interest Received		543	540	389	100	403
Goods and Services Tax Input Tax Credits						
from the Australian Taxation Office		3 503	4 429	3 230	3 500	4 170
Goods and Services Tax Collected						
from Customers		1 467	1 612	1 157	1 800	1 140
Grants and Contributions Receipts		143	26	143	200	26
Dividends Received		-	-	-	500	-
Other		326	958	451	1 000	1 086
Total Receipts from Operating Activities		139 708	129 996	132 212	125 159	121 771
Payments						
Employee Payments		109 002	92 913	101 970	91 699	85 121
Supplies and Services		31 227	32 542	32 612	31 119	30 846
Goods and Services Tax Paid to Suppliers		5 057	6 145	4 444	5 000	5 392
Other		1 603	1 900	1 159	1 800	1 425
Total Payments from Operating Activities		146 889	133 500	140 185	129 618	122 784
Net Cash (Outflows) from Operating Activities	8	(7 181)	(3 504)	(7 972)	(4 459)	(1 013)
Cash Flows from Investing Activities						
Receipts						
Proceeds from Sale of Property, Plant and Equipment		68	-	66	-	-
Total Receipts from Investing Activities		68	-	66	-	-
Payments						
Purchase of Property, Plant and Equipment		11 336	7 662	11 336	10 218	7 515
Total Payments from Investing Activities		11 336	7 662	11 336	10 218	7 515
Net Cash (Outflows) from Investing Activities		(11 268)	(7 662)	(11 270)	(10 218)	(7 515)

Canberra Institute of Technology
Statement of Cash Flows - Continued
For the Year Ended 31 December 2024

	Note No.	Consolidated		CIT		
		Actual 2024 \$'000	Actual 2023 \$'000	Actual 2024 \$'000	Original Budget 2024 \$'000	Actual 2023 \$'000
Cash Flows from Financing Activities						
Receipts						
Capital Injections		13 583	8 989	13 583	11 927	8 989
Total Receipts from Financing Activities		13 583	8 989	13 583	11 927	8 989
Payments						
Repayment of Lease Liabilities – Principal		1 032	988	1 008	800	988
Total Payments from Financing Activities		1 032	988	1 008	800	988
Net Cash Inflows from Financing Activities		12 551	8 001	12 575	11 127	8 001
Net (Decrease) in Cash and Cash Equivalents		(5 898)	(3 165)	(6 667)	(3 550)	(527)
Cash and Cash Equivalents at the Beginning of the Reporting Period		12 753	15 918	8 314	8 314	8 841
Cash and Cash Equivalents at the End of the Reporting Period	8	6 855	12 753	1 647	4 764	8 314

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

Canberra Institute of Technology
Statement of Appropriation
For the Year Ended 31 December 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 delivering outputs.

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

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

Column Heading Explanations:

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the 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.

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 ^a	73 722	81 629	81 629	84 209
Capital Injections ^b	11 927	13 583	13 583	8 989
Total Controlled Appropriation	85 649	95 212	95 212	93 198

The above Statement of Appropriation 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 million). This reduction is partially offset by increased controlled recurrent appropriation drawn for the delivery of Budget initiatives including Cloud Campus (\$2.161 million) 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 (CI) \$'000
Reconciliation of Appropriation for 2024		
Original Appropriation	73 722	11 927
Additional Amount Appropriated ^{a,b}	7 907	1 656
Total Appropriated	81 629	13 583
Controlled Appropriation Drawn	81 629	13 583

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

- a. Additional amount was appropriated 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 of Technology's ICT Infrastructure).
- b. Additional capital appropriation was drawn associated with higher than budgeted delivery of asset renewal program initiatives in 2024.

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

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

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

LEGISLATIVE REQUIREMENT

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for the Canberra Institute of Technology.

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 the year;
- (iii) a Statement of Changes in Equity for the year;
- (iv) a Statement of Cash Flows for the year;
- (v) a Statement of Appropriation for the year;
- (vi) 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 policies applicable to the CIT during the reporting period.

CURRENCY

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

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

REPORTING PERIOD

These financial statements state the financial performance, changes in equity and cash flows of CIT for the year ended 31 December 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 presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the 2024-25 Budget Papers.

Prior Year Comparatives

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

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

ROUNDING

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

GOING CONCERN

The 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.

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 YET TO BE APPLIED

All 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 measures and reconciliations of these measures with the subtotals required by AASB Standards; and
- enhanced requirements for the grouping (aggregation and disaggregation) of information in the financial statements and in the notes.

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

AASB 15

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

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

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 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 to the public. Revenue is recognised either over time or at a point in time. Any distinct goods or services are separately identified, and any discounts or rebates in the contract price are allocated to the separate elements. Revenue is based on the transfer of promised goods or services to customers at an amount that reflects the consideration in exchange for those goods or services in accordance with AASB 15. The timing of the payment for sale of goods and rendering of services largely corresponds with the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

ACT Government 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 satisfied and it is probable that CIT will collect the consideration 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 will 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 is met.

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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
ACT Government Special Purpose Fund Activities ^a	15 779	19 997	15 681	19 610
NSW Smart and Skilled ^b	5 242	2 700	5 242	2 700
Commercial Revenue ^c	18 093	17 854	11 460	10 118
Student Fees and Charges ^c	7 277	7 902	7 279	7 908
Total Sales of Goods and Services from				
Contracts with Customers	46 391	48 453	39 662	40 336

- 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 recognised in relation to the NSW Government Smart and Skilled program 2024 delivery and recognition of prior year outstanding amounts received in 2024 (\$1.3 million).
- Prior year comparatives for Commercial Revenue and Student Fees and Charges have been adjusted by \$2.0 million to correctly reflect the revenue categories. The total balance of sale of goods and services from contracts with customers remains unchanged.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 5. GRANTS AND CONTRIBUTIONS REVENUE

Where CIT receives an asset or services for significantly less than fair value, the transaction is in the scope of AASB 1058 *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 contributions.

All the services listed below are recognised in the Operating Statement or Balance Sheet as appropriate services received free of charge given they are reliably measurable and would have been purchased if not provided to CIT free of charge.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Resource Received Free of Charge

Shared Services Resource Received Free of Charge

CIT uses Shared Services for its financial and Human Resources processing. Shared Services is part of CMTEDD. Given Shared Services is directly appropriated by the ACT Government to provide certain services at a fixed cost to CIT, it means that CIT does not have to pay for these services.

Digital, Data and Technology Solutions (DDTS)

The DDTS group in CMTEDD provides information and communication technology (ICT) services to CIT. From 1 July 2024, DDTS is directly appropriated by the ACT Government to provide these ICT services to CIT and as such CIT receives these services free of charge.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Resources Received Free of Charge				
Digital, Data and Technology Solutions Group ^a	9 608	4 428	9 608	4 428
Financial Services provided by Shared Services	740	790	740	790
Human Resources provided by Shared Services	909	904	909	904
Infrastructure Canberra Project Management	250	237	250	237
Investigation Services provided by the Professional Standards Unit	224	215	224	215
Procurement Services	146	-	146	-
Annual Injury Management Fees	125	194	125	194
Legal Services	155	78	155	78
Total Resources Received Free of Charge	12 157	6 846	12 157	6 846
Government Grants				
ACT Government Grants	126	-	126	-
Total Government Grants	126	-	126	-
Total Government Grants and Contribution	12 283	6 846	12 283	6 846

- a. The increase in Digital, Data and Technology Solutions in 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.

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 if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

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

Employees of CIT have different superannuation arrangements due to the type of superannuation schemes available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements.

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

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

See Note 15 – *Employee Benefits* for accrued wages and salaries, annual leave, and long service leave.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Wages and Salaries ^a	80 197	72 247	74 591	66 251
Annual Leave Expense	6 976	7 359	6 669	6 986
Long Service Leave Expense	2 684	2 691	2 615	2 640
Workers' Compensation Insurance Premium	1 832	2 087	1 428	1 630
Superannuation Contributions to the Territory				
Banking Account	4 959	4 568	4 952	4 562
Productivity Benefit	658	568	658	568
Superannuation to External Providers	8 004	6 818	7 316	6 082
Total Employee Expenses	105 310	96 338	98 229	88 719

- a. The increase in Wages and Salaries is due to recognition of the increased wages under the new enterprise bargaining agreements and an increase in paid average staffing level to 714.4 (653.3 in 2023).

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

General - Supplies and Services

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

Insurance

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

Repairs and Maintenance

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

Auditor Service Fees

Audit Fees are included 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.

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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
ACT Gov Finance, HR and Procurement Services	2 273	2 245	2 273	2 245
Cleaning Costs	2 003	2 111	2 003	2 111
Consultants and Contractors ^a	6 628	4 753	4 624	3 358
Information and Communication Technology ^a	15 336	12 051	15 343	12 040
Insurance	981	944	907	894
Legal Expenses ^b	3 703	481	3 696	481
Materials	2 975	3 148	2 467	2 699
Overseas Student Management Fees	-	-	2 252	2 152
Repairs and Maintenance ^c	4 047	6 381	4 016	6 365
Travel and Conferences	839	677	717	555
Utilities	2 692	2 561	2 692	2 561
Other	3 363	3 562	3 224	3 311
Total Supplies and Services	44 840	38 914	44 214	38 772

- 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.
- b. 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.
- c. 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.

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 equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

CIT holds 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 Illawarra 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		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Deposits Held at Call with a Financial Institution ^a	2 853	7 750	1 647	7 314
Cash on Hand	2	3	-	-
Short-term Deposits	4 000	5 000	-	1 000
Total Cash and Cash Equivalents	6 855	12 753	1 647	8 314

- 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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	6 855	12 753	1 647	8 314
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flows	6 855	12 753	1 647	8 314

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 - CONTINUED

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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Operating (Deficit)	(22 680)	(6 448)	(21 230)	(6 269)
Add/(Less) Non-Cash Items				
Depreciation of Property, Plant and Equipment	10 944	10 076	10 918	10 009
Amortisation of Intangibles	136	125	136	125
Finance Cost on Make Good	-	167	-	167
Add/(Less) Items Classified as Investing or Financing				
Net Gain from the Sale of Assets	(68)	-	(66)	-
Net Loss on Disposal of Non-Current Assets	47	59	47	59
Cash (Outflows)/Inflows Before Changes in Operating Assets and Liabilities	(11 621)	3 979	(10 195)	4 091
Changes in Operating Assets and Liabilities				
Decrease/(Increase) in Receivables	4 449	(4 720)	4 463	(5 214)
(Increase) in Other Assets	(1 341)	(19)	(1 297)	(60)
Increase/(Decrease) in Payables	3 622	(1 123)	1 715	508
Increase/(Decrease) in Contract Liabilities	1 863	(432)	1 101	(385)
(Decrease)/Increase in Provisions	(3 514)	4 051	(3 551)	4 190
(Decrease) in Other Liabilities	(639)	(5 240)	(208)	(4 143)
Net Changes in Operating Assets and Liabilities	4 440	(7 483)	2 223	(5 104)
Net Cash (Outflows) from Operating Activities	(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 Receivable

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 of time is required before the payment.

Expected Credit Losses – 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 losses is based on objective evidence and a review of overdue balances. CIT measures expected credit losses of a financial instrument in a way that reflects:

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

The amount of the expected credit loss is recognised in the Operating Statement as 'Other Expenses'.

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

For trade receivables CIT applied the simplified approach under AASB 9 *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 loss 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 supportable forward-looking information for expected changes in macroeconomic indicators that affect the future recovery of those receivables.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 9. RECEIVABLES - CONTINUED

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Trade Receivables				
Trade Receivables	1 105	1 631	765	558
Less: Expected Credit Loss Allowance	(37)	(29)	(35)	(18)
Total Trade Receivables	1 068	1 602	730	540
Student Receivables				
Student Receivables	388	754	388	754
Less: Expected Credit Loss Allowance	(267)	(506)	(267)	(506)
Total Student Receivables	121	248	121	248
Other Receivables				
Accrued Revenue ^a	2 112	6 103	2 252	6 979
Net GST Receivable	124	37	103	45
Total Other Receivables	2 236	6 140	2 355	7 024
Total Current Receivables	3 425	7 990	3 206	7 812
Total Receivables	3 425	7 990	3 206	7 812

- 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.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 9. RECEIVABLES - CONTINUED

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 Student 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 carrying	1 493	595	82	408	24	384

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	1 074	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	1 850	948	724	38	21	125

	Consolidated		CIT	
	2024 \$'000	2023 \$'000	2024 \$'000	2023 \$'000
Reconciliation of the Credit Loss Allowance				
Expected Credit Loss Allowance at the Beginning of the Reporting Period	535	382	524	382
Expected Credit Loss Written Off During the Reporting Period	(238)	(187)	(229)	(187)
Expected Credit Loss Expense	7	340	7	329
Expected Credit Loss Allowance at the End of the Reporting Period	304	535	302	524

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
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 Campus 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.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Land Held for Distribution to Owners ^a	2 914	2 914	2 914	2 914
Total Assets Held for Distribution to Owners	2 914	2 914	2 914	2 914

- 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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Current Other Assets				
Prepayments ^a	2 881	1 537	2 715	1 417
Total Current Other Assets	2 881	1 537	2 715	1 417
Non-Current Other Assets				
Intangible Assets	219	98	239	118
Total Non-Current Other Assets	219	98	239	118
Total Other Assets	3 100	1 635	2 954	1 535

- a. The increase in prepayments is due to increased software licences paid in advance and prepaid employee expenses relating to the release of payroll funds in December 2024 for the first pay in January 2025.

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 include Assets Held for Distribution to Owners. ACT Disclosure Policy is that Right-of-Use (ROU) assets recognised under AASB 16 *Leases* are disclosed under the relevant class of property, plant and equipment and depreciated over the term of the lease.

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

- **Land** is defined as the ground, including the soil covering and any associated surface waters. Land includes leasehold land held by CIT.
- **Buildings** are structures that have a roof and walls which 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 conditioning 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 constructed 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 Progress relating to intangible assets are included in intangible assets.

Property, Plant and Equipment does not include assets held for sale.

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 and Recognition of Property, Plant and Equipment

All property, plant and equipment is initially 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 the date of acquisition. However, property, plant and equipment acquired at no cost or minimal cost as part of a Restructuring of Administrative Arrangements is measured at the transferor's book value.

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

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

Measurement of Property, Plant and Equipment after Initial Recognition

Property, plant and equipment is valued using the cost or revaluation model of valuation. Land 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 accumulated 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 specialised 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 generally revalued every three years. Land and building 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 Masterplan 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 carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

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

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

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

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 Significant Unobservable Inputs

Land and Buildings

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

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

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

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

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 12 - *Property Plant and Equipment*.

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

CIT has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation of useful lives of property, plant and equipment is based on the historical experience of similar assets and in some cases has been based on valuations provided 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.

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

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Land				
Land at Fair Value	69 132	69 132	69 132	69 132
Total Land Assets at Fair Value	69 132	69 132	69 132	69 132
Buildings				
Buildings at Fair Value	131 613	126 346	131 613	126 346
Less: Accumulated Depreciation	(16 094)	(7 668)	(16 094)	(7 668)
Total Buildings at Fair Value	115 519	118 678	115 519	118 678
Right-of-Use Asset Buildings at Cost	5 153	5 153	5 153	5 153
Less: Accumulated Depreciation	(4 265)	(3 554)	(4 265)	(3 554)
Total Right-of-Use Asset Buildings at Cost	888	1 599	888	1 599
Total Land and Buildings	185 539	189 409	185 539	189 409
Buildings and Leasehold Improvements				
Buildings and Leasehold Improvements at Cost	3 427	3 427	3 427	3 427
Less: Accumulated Depreciation	(2 920)	(2 597)	(2 920)	(2 597)
Total Buildings and Leasehold Improvements at Cost	507	830	507	830
Plant and Equipment				
Plant and Equipment at Cost	17 911	18 743	17 833	18 588
Less: Accumulated Depreciation	(9 947)	(8 642)	(9 904)	(8 548)
Total Plant and Equipment at Cost	7 964	10 101	7 929	10 040
Right-of-Use Asset Plant and Equipment at Cost	396	352	396	352
Less: Accumulated Depreciation	(246)	(145)	(246)	(145)
Total Right-of-Use Plant and Equipment at Cost	150	207	150	207
Total Property, Plant and Equipment	194 160	200 547	194 125	200 486

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

	Land \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Buildings and Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Total \$'000
Consolidated 2024							
Carrying Amount at the Beginning of the Reporting Period	69 132	118 678	1 599	830	10 101	207	200 547
Additions	-	2 716	-	-	2 338	170	5 224
Depreciation	-	(8 426)	(711)	(323)	(1 382)	(101)	(10 943)
Disposals	-	-	-	-	(542)	(126)	(668)
Other Movements ^a	-	2 551	-	-	(2 551)	-	-
Carrying Amount at the End of the Reporting Period	69 132	115 519	888	507	7 964	150	194 160
Consolidated 2023							
Carrying Amount at the Beginning of the Reporting Period	67 548	123 017	2 310	1 158	7 519	213	201 765
Additions	1 364	3 329	-	-	3 864	116	8 672
Revaluation (Decrement)	(30 065)	(8 315)	-	-	-	-	(38 380)
Depreciation	-	(7 668)	(758)	(328)	(1 201)	(121)	(10 076)
Disposals	-	-	-	-	(81)	-	(81)
Capitalisation of Remediation Costs	30 285	8 315	-	-	-	-	38 600
Other Movements	-	-	47	-	-	-	47
Carrying Amount at the End of the Reporting Period	69 132	118 678	1 599	830	10 101	207	200 547

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 Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2024 and 2023.

	Land \$'000	Buildings \$'000	Buildings \$'000	Right-of-Use Buildings \$'000	Buildings and Leasehold Improvements \$'000	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Total \$'000
CIT 2024								
Carrying Amount at the Beginning of the Reporting Period	69 132	118 678	1 599	830	10 040	207	200 486	
Additions	-	2 716	-	-	2 339	170	5 225	
Depreciation	-	(8 426)	(711)	(323)	(1 356)	(101)	(10 917)	
Disposals	-	-	-	-	(543)	(126)	(669)	
Other Movements ^a	-	2 551	-	-	(2 551)	-	-	
Carrying Amount at the End of the Reporting Period	69 132	115 519	888	507	7 929	150	194 125	
CIT 2023								
Carrying Amount at the Beginning of the Reporting Period	67 548	123 017	2 310	1 158	7 489	213	201 735	
Additions	1 364	3 329	-	-	3 814	116	8 623	
Revaluation (Decrement)	(30 065)	(8 315)	-	-	-	-	(38 380)	
Depreciation	-	(8 322)	(711)	(328)	(1 182)	195	(10 348)	
Capitalisation of Remediation Cost	30 285	8 315	-	-	-	-	38 600	
Disposals	-	-	-	-	(331)	(317)	(648)	
Other Movements	-	654	-	-	250	-	904	
Carrying Amount at the End of the Reporting Period	69 132	118 678	1 599	830	10 040	207	200 486	

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	27	1 384	1 411
Additions ^a	686	7 378	8 064
Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment	(27)	(1 384)	(1 411)
Carrying Amount at the End of the Reporting Period	686	7 378	8 064
Consolidated 2023			
Carrying Amount at the Beginning of the Reporting Period	-	2 542	2 542
Additions	27	1 210	1 237
Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment	-	(2 368)	(2 368)
Carrying Amount at the End of the Reporting Period	27	1 384	1 411

a. The movement in additions highlights the increased Capital works program undertake by CIT in 2024.

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

CIT 2024	Plant and Equipment Works in Progress \$'000	Buildings Works in Progress \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	27	1 384	1 411
Additions ^a	686	7 378	8 064
Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment	(27)	(1 384)	(1 411)
Carrying Amount at the End of the Reporting Period	686	7 378	8 064
CIT 2023			
Carrying Amount at the Beginning of the Reporting Period	-	2 542	2 542
Additions	27	390	417
Capital Works in Progress Completed and Transferred to another class of Property, Plant and Equipment	-	(1 548)	(1 548)
Carrying Amount at the End of the Reporting Period	27	1 384	1 411

a. The movement in additions highlights the increased Capital works program undertake by CIT in 2024.

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 Value

Classification According to Fair Value Hierarchy			
Level 1	Level 2	Level 3	Total
\$'000	\$'000	\$'000	\$'000
Land	69 132	-	69 132
Buildings	1 208	114 311	115 519
Plant and Equipment	127	8	135
-	70 467	114 319	184 786

Consolidated 2023

Property, Plant and Equipment at Fair Value

Classification According to Fair Value Hierarchy			
Level 1	Level 2	Level 3	Total
\$'000	\$'000	\$'000	\$'000
Land	69 132	-	69 132
Buildings	1 208	117 470	118 678
Plant and Equipment	127	8	135
-	70 467	117 478	187 945

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

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 12. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Hierarchy – Continued

Fair value measurements using significant unobservable inputs (Level 3)

Consolidated 2024	Buildings	Plant and Equipment
	\$'000	\$'000
Fair Value at the Beginning of the Reporting period	117 470	8
Additions	5 266	-
Depreciation	(8 427)	-
Fair Value at end of the Reporting Period	114 309	8
Consolidated 2023		
Fair Value at the Beginning of the Reporting period	121 758	8
Additions	3 329	-
Depreciation	(7 617)	-
Fair Value at end of the Reporting Period	117 470	8

Canberra Institute of Technology
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For the Year Ended 31 December 2024

LIABILITY NOTES

Liabilities – Current and Non-Current

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

NOTE 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 liabilities relate to consideration received in advance from students fees for enrolments in future period in exchange for CIT delivering vocational education and training. When an amount of consideration is received from a student prior to the delivery of the associated training, the balance of the consideration which has not been transferred is presented as a contract liability.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Current Payables				
Trade Payables	71	192	71	192
Other Payables	-	32	-	32
Accrued Expenses	4 648	2 237	4 523	3 638
Total Current Payables	4 719	2 461	4 594	3 862
Current Contract Liabilities				
Student Revenue Received in Advance	3 205	1 391	2 061	959
Total Contract Liabilities	3 205	1 391	2 061	959
Total Current Payables and Contract Liabilities	7 924	3 852	6 655	4 821
Payables are aged as follows:				
Not Overdue	7 853	3 660	6 584	4 629
Overdue for Less than 30 Days	71	185	71	185
Overdue for 30 to 60 Days	-	7	-	7
Total Payables and Contract Liabilities	7 924	3 852	6 655	4 821

Canberra Institute of Technology
Notes to and Forming Part of 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 that this expenditure will be required. The lease contains an annual pricing mechanism based on CPI movements at each anniversary of the lease inception.
Motor Vehicle leases	CIT holds 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 ICT equipment. CIT has determined that these leased assets are low value and as such has used 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 identified asset – this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset;
- CIT has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use; and
- CIT has the right to direct the use of the asset i.e. decision making rights in relation to changing how and for what purpose the asset is used.

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 14. LEASE LIABILITIES – CONTINUED

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

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

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective 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.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Current Lease Liabilities				
Building ^a	925	866	925	866
Motor Vehicles	69	93	69	93
ICT Equipment	5	5	5	5
Total Current Lease Liabilities	999	964	999	964
Non-Current Lease Liabilities				
Building ^a	239	1 163	239	1 163
Motor Vehicles	52	107	52	107
ICT Equipment	5	10	5	10
Total Non-Current Lease Liabilities	296	1 280	296	1 280
Total Lease Liabilities	1 295	2 244	1 295	2 244

a. Buildings lease is for the Tuggeranong Campus, which expires March 2026.

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 remains unpaid to employees at the end of the reporting period.

Annual and Long Service Leave

Annual and long service leave including applicable on-costs that are not expected to be wholly settled within twelve months after the end of the reporting period when employees render 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 liabilities 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 applicable 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 annual and long service leave while in-service has been taken into account in estimating the liability for on-costs.

Significant judgements have been applied in estimating the annual and long service leave liabilities, given that CIT uses 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.

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 employees, who are members of the defined benefit CSS or PSS Schemes, are recognised in the financial statements of the Superannuation Provision Account

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Current Employee Benefits				
Annual Leave	10 033	9 734	9 656	9 321
Long Service Leave	14 361	14 118	13 954	13 706
Accrued Salaries ^a	246	3 393	26	3 264
Other Benefits ^b	2	898	-	898
Total Current Employee Benefits	24 642	28 143	23 636	27 189
Non-Current Employee Benefits				
Long Service Leave	1 493	1 483	1 438	1 408
Total Non-Current Employee Benefits	1 493	1 483	1 438	1 408
Total Employee Benefits	26 135	29 626	25 074	28 597
Estimate of when Leave is Payable				
Estimated Amount Payable within 12 months				
Annual Leave	5 362	4 922	5 163	4 710
Long Service Leave	1 760	1 396	1 709	1 353
Accrued Salaries	246	3 393	26	3 264
Other Benefits	2	898	-	898
Total Employee Benefits Payable within 12 months	7 370	10 609	6 898	10 225
Estimated Amount Payable after 12 months				
Annual Leave	4 671	4 812	4 493	4 611
Long Service Leave	14 094	14 205	13 683	13 761
Total Employee Benefits Payable after 12 months	18 765	19 017	18 176	18 372
Total Employee Benefits	26 135	29 626	25 074	28 597

- 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 end 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.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 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 of Technology (CIT) and will be transferred to another ACT Government entity via an equity designation at a future date.

The Precinct Deed also 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 Reid 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.

	Consolidated		CIT	
	2024	2023	2024	2023
	\$'000	\$'000	\$'000	\$'000
Current Other Provisions				
Provision for Legal Costs	526	-	526	-
Provision for Make Good	9	9	9	9
Total Current Other Provisions	535	9	535	9
Non-Current Other Provisions				
Provision for Restoration of Contaminated Site	39 785	38 600	39 785	38 600
Provision for Make Good	466	467	466	467
Total Non-Current Other Provision	40 251	39 067	40 251	39 067
Total Other Provisions	40 786	39 076	40 786	39 076
Provision at the Beginning of the Reporting	39 067	309	39 067	309
Additional Provision Recognised	1 719	38 767	1 719	38 767
Provision at the End of the Reporting Period	40 786	39 076	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:

- (a) the business model for managing the financial assets; and
- (b) the contractual cash flow characteristics of the financial assets.

The following are the classification of CIT's financial assets under AASB 9 *Financial Instruments*:

Items	Business Model Held to collect principal and interest/sell	Solely for payment of Principal and Interest SPPI Test (basic lending characteristics)	Classification
Cash and Cash Equivalents	Held to collect	Yes	Amortised cost
Receivables	Held to collect	Yes	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 sensitivity analysis has not been undertaken for the interest rate risk of CIT as it has been determined that the possible impact on income and expenses or total equity from fluctuations in interest rates is immaterial.

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

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

CIT is exposed to credit risk from:

- the amount of the financial assets it holds net of any allowance for impairment
- financial assets that are not past due or impaired
- transactions with students and other commercial entities
- term deposits and cash balances

Credit risk is mitigated by the following processes and procedures:

- the majority of revenue transactions take place with ACT Government and Australian Government entities hence any receivable generated does not carry a credit risk
- monitoring and collecting all financial assets not past due or impaired
- transactional risks are managed through internal processes which include contacting debtors by phone and email and referring to a debt collection agency. With regard to student debtors, CIT can limit student access to facilities, obtaining of grades and graduating and by deregistering students with outstanding accounts.
- cash balances are held with Westpac Banking Corporation.

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

Trade receivables are measured at lifetime expected credit losses (the simplified approach).

Liquidity Risk

Liquidity Risk is the risk that CIT will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. CIT manages its exposure to Liquidity Risk by drawing down appropriations received progressively throughout the year and by progressively invoicing students and other debtors to ensure that it can meet its obligations throughout the year. See the maturity analysis for further details on when financial assets and liabilities mature.

CIT's exposure to Liquidity Risk and the management of this risk has not changed since the previous reporting period.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 17. FINANCIAL INSTRUMENTS - CONTINUED

Price Risk

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

Financial assets are classified as subsequently measured at amortised cost, fair value through other comprehensive income or fair value through profit or loss on the basis of both;

- (a) the business model for managing the financial assets; and
- (b) the contractual cash flow characteristics of the financial assets.

Financial liabilities are measured at amortised cost.

Fair Value of Financial Assets and Liabilities

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

Consolidated					
	Note No.	Carrying Amount 2024 \$'000	Fair Value Amount 2024 \$'000	Carrying Amount 2023 \$'000	Fair Value Amount 2023 \$'000
Financial Assets					
Cash and Cash Equivalents	8	6 855	6 855	12 753	12 753
Receivables	9	3 425	3 425	7 990	7 990
Total Financial Assets		10 280	10 280	20 743	20 743
Financial Liabilities					
Payables	13	4 719	4 719	2 461	2 461
ACT Government Borrowings		355	355	534	534
Total Financial Liabilities		5 074	5 074	2 995	2 995

Fair Value Hierarchy

CIT does not have any financial assets or liabilities measured at fair value. As such, no Fair Value Hierarchy disclosures have been made.

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

	Note No.	Weighted Average Interest Rate	Floating Interest \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
				1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Instruments								
Financial Assets								
Cash and Cash Equivalents	8	4.91%	2 853	4 000	-	-	2	6 855
Receivables ^a	9		-	-	-	-	3 425	3 425
Total Financial Assets			2 853	4 000	-	-	3 427	10 280
Financial Liabilities								
Payables ^a	13		-	-	-	-	4 719	4 719
ACT Government Borrowings			-	-	-	-	355	355
Total Financial Liabilities			-	-	-	-	5 074	5 074
Net Financial Assets/(Liabilities)			2 853	4 000	-	-	(1 647)	5 206

a. Note this amount varies from Balance Sheet amount as it is adjusted for GST.

Canberra Institute of Technology
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For the Year Ended 31 December 2024

NOTE 17. FINANCIAL INSTRUMENTS – CONTINUED

Consolidated 2023

	Note No.	Weighted Average Interest Rate	Floating Interest \$'000	Fixed Interest Maturing In:			Non-Interest Bearing \$'000	Total \$'000
				1 Year or Less \$'000	Over 1 Year to 5 Years \$'000	Over 5 Years \$'000		
Financial Instruments								
Financial Assets								
Cash and Cash Equivalents	8	4.37%	7 750	5 000	-	-	3	12 753
Receivables ^a	9		-	-	-	-	7 990	7 990
Total Financial Assets			7 750	5 000	-	-	7 993	20 743
Financial Liabilities								
Payables ^a	13		-	-	-	-	2 461	2 461
ACT Government Borrowings			-	-	-	-	534	534
Total Financial Liabilities			-	-	-	-	2 995	2 995
Net Financial Assets/(Liabilities)			7 750	5 000	-	-	4 998	17 748

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	
	2024	2023
	\$'000	\$'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	5 074	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 Liabilities at Fair Value through Profit and Loss' category and, as such, this category is also not included above.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 18. COMMITMENTS

Material 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:

	Consolidated		CIT	
	2024 \$'000	2023 \$'000	2024 \$'000	2023 \$'000
Capital Commitments - Property, Plant and Equipment				
Within one year	1 088	1 007	1 088	1 007
Total Capital Commitments - Property, Plant and Equipment	1 088	1 007	1 088	1 007

Other Commitments

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

Within one year	4 563	803	4 563	803
Later than one year but not later than five years	2 246	1 154	2 246	1 154
Later than five years	69	85	69	85
Total Other Commitments^a	6 878	2 042	6 878	2 042

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.

Canberra Institute of Technology
Notes to and Forming Part of the Financial Statements
For the Year Ended 31 December 2024

NOTE 19. CONTINGENT LIABILITIES 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 result 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 reporting 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.

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 Policies 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 Government and are therefore related parties of CIT.

There were no related party transactions undertaken directly with CIT by Cabinet Ministers, including the Portfolio Minister, or by the Head of Service during the year ended 31 December 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) CONTROLLING ENTITY

CIT is an ACT Government controlled entity.

(B) KEY MANAGEMENT PERSONNEL

B.1 Compensation of Key Management Personnel

Compensation by CIT to KMP employed by CIT is set out below.

	2024	2023
	\$'000	\$'000
Short-Term Employee Benefits ^a	1,769	1,363
Board Member Fees	208	228
Total Compensation by CIT to KMP	1,977	1,591

a. Short term employee benefits include data previously classified as post-employee benefits and another staff member now classified as a KMP.

B.2 Transactions with related parties

There were no transactions with parties related to KMP, including transactions with KMP's close family members or other related entities that were material to the financial statements of CIT.

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.

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.

Operating Statement Line Items	Actual 2024 \$'000	Original Budget ¹ 2024 \$'000	Variance \$'000	Variance %	Variance Explanation
Controlled Recurrent Payments	81 629	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 ICT Infrastructure).

Balance Sheet Line Items

Cash and Cash Equivalents	1 646	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	1 400	1 315	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.

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

Statement of Cash Flows Line Items	Actual 2024 \$'000	Original Budget ¹ 2024 \$'000	Variance \$'000	Variance %	Variance Explanation
Controlled Recurrent Payments	81 629	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 of Technology's ICT Infrastructure).
Employee Payments	101 970	91 699	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.

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.

C3 CAPITAL WORKS

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:

- > 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.

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:

- > 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:

- > fire panels replacement
- > multiple switchboard replacement
- > New ventilation and extraction design
- > fire doors and emergency systems upgrade.

Figure 47: Capital Works projects 2024

Project	Funding Source	Completion Date	Project Budget (\$'000)	Expenditure to date (\$'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 – Smart Campus Technology	2024-25 Budget	Ongoing	8,149	4,850
2024-25 Boosting business and economy – Australia's first – EV Centre of Excellence	2024-25 Budget	Ongoing	3,200	0
2023-24 Trades Training Equipment Modernisation Program	2023-24 Budget	Ongoing	1,950	1,105
2023-24 Budget Initiatives and Infrastructure	2023-24 Budget	Ongoing	1,257	920
Total			22,970	11,476

C4 ASSET MANAGEMENT

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:

- > 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

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.

C5 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/register/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

Description of non-compliance	Section of <i>Government Procurement Act 2001</i> , <i>Government Procurement Regulation 2007</i> or other subordinate legislation to which the non-compliance relates	Reason for non-compliance	Steps taken to rectify non-compliance
Identification of notifiable contracts that have exceeded the consideration amount	12(1)(a) of the <i>Government Procurement Act 2001</i>	Expenditure under a notifiable contract exceeded the total value of the contract without an amendment	Implementation of Procure to Pay (P2P) with the organisation and implementation of improved internal contract expenditure reporting
Executed contract was not published within 21 days of signature	12(1)(a) of the <i>Government Procurement Act 2001</i>	Internal notification of the executed contract happened on day 21	CIT business areas were informed about the legal requirement to publish contracts and the distinction between internal reports and publications on TendersACT
Contract contained confidential text to redact the whole of life value	12A(1)(j) of the <i>Government Procurement Regulation 2007</i>	Misunderstanding of the definition of confidential text	Letter of variation was used to amend the confidential text clause of the contract to allow for the contract to be notified with the whole of life value while redacting the itemised pricing breakdown

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

Measure	Result
The number of unique Aboriginal and Torres Strait Islander Enterprises that respond to CIT tender and quotation opportunities	0
The number of unique Aboriginal and Torres Strait Islander Enterprises attributed a value of addressable spend	26
Percentage of the addressable spend which is spent with Aboriginal and Torres Strait Islander 3.08% enterprises (\$564.09k/\$18.33m)	3.08%

Whole of Government Contracts and Panels

Whole of government panels have already been through a procurement process that assessed the quality and ability of suppliers to provide services. They are an easy and efficient way of engaging suppliers for required services.

CIT utilises whole of government panel arrangements periodically including the Creative Services Panel, the Professional and Consulting Services Panel, the Employee Assistance Program and the Critical Incident Support Services Panel for the provision of associated services.

Figure 50: Whole of Government Panel Expenditure

Panel arrangements	Expenditure (inc. GST) \$
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

C6 STATEMENT OF PERFORMANCE



AUDITOR-GENERAL AN OFFICER
OF THE ACT LEGISLATIVE ASSEMBLY 

INDEPENDENT LIMITED ASSURANCE REPORT

To the Members of the ACT Legislative Assembly

Conclusion

I have undertaken a limited assurance engagement on the statement of performance of the Canberra Institute of Technology for the year ended 31 December 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 Information*. My responsibilities under the standard and legislation are described in the 'Auditor-General's responsibilities' section of this report.

I have complied with the independence and other relevant ethical requirements relating to assurance engagements, and the ACT Audit Office applies Australian Auditing Standard ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, 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.

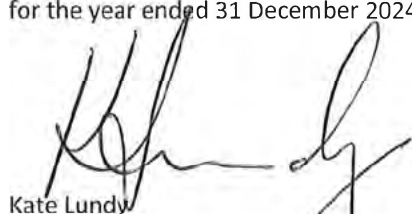


Ajay Sharma PSM
Assistant Auditor-General, Financial Audit
21 March 2025

**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 of Technology for the year ended 31 December 2024 and also fairly reflects the judgements exercised in preparing it.



Kate Lundy

Chair

Canberra Institute of Technology Board

Li March 2025

Output Class 1: Provision of Vocation Education and Training Services

For the calendar year 1 January 2024 to 31 December 2024

	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 Enrolments ³	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 Rate ⁴	80%	89%	11

For the financial year 1 July 2023 to 30 June 2024

	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 Rate ⁴	80%	91%	14

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).
2. 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.
3. 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.
4. The survey of employer satisfaction showed overall levels of satisfaction, reflecting the positive views of employers regarding their training experience engaging with CIT.

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.
 - ii. 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.

ACRONYMS AND ABBREVIATIONS

AC	Academic Council	HR	Human Resources
ACE	Adult and Community Education	HSR	Health and Safety Representative
ACT	Australian Capital Territory	IAG	Industry Advisory Group
ACTIA	ACT Insurance Authority	IAHA	Indigenous Allied Health Australia
ACTPS	ACT Public Service	IAP	Indigenous Apprenticeship Program
ACU	Australian Catholic University	IAGPD	Indigenous Australian Government Development Program
AIATSIS	Australian Institute of Aboriginal and Torres Strait Islander Studies	iCBR	Infrastructure Canberra
AIUE	Academy of Interactive Entertainment	ICT	Information and Communication Technology
ANMAC	Australian Nursing and Midwives Accreditation Council	IMICT	Information Management/Information and Communication Technology
ANU	Australian National University	JSA	Jobs and Skills Australia
AQF	Australian Qualifications Framework	LES	Learner Engagement Survey
ARP	Asset Renewal Program	LLN	Language, Literacy and Numeracy
ASbA	Australian School-based Apprenticeship	LLND	Language, Literacy, Numeracy and Digital
ASL	Annual Staffing Level	LSA	Learning Support Assistant
ASNZS	Australian/New Zealand Standard	MOU	Memorandum of Understanding
ASQA	Australian Skills Quality Authority	MPC	Major Projects Canberra
ATSIPP	Aboriginal and Torres Strait Islander Procurement Policy	NCVER	National Centre for Vocational Education Research
BCP	Business Continuity Plan	NUHEP	Non-University Higher Education Provider
BSSS	ACT Board of Senior Secondary Studies	PIF	Product Innovation Fund
CALD	Culturally and Linguistically Diverse	RAP	Reconciliation Action Plan
CBRIN	Canberra Innovation Network	RED	Respect, Equity and Diversity
CEO	Chief Executive Officer	REDCO	Respect, Equity and Diversity Contact Officer
CIT	Canberra Institute of Technology	RMP	Records Management Program
CIT Act	<i>Canberra Institute of Technology Act 1987</i>	RTO	Registered Training Organisation
CITSA	CIT Student Association	SERBIR	Senior Executive Responsible for Business Integrity Risk
CMT	Crisis Management Team	SWATT	Study Work Anywhere Any Time
CMTEDD	Chief Minister, Treasury, Economic Development Directory	TAE	Training and Education
CPP	Career Pathway Program	TAFE	Technical and Further Education
CRP	Controlled Recurrent Payment	TDA	TAFE Directors Australia
CSU	Charles Sturt University	TEQSA	Tertiary Education Quality and Standards Agency
DIRC	Design Innovation Research Centre	UC	University of Canberra
EA	Enterprise Agreement	UNEC	United Ngunnawal Elders Council
EAP	Employee Assistance Program	UNSW	University of New South Wales
EMC	Executive Management Committee	VET	Vocational Education and Training
ESS	Employer Satisfaction Survey	VETSES	VET Student Experience Survey
ETD	Education and Training Directorate	WHS	Work Health and Safety
FMA	<i>Financial Management Act 1996</i>	WHS Act	<i>Work Health and Safety Act 2011</i>
FOI	Freedom of Information	YECC	Yurauna Early Childhood Centre
FOI Act	<i>Freedom of Information Act 2016</i>		
FTE	Full-Time Equivalent		
GWO	Global Wind Organisation		

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 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 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:

- A. Transmittal Certificate, see page 7.
- B. Organisational Overview and Performance, inclusive of all subsections, see pages 12-96.
- C. Financial Management Reporting, inclusive of all subsections, see pages 100-170.

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 5 WHOLE OF GOVERNMENT ANNUAL REPORTING

Four of the five subsections of Part 5 of the Directions apply to CIT. Consistent with the Directions, the information satisfying these requirements is reported in the one place for all ACT Public Service directorates, as follows:

- > **Human Rights**, see the annual report of the Justice and Community Safety Directorate
- > **Legal Services Directions**, see the annual report of the Justice and Community Safety Directorate
- > **Public Sector Standards and Workforce Profile**, see the annual State of the Service Report
- > **Territory Records**, see the annual report of Chief Minister, Treasury and Economic Development Directorate.

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The CIT 2024 Annual Report can be found at:

Publications: Canberra Institute of Technology
(cit.edu.au/about/publications)



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