



central
INSTITUTE OF TECHNOLOGY

2012
CENTRAL
INSTITUTE OF
TECHNOLOGY
ANNUAL REPORT

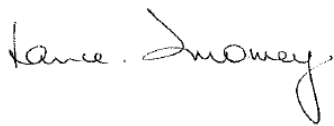


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To the Hon Murray Cowper MLA, Minister for Training and Workforce Development

In accordance with Section 61 of the *Financial Management Act 2006*, we hereby submit for your information and presentation to Parliament the Annual Report of Central Institute of Technology for the period ending 31 December 2012.

The report has been prepared in accordance with the provisions of the *Financial Management Act 2006*.



Professor Lance Twomey AO
Chair
Governing Council
Central Institute of Technology
27 February 2013



Ms Susan Haynes
Deputy Chair
Governing Council
Central Institute of Technology
27 February 2013

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Mr Neil Fernandes, Managing Director

Welcome, and thank you for taking the time to have a look at Central Institute of Technology's 2012 annual report.

Central Institute of Technology's primary function is the provision

of training. From aged care to sport, engineering to tourism, nursing to finance, mining to music, Central helps Australian and international students to gain the skills and understandings they require to pursue or enhance their chosen career.

Across 2012 Central was 'home' to more than 35,000 students and over 1,000 staff, engaging with the vibrant and diverse training environment. We cannot hope to include all of the Institute's endeavours over the last 12 month period in our annual report. I trust, however, that the highlights, challenges, statistics and other information included in this annual report will give some insight into and flavour of Central's activities in 2012.

The larger percentage of the courses provided at Central are Government subsidised, significantly reducing the cost of training for our students. Central also provides training on a fee for service basis, including a very popular range of short courses in the Creative Industries. Across the board for 2012, Central has delivered over 10,900,000 'student contact hours' of training.

While the scale of what we do at Central is significant, the more important factor is the quality of what we do. The common thread that we endeavour to have run through all of Central's operations, and an underpinning principle of the vision for the Institute into the future, is the pursuit of quality. Quality in the facilities we have available, the training we provide, the service we give our students, and in our engagement with industry and the community.

I am grateful to the staff at Central who have

continually embraced the principle of quality in all of their activity on behalf of Central.

A new field of endeavour for Central in 2012 has been a concentrated effort to prepare Central for accreditation as a higher education provider. For many years Central has worked with local universities to create pathways for students through to higher education qualifications. Whilst continuing to collaborate with universities, it is envisaged that as an accredited higher education provider we will have greater capacity to provide such pathways. This will benefit our students with a wider range of opportunities to progress to higher education level qualifications.

Central entered into a partnership arrangement with arguably the world's leading culinary school, Le Cordon Bleu in 2012. Central signed an agreement with Le Cordon Bleu to develop a Bachelor of Business (Convention & Event Management) and a Bachelor of Business (Tourism Management), which are proposed to commence in 2014.

The year 2012 further witnessed our community health clinic begin to provide services to the community. Central has a thriving enrolled nurse training program and our students will benefit from the opportunity to learn skills while at the same time serving the community and fulfilling their placement requirements. The clinic has an outreach program, where we travel to off campus locations, as well as an actual clinic located on one of our campuses. Some minor works have to be undertaken before the on campus facility will be ready early in 2013.

Central has continued its focus in 2012 on providing training in the workplace, much of which is in association with traineeships and apprenticeships. The provision of training in the workplace minimises disruption for both the employee and the employer. Central has significantly increased this type of delivery from a base of around 3% of total profile delivery to

around 11.5% of total profile delivery in 2012.

In partnership with Foundation Housing and Anglicare, Central has become involved with a Foyer project, which will be the first of its kind in Australia. Foyer, which is currently under construction, will provide housing for young people at risk of homelessness. Central's role will be to assist those housed at the Foyer to gain the skills they need to improve their employment opportunities and general life skills. It is an exciting project to be involved with and we are looking forward to when it comes on line next year.

The success of our students is the real measure of how well Central is doing. In 2012, we continued the development of our model for active engagement with our students. The purpose of this model is to improve our understanding of how we can best support our students to reach their full potential, both as a body of students and as individuals experiencing specific challenges in developing the skills and understandings they wish to gain.

It is particularly encouraging to note that the Aboriginal Student of the Year at the 2012 Australian Training Awards undertook his training at Central. Although the natural talent of the winner, Nathan McGuire, is undeniable, I would like to think that the supportive environment we have provided at Central was a contributing factor to his great success.

Brought to completion in 2012 was the realignment of the main entrance to our Leederville campus from Richmond Street to Oxford Street. The objective of this project has been to create a new main entrance to the campus and increase pedestrian traffic flow through the Oxford Street Entrance, while also improving the overall look of the front of the campus. The project also links with the Town of Vincent community vision centred on Oxford Street, which envisages a sustainable and vibrant precinct.

Central's new look Leederville campus will align with the vision for the area.

Work on the building of our Green Skills facility at East Perth will commence shortly. During 2012 we finalised plans and undertook a tender process to select a builder. When finished, this exciting new facility will enable Central to provide sustainability training across a range of disciplines.

In 2012 we continued to upgrade our technology to provide a better working environment for our staff and improved services for our students. Over the course of the year, Central launched both a new website and a new intranet site. Wireless access was extended to all our campuses, and a new timetabling system implemented that will improve our facilities utilisation rates. We managed a smooth transition from our old e-mail system to Outlook and are in the process of rolling out Windows 7 and Office 2010.

In summary, I would say that 2012 has been a year of significant endeavour and achievement for Central. We have foreseen some challenges and opportunities ahead, and have been planning and preparing to meet those challenges, and positioning to embrace those opportunities. I would like to thank the dedication and hard work of our staff, and the Governing Council for their wise direction, for their contributions have been crucial to the success and achievements of Central in 2012. We also gratefully acknowledge the partnerships we have with our employer and community partners, and industry organisations and advisory boards, who continue to provide valuable input into the training we deliver.



Neil Fernandes
Managing Director

27 February 2013

executive summary

In 2012, Central Institute of Technology delivered nearly 7,000,000 publicly funded student curriculum hours (SCH). In addition, over 3.9 million SCH was delivered on a commercially funded basis. A summary of the key achievements against the 2012 Business Plan are presented below. In 2012, Central:

Competitive Market

- Maintained commercial and grant revenue activity to generate revenue of over \$39 million.
- Continued major commercial partnerships including the Adult Migrant English Program (AMEP), Better Skills for Better Care, Leading the Way, the program to upskill Education Support Workers, and the Workplace English Language Program.
- Was the only WA State training provider to deliver paraprofessional training to large numbers of students, across a diverse range of engineering disciplines.
- Initiated a new Diploma of Fashion Styling for those who want to acquire knowledge, skills, and understanding of fashion design.
- Delivered an Aboriginal women's mining traineeship, in partnership with the Chamber of Minerals and Energy.
- Maintained 451 qualifications on scope, all of which were reviewed in 2012 for currency.
- Hosted an exhibition for South Korean contemporary artist, Choi Jeong Hwa, attracting a ten-year record audience to Central's Gallery Central.
- Established a partnership with Global Television, which provides students access to real life training opportunities and state of the art outside broadcast facilities.
- Delivered a commercially funded program to support organisations build their internal

capacity to mentor and retain Indigenous employees.

- Entered into partnership arrangements with Le Cordon Bleu for the development of degree level qualifications that are planned to commence in 2014, and with Think Education Group to instigate an Associate Degree in interior design in 2013.
- Achieved national accreditation of the Enrolled Nursing Program.
- Continued to expand the range of qualifications available online, both under Central's own brand and in partnership with Open Universities Australia.
- Grew AMEP mainstream and support services delivery by 33% in student numbers and 37% in derived revenue.
- Established a collaborative venture with a training provider in India, for the delivery in India of qualifications in mining, engineering and safety, under licence from Central.

Employers, Industry and Government

- Increased work based training delivery by nearly 14% and grew employment based training delivery to above 475,000 SCH.
- In collaboration with the Master Builders Association of WA, delivered training in a skills shortage discipline outside the CBD, to fast track experienced individuals to the Diploma in Building & Construction, which enabled them to seek a Registered Builders Licence.
- Worked with the disability, health and aged care, education and resources sectors to upskill workers to higher level qualifications.
- Implemented a niche mentoring program with state of the art facilities, for qualified hairdressers who wish to perfect their technique or upskill.
- Continued to be the major provider of Better Skills for Better Care training in Western

overview of the agency

Australia for the fourth consecutive year.

- Began delivery of Diploma and Advanced Diploma level qualifications in Mechatronics.
- Continued partnership with the Catholic Education Office to support the upskilling of Education Support Workers.
- Delivered more than 365,000 SCH through recognition of prior learning (RPL).
- Assisted, in cooperation with the residents, with the creation of a community garden in a large public housing estate, and organised a public launch of the garden in an SBS documentary.
- Collaborated with Local Government to develop plans for the restoration and rejuvenation of specific sites that needed to be upgraded.
- Delivered workplace English Language and Literacy programs to a range of organisations.
- Developed and piloted an Aboriginal Leadership Program for the Department of Corrective Services.

Student Success

- Implemented a project to streamline student services and delivery support functions.
- Piloted online enrolments for continuing and commencing students and introduced email as an official line of communication for applicants.
- Significantly expanded open access library facilities including the accessibility of video content and enhanced the Health library with new material and e-resources.
- Provided targeted programs and specially designed facilities to assist students with a disability to successfully undertake their desired training.
- Continued collaboration with universities to give students the best possible range of pathways to articulate to university studies.

- Maintained the Institute module load completion rate at around 75% and held the rate of formal withdrawals to under 8.3%.
- Increased Aboriginal and Torres Strait Islander student numbers by 10.3%.
- Funded a range of exhibition initiatives to provide Creative Industries students with the opportunity to participate in local and national exhibitions and competitions.
- Provided tailored programs to meet the needs of students with mild intellectual disabilities and students with Acquired Brain Injuries.
- Developed projects that enhanced cross portfolio collaboration and gave students practice opportunities.

Community

- Successfully bid for the National Workforce Development Fund program to deliver management training to Local Government employees.
- Expanded collaboration with Perth City Farm in the delivery of training to the long term unemployed and those with mental health conditions.
- Continued our partnership with the David Wirrpanda Foundation to provide training and employment outcomes to Aboriginal and Torres Strait Islander students.
- Continued to host Read Write Now, a community based volunteer group that in 2012 won the WA Community Program of the Year at the Volunteer WA Awards.
- Raised \$5,000 for Read Write Now through student activities conducted as part of their learning.
- Collaborated with the Office of Road Safety to organise a short film competition about the dangers of drink driving in WA.
- Commenced providing outreach health care services to underserved populations as part

of the REACH clinic initiative.

- Through an interim Foyer program, successfully provided training to the 15 young participants that are homeless or at risk of homelessness.

Capability

- Commissioned major capital projects including the Green Skills facility at East Perth, the REACH disease clinic at Mount Lawley, and an entry forecourt for 25 Aberdeen Street.
- Officially launched a new external website designed to provide users that seek training information with a more sophisticated, user friendly and detailed interface.
- Finalised the implementation of wireless internet accessibility across all Central campuses.
- Commenced the phased rollout of a new timetabling system that will improve space and facility utilisation.
- Completed construction of the new Leederville façade and student service centre, which presents a more modern face to the public, whilst also revitalising, modernising and extending the life and utility of an aging building.
- Established a dedicated higher education team tasked with the development and implementation of a higher education strategy.
- Significantly invested in training facilities to ensure industry standard was maintained in a broad range of engineering disciplines.
- Updated darkroom amenities to include new high technology digital facilities, and upgraded the radio studios with modern digital consoles.
- Developed a simulated aged care training facility.
- Selected as a training provider in all categories on the Department of Finance Training Common Use Arrangement.

- Opened a satellite AMEP campus in Mirrabooka, consolidating services to students and giving greater flexibility in delivery times.

about central institute of technology

Overview

Central Institute of Technology has a history spanning more than 110 years, making it the oldest non-compulsory education institution in Western Australia. 'Perth Technical School', as it was originally known, held its first classes on 16 May 1900.

The Institute provides high quality vocational education and training (VET) to more than 35,000 students, of which about 3,340 are onshore and offshore international students.

Central Institute of Technology is the premier deliverer of paraprofessional qualifications in Western Australia and is the major deliverer of higher level qualifications in the State, with more than 56% of delivery at Certificate IV and above.

The Institute continues to be a major contributor to the economic development of the broader community, responding directly to the requirements of industry, employers and government for a highly skilled and capable workforce.

Programs

The Institute offers more than 400 nationally accredited courses, ranging from Certificate I to Vocational Graduate Certificate, together with a range of customised fee-for-service training courses. Central's close relationships with industry ensure that courses are practical, job-focused and driven by employment outcomes.

Services

Central Institute of Technology provides a range of industry and employer consultancy and workforce development services, designed to increase skill development and utilisation in the workplace, increase productivity and build business capability.

The Centre for Business Solutions and Training (CBS Training) is the corporate training section of the Business and Management portfolio. CBS Training offers customised training courses ranging from short courses to nationally recognised Certificate IV and Diplomas that are adapted to suit individual organisational requirements.

The Business Development Unit brokers relationships with industry to identify solutions which address critical skills development and workforce planning needs. The Unit also identifies new business opportunities to grow traineeships and apprenticeships, funding sources and tender opportunities.

Campuses

- Perth
12, 19, 25 and 30 Aberdeen Street
133 Newcastle Street
NORTHBRIDGE WA 6003
- Leederville
Richmond Street
LEEDERVILLE WA 6007
- East Perth
140 Royal Street
EAST PERTH WA 6004
- Mount Lawley
Cnr Lord and Harold Streets
MOUNT LAWLEY WA 6050
- Oral Health Centre of Western Australia
17 Monash Avenue
NEDLANDS WA 6009

vision, values and mission

Vision

Central Institute of Technology will continue to be recognised as the premier deliverer of high-level vocational skills, providing pathways for a diverse student cohort to employment and higher education.

Mission

Working smarter to deliver smarter workers.

Values

Central Institute of Technology has developed a set of five values to assist in realising the Institute's vision. These values underpin the development of all Institute products and services.

Ambition

We create competitive advantage and set ourselves apart, by:

- Seeking new opportunities, and challenges
- Exercising our best judgement
- Setting the highest standards
- Exceeding expectations
- Developing leaders at all levels

Respect

We act with honesty and integrity, and build trust in each other, by:

- Welcoming the diversity of our staff and students
- Supporting others' efforts
- Providing feedback in a constructive way
- Forgiving mistakes made when acting in good faith
- Understanding and acknowledging other's roles in the Institute

Responsibility

We own our behaviour, actions and outcomes, by:

- Delivering what we promise
- Ensuring we are well informed in decisions we make
- Leading by example
- Not apportioning blame
- Considering the impact our actions have on others
- Being environmentally conscious

Professionalism

We become good at what we do, by:

- Understanding the broader context in which we work
- Constantly looking to develop and improve our knowledge and skills
- Collaborating within and across teams
- Being motivated and positive
- Reflecting on our performance and seeking out feedback

Ingenuity

We find new and better ways of doing things, by:

- Imagining
- Seeing opportunities and not barriers
- Being agile and adaptable
- Learning from mistakes
- Enjoying ourselves

strategic plan 2012-2014

The Strategic Plan 2012-2014 outlines the Institute's goals, objectives and targets to achieve its mission. The Plan was developed to deliver on the outcomes and targets set in *Training WA*.

Competitive Market

We strengthen Central's position and lead in a competitive training market:

- *Publicly funded delivery*: At least a 25% market share of publicly funded training delivery.
- *Commercialisation*: Annual growth of at least 20% in commercial revenue while maintaining profitability.
- *Internationalisation*: Annual growth of at least 10% in international student numbers (onshore and offshore).
- *Industry precincts/centres of specialisation*: Market recognition for our leadership as centres of specialisation.
- *Tertiary Delivery (Diploma and above)*: Grow and maintain the proportion of tertiary delivery to between 40% and 50% of total delivery.

Employers, Industry and Government

We will respond to employers' needs with flexible and customised work based training:

- *Workforce Development and Productivity*: Training that directly responds to employers' needs for an increasingly productive workforce.
- *Employment Outcomes*: Suitably skilled and more employable workers.
- *Innovation and Industry Engagement*: Partnerships and collaborations that support workforce development and participation.

Student Success

A positive learning environment improves employment and higher education opportunities for our students:

- *Quality of Teaching and Learning*: Students are very satisfied with the quality of the learning experience.

- *Flexibility*: Study options promote student success.
- *Student Support Services*: Student information and support services are responsive to students needs and contribute to improving outcomes.
- *Equity and Diversity*: Students experiencing educational disadvantage achieve positive outcomes.

Community

We are valued for the contribution we make to sustainability and our communities:

- *Partnerships and Programs*: Training and employment outcomes are enhanced through partnering with relevant community organisations.
- *Citizenship*: The Institute's staff and students are actively involved in activities for the betterment of the community.
- *Student Community*: A welcoming environment encourages student engagement and supports student success.
- *Sustainable Development*: The Institute delivers training and manages its operations in an environmentally, socially and economically sustainable way.

Capability

We will recognise and nurture our competitive advantage, focusing on the quality of our programs, services and staff:

- *People*: Staff capability, attributes and attitudes support a positive culture and the capacity to respond to change.
- *Finances*: Funding models support Institute priorities and directions.
- *Infrastructure*: Facilities are appropriate to contemporary teaching practices.
- *ICT*: A robust and scalable technology platform that adapts to the changing needs of the Institute, its staff and students.

student population

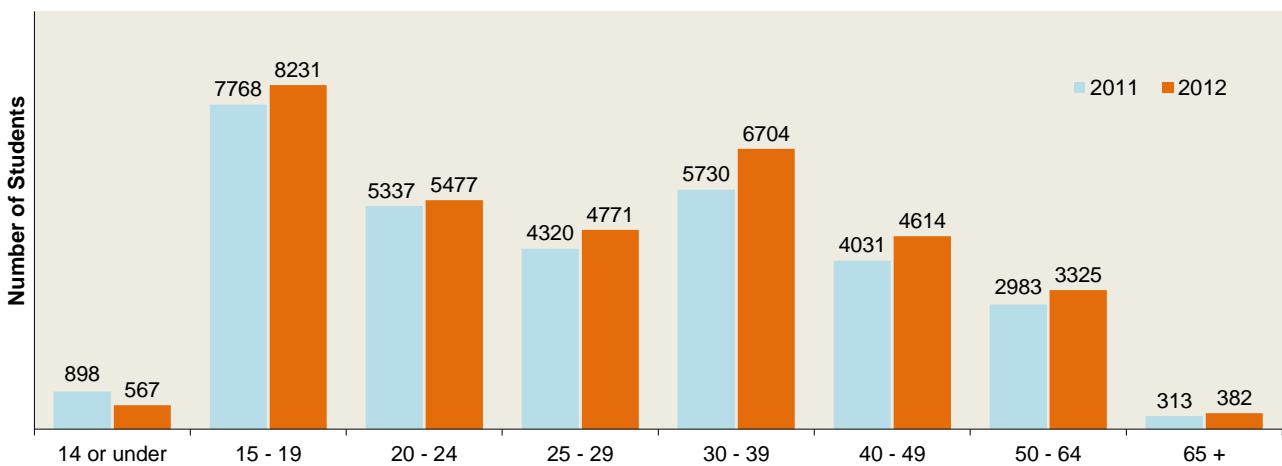
The number of students who undertook a course at Central in 2012 (excluding offshore international) increased by 8.5% to 34,161.

The largest proportion of students at the Institute was the 15 to 19 year old age group, representing 24.1% of the total student population (excluding offshore international students). Approximately 42% of students were aged 24 years and under.

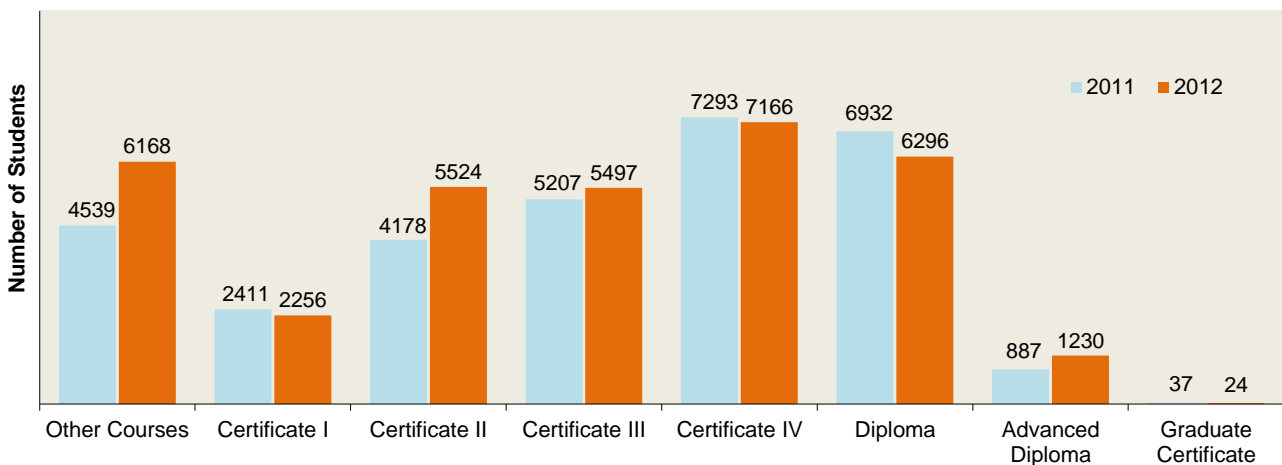
Of the total enrolments 18.1% is attributable to 'Other Courses', 38.9% to Certificate I to III qualifications and 43.1% to Certificate IV and above qualifications.

Approximately 57% of students studied at Central on a part-time basis while 57% of students were female.

Student Population by Age Group



Student Population by Qualification Level



awards and scholarships

Central had another successful year with staff and students recognised for their achievements locally, nationally and internationally.

Australian Training Awards

Aboriginal and Torres Strait Islander Student of the Year

Nathan McGuire

WA Training Awards

WA Trainee of the Year

Nicola Howe

WA Aboriginal and Torres Strait Islander Student of the Year

Nathan McGuire

Central Institute of Technology Staff Awards

Professional Support Award

Shannon Laidler, Manager Student Services

Teaching Excellence Award

Chris Jamieson, Lecturer in Civil and Structural Engineering

Team Award

Finance and Property Services Employment Based Training Team

Perth Student Services Team (Highly Commended)

Central Institute of Technology Student Awards

Student of the Year

Leanne Clements

Aboriginal/Torres Strait Islander Student of the Year

Linda Cresdee

International Student of the Year

Jorge Davila Flores

Apprentice/Trainee of the Year

Nicola Howe

Vocational Student of the Year

Leanne Clements

Access & Diversity Student of the Year (Student from a non-English speaking background)

Yin Shang

Access & Diversity Student of the Year (Student with a Disability)

Nicholas Peters

High Achieving Student

Art & Craft

Ian Williams

Applied Design

Hanzlah Ain

Atti Petrova

Media

Leanne Clements

Digital Content

Sylvia Cheung

Community & Children's Services

Daniel Murdock

Tourism & Languages

Kendal Hancy

Sport, Education & Disability Programs

Warren Parker

Health & Lifestyle

Karen Yeo

Community Learning & Partnerships

Kieran Kelly

English as a Second Language

Rinyaphat Wiwatathikul

Business & Management

Wendy Phung

Natalie Moore

Finance, Law & Property Services

Joshua Boardman

Ursula Shaw

Nicola Howe

Engineering

Marcus Jones

Building Design & Construction

Alija Bogdanowicz

Andrew Jefferson

Special Commendation Student

Art & Craft

Rei Minohara-Starke

Media

Ben Matthews

Digital Content

Wun-Ling Chen

Community & Children's

Gillian Griffiths

Tourism & Languages

Ben Jays

Sport, Education & Disability

Tim Grimmer

Health & Lifestyle

Lisa Redmond

Community Learning & Partnerships

Christina Little

English as a Second Language

Dina Ammar

Science, Resources & Environment

Gina Vanesa Alba Vega

Science, Resources & Environment

Luciana Navarette

Engineering

Justin Pauletto

2012 Worldskills Australian National Competition

Gold Medallist (Jewellery)

Tayron Scagnetti

Bronze Medallist (Jewellery)

Erin Thomson

Finalist (Pearl Design)

Peter Keep

Tertiary Sports WA Regional Challenge

Winners

Central Institute of Technology team

2012 Avid Australia Vizcom Editing Student Award

Rowan Haynes

Olivia Dhimitri

2012 Printing Industry Craftsmanship Awards

Heidelberg Graduate Apprentice of the Year

Shannon Potter

Design Institute of Australia (WA) 2012 Awards

Emerging Student (Furniture Design)

Aaron Leahy

Award of Merit (Furniture Design)

Aaron Leahy

Award of Merit (Furniture Design)

Callum Campbell

Award of Merit (Industrial Design)

Aaron Leahy

Commendation (Furniture Design)

Gwilym Faulkner

Jewellery Manufacturers Group of Australia Awards

Blandine Halle

Shamsi Sultana

Rei Minohara-Starke

Central Institute of Technology Scholarships

Aboriginal and Torres Strait Islander Scholarship

Amy Ninyyette

Shannon Quinlan

Academic Excellence Scholarship

Cameron Marshall

Carla Adams

Michelle Long

Chelsea Van Duyn

Samantha Morrison

Linda Zani

Access & Equity Scholarship

Jordan Long

Nicholas Peters

Mehdi Alimee

Julia D'Rozario

Courtney Morse

Seung Ha Lee

Aquinas Crowe

Vet in Schools

Michael LePage

Central Institute of Technology Smith Family Scholarship

Katherine Vu

Aboriginal and Torres Strait Islander Health Scholarship

Latoya Floyd

Linda Cresdee

Accounting Scholarship

Maryna Yukhymets

Munkhtuul Batbold

Anijah Tjandra

Lina Wang

Business and Management Scholarship

Rajenderan Rajoo

Jane Coley

Tiffany Gibb

Amanda Guthrie

Benjamin Meek

Building and Construction Scholarship

Jemma Angus

John White

Education and Children's Services Scholarship

Ping Jiang

Lisa Glennon

Peta Marjoram

Leilani Underwood

Information Technology Scholarship

William Anderson

Screen and Media Scholarship

Cathryn Langman

James Campbell Awards

Diploma of Civil & Structural Engineering

Yin Sandy Shang

Certificate IV in Electronics & Communication

Mohammad Jamee

Diploma of Information Technology (Networking)

Soe Naing Shu

Diploma of Engineering (Mechatronics)

Sam Carstairs

Nathan Clark

Christopher Hodgkinson

Daniel Salinovich

Ashley Welke

Diploma of Engineering (Mechanical)

Robert Lauchlan

Andrew Marchetti

Diploma of Engineering (Oil & Gas)

Asemhign Alemu

James Deng

Advanced Diploma of Engineering (Oil & Gas)

Sylwia Antczak

operational structure

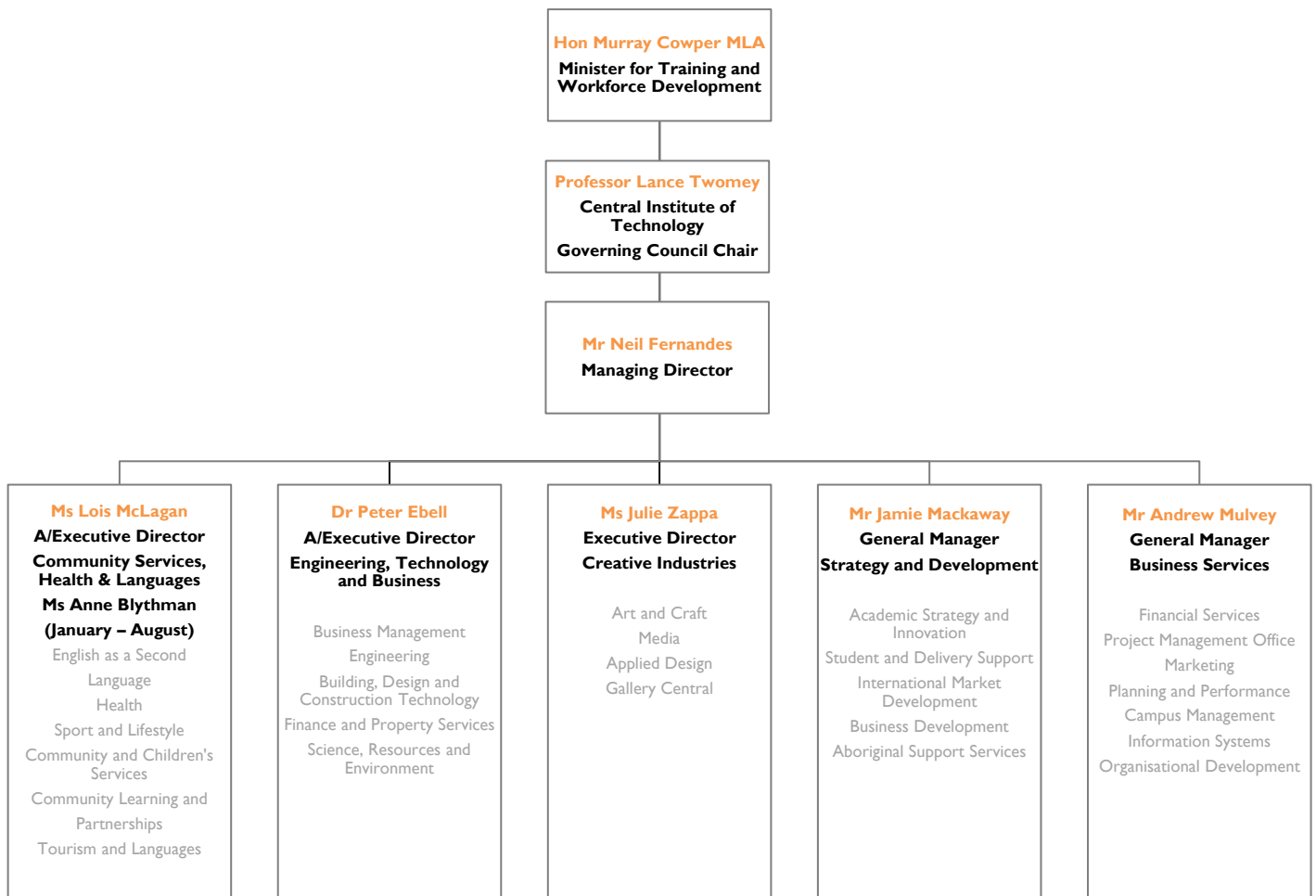
Enabling Legislation

Central Institute of Technology was established as a statutory authority on 1 January 1997 under Section 35 of the *Vocational Education and Training Act 1996*. The Institute is a body corporate with the Institute Governing Council established as the accountable authority.

Responsible Minister

Central Institute of Technology is responsible to the Hon Murray Cowper MLA, Minister for Training and Workforce Development, with the primary purpose of delivering vocational education and training and other related activities determined by the Minister.

Organisational Structure



Corporate Governance

The Institute has in place an effective corporate governance structure, supported by boards, systems, practices, processes and documentation which guide the performance, operation and management of the organisation, ensure legislative requirements are met and ensure the achievement of desired outcomes.

Central operates within the parameters of a range of legislative requirements, whole-of-government and vocational education and training (VET) policy directions. A range of procedures are in place to address the operational and planning activities necessary to comply with legislation and policies.

Central recognises the importance of good governance to ensure the best possible outcomes are delivered by the State training sector and that Western Australians receive value for money from the State Government. In signing the Governance Chart with the Minister for Training and

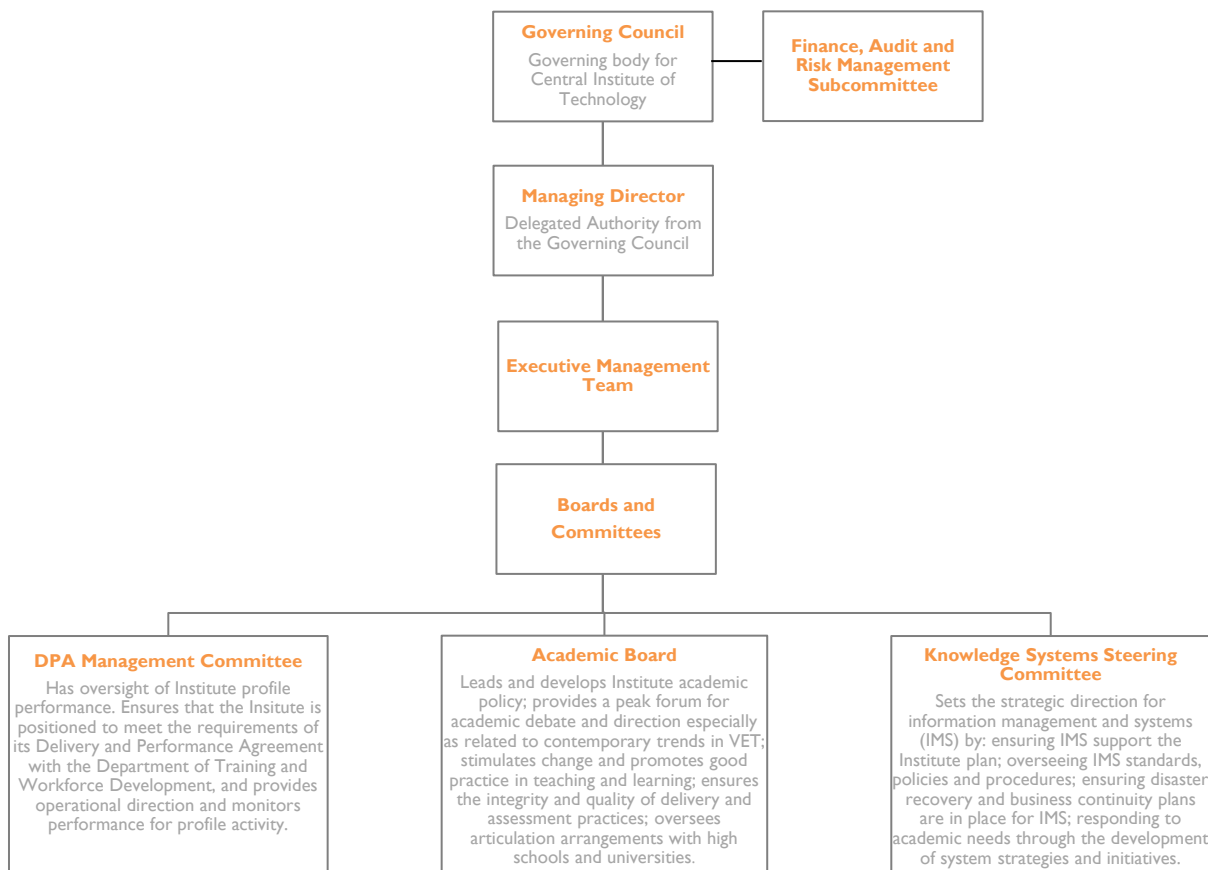
Workforce Development and the Department of Training and Workforce Development, the Institute commits to:

- implementing the Governance Framework throughout the organisation;
- embracing the nine principles of good governance;
- ensuring minimum standards of governance are in place; and
- continuing to take an active role in discussions regarding the on-going development of the Governance Framework.

Furthermore, the Governing Council and Managing Director commit to:

- implementing the minimum standards of governance; and
- meeting the Governance Framework requirements, remaining financially viable and meeting the State Government’s training priorities.

Governance Structure



Governing Council

Central Institute of Technology is governed by a Council which oversees the Institute's operations and affairs. Whilst the Governing Council is the ultimate authority in the Institute, it delegates its powers as the employing authority and manager of the Institute to the Managing Director. Governing Council has responsibility to ensure that all delegations are carried out diligently and effectively.

The Governing Council consists of a chairperson, a deputy chairperson, the Managing Director of the Institute, and between 6 and 10 other members appointed by the Minister for Training and Workforce Development. Members are selected for their experience and expertise in education, training, industry or community affairs and for their ability to contribute to the strategic direction of the Institute. Members are appointed for a term of three years. At the end of their three year term they are eligible for re-appointment.

Section 42 of the *Vocational Education and Training Act 1996* outlines the Governing Council's functions. Functions of the Governing Council include:

- govern and oversee the general operations and performance of the Institute;
- develop and approve strategic directions and business operations of the Institute; and
- ensure the Institute's courses, programs and services are responsive to, and meet the needs of students, industry and the community.

The Governing Council oversees the strategic direction of the Institute through the execution of its statutory functions under the *Vocational Education and Training Act 1996*, *Public Sector Management Act 1994* and the *Financial Management Act 2006*.

Finance, Audit and Risk Management Subcommittee of Governing Council

The Finance, Audit and Risk Management

Subcommittee was established by the Governing Council to ensure appropriate oversight of key governance issues, and is responsible for investigating issues to inform the Governing Council and to make recommendations for Council endorsement. The Finance, Audit and Risk Management Subcommittee consists of three or more Governing Council members, as nominated by the full Council from time to time.

As at 31 December 2012, membership of the Governing Council and Finance, Audit and Risk Management Subcommittee of Governing Council was as follows:

Professor Lance Twomey AO

Professor Twomey has a long standing and prestigious reputation in the Western Australian education sector. While his initial qualification is in physiotherapy, Professor Twomey received Honours and a PhD in Anatomy and has since served as Vice-Chancellor and President of Curtin University for well over a decade.

Professor Twomey joined the Governing Council in 2008 and was appointed Chairperson in 2009. Professor Twomey is a member of the Finance, Audit and Risk Management Subcommittee.

Susan Haynes

Susan is a partner in a Chartered Accounting firm and is a member of the Institute of Chartered Accountants in Australia with an Honours degree in Accounting.

Susan joined the Governing Council in 2005 and was appointed Deputy Chairperson in 2009. Susan is Chairperson of the Finance, Audit and Risk Management Subcommittee.

Stephanie Faulkner

Stephanie is a lawyer specialising in all aspects of the commercialisation of intellectual property and dispute resolution. She is acknowledged in Australia and overseas as being expert, particularly in the field of copyright as well as in relation to patents, trademarks, confidential information and

the intellectual property-competition policy nexus.

Stephanie has been a member of Governing Council since 2006 and has been a member of the Finance, Audit and Risk Management Subcommittee since 2009.

Stedman Ellis

Stedman is currently the WA Director at the Australian Petroleum Production & Exploration Association. For three years, Stedman was the Deputy Director General at the WA Department of Mines and Petroleum where he dealt with key policy and strategic issues involved in delivering the government's priorities in this area.

Stedman has been a member of the Governing Council since 2008.

Mara West

Mara has an education and training background, having worked in the VET system for many years. In particular Mara has considerable experience in Aboriginal programs, having participated in the development, review and evaluation of a number of significant indigenous projects.

Mara joined the Governing Council in 2008 and was this year reappointed for a further three-year term. Mara is also Chairperson of Central's Aboriginal Employment, Education and Training Committee.

Colin Campbell-Fraser

Colin is a graduate of The University of Western Australia, with extensive knowledge and experience as a professional in communications and marketing in both the private and public sectors. A former senior newspaper journalist he spent eight years with the State Government as media and policy adviser to various Ministers and Premiers. Following three years with ABC Radio as producer of morning current affairs, he joined UWA in 1996, as Director of Public Affairs, and in 2008 was appointed Principal Adviser External Relations and Advocacy to UWA's Vice-Chancellor and Senior Executive. He now consults

privately to organisations, institutions and individuals.

Colin has been a member of the Governing Council since 2007.

Paul Jones

Paul is an architect and a director of a major Perth architectural firm. Paul has a wealth of experience through his involvement in projects produced by his practice as well as extensive experience in his time with Foster Associates in London as the Project Architect for Stansted Airport and the Renault Headquarters.

Paul was appointed to the Governing Council in 2009.

Adjunct Associate Professor Catherine Stoddart

Catherine is the Chief Nurse and Midwifery Officer of Western Australia. Catherine has previously held executive management roles and senior clinical nursing positions at Sir Charles Gairdner Hospital and more recently as Executive Director of Nursing at the WA Country Health Service and as Regional Director for the Kimberley Health Service.

Catherine was appointed to the Governing Council in 2010.

Peter Fairclough

Peter is the Policy, Government and Public Affairs General Manager for Chevron Australia. He is responsible for, among others, legislative and regulatory advocacy, external and internal communications, community and stakeholder engagement and reputation. He has extensive experience in government relations, policy development and advocacy, reputation management and community engagement.

Peter was appointed to the Governing Council in 2010.

Stephen Pollard

Stephen is the Chief Executive of the All Earth Group, a company which specialises in civil construction, waste and recycling management,

plant hire and logistics. Stephen previously held the position of Chief Operating Officer at the Chamber of Commerce and Industry Western Australia, having joined in November 1999.

Stephen was appointed to the Governing Council in 2011. He is also a member of the Finance, Audit and Risk Management Subcommittee.

Joanne Farrell

Joanne is an executive member of Rio Tinto's global iron ore business. She has recently been assigned to a Project based role within Rio Tinto's corporate centre, undertaking a strategic review of support and services functions globally. Joanne is also a director of the Committee for Perth and Perth Institute of Contemporary Arts, a board member of the Rio Tinto WA Future Fund and the State Training Board, and is a member of Chief Executive Women, and the Advisory Council for Committee Economic Development Australia.

Joanne was appointed to the Governing Council in 2012.

Peter Browne

Peter manages the BHP Billiton Iron Ore Pilbara education partnerships in the Pilbara, which are designed to improve the opportunities of rural and remote students. Previous to this, Peter has held such positions as the Director General of Education, the Adjunct Professor at Curtin University, and Education Consultant at BHP Billiton Iron Ore. Peter currently Chairs the Midwest Education Industry and Training Alliance, is a member of Pindan College Board in Port Hedland and St Mary's Anglican Girls School, and is a Councillor on the Claremont Town Council.

Peter was appointed to Governing Council in 2012.

Neil Fernandes

Neil has been the Managing Director at Central Institute of Technology since July 2005. Neil is an ex-officio member of the Governing Council by virtue of his position as Managing Director.

The Institute would like to acknowledge the

contribution of both Ian Gay and Pamela Brand, who retired from the Governing Council this year.

Executive Management Team

The Executive Management Team consists of the Managing Director, General Managers and Executive Directors. The Executive Management Team has overall responsibility for the day-to-day effective and efficient operation of the Institute, and undertakes strategic planning for the future direction of the Institute. Members chair the governance boards and committees at Central.

In 2012 Central continued the revised membership structure that was initiated in 2011. The revised structure has provided selected senior managers with an opportunity to engage with the team on a rotational basis, to actively contribute to the Institute's strategic direction. Many members of the Institute's senior management contributed to the Executive Committee meetings over the course of the year, and the Executive Management Team sincerely thank them for their contribution.

Central would also like to acknowledge the contribution of Anne Blythman who has been at Central for 20 years in a variety of roles, including lecturing and management, and most recently as part of the Executive team.

Administering Legislation

The Minister for Training and Workforce Development administers the *Vocational Education and Training Act 1996*.

Key legislation affecting the Institute's activities

Central complies with the following relevant legislation:

Archive Act 1983, Commonwealth
Auditor General Act 2006
Children and Community Services Act 2004
Civil Liability Act 2002
Classification Enforcement Act 1996
Commercial Tenancy (Retail Shops) Agreements Act 1985
Constitution Act 1889, Commonwealth
Copyright Act 1968, Commonwealth
Corporations Act 2001, Commonwealth
Corruption and Crime Commission Act 2003
Disability Services Act 1993
Education Service Providers (Full Fee Overseas Students) Registration Act 1991
Education Services for Overseas Students Act 2000, Commonwealth
Electoral Act 1907
Equal Opportunity Act 1984
Fair Work Act 2009, Commonwealth
Financial Management Act 2006
Freedom of Information Act 1992
Government Employees Superannuation Act 1987
Higher Education Support Act 2003, Commonwealth
Income Tax Assessment Act 1997
Industrial Relations Act 1979
Industrial Training Act 1975
Library Board of Western Australia Act 1951
Minimum Conditions of Employment Act 1993
Occupational Safety and Health Act 1984
Privacy Act 1988, Commonwealth
Public Interest Disclosure Act 2003
Public Sector Management Act 1994
Skills Australia Act 2008, Commonwealth
Spam Act 2003, Commonwealth
State Records Act 2000
State Supply Commission Act 1991
Statutory Corporations (Liability of Directors) Act 1996
Vocational Education and Training Act 1996
Workers Compensation and Injury Management Act 1981
Working with Children (Criminal Record Checking) Act 2004
Workplace Relations Act 1996, Commonwealth

performance management framework

Outcomes Based Management Framework

The Government Goal “Outcomes Based Service Delivery” best covers Central Institute of Technology’s core business. The link between this government goal and agency level government desired outcomes and services is presented below:

Government Goal	Desired Outcomes	Services
<p>Outcome Based Service Delivery:</p> <p><i>To ensure a greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.</i></p>	<p>The provision of vocational education and training services to meet community and industry training needs</p>	<ol style="list-style-type: none"> 1. Delivering nationally accredited training courses from Certificate I to Vocational Graduate Certificate 2. Apprenticeships and traineeships 3. Foundation and access programs 4. Fee-for-service courses including onshore international delivery, short courses and single subscriber courses

Changes to Outcome Based Management Framework

Central Institute of Technology’s outcome based management framework did not change during 2012.

Shared Responsibilities with Other Agencies

Central Institute of Technology does not share any responsibilities with other agencies.

health, community services and languages

The Health, Community Services and Languages Division encompasses Health and Community Services, Travel, Tourism and Events, Education and Sport and Fitness. In addition it provides training in English Language and LOTE (Languages other than English), as well as targeted programs for disadvantaged groups and students with a disability.

Meeting Student Needs

The Division continued its commitment to creative and innovative programs to improve student achievement and support retention strategies.

This Division has explored opportunities to develop cross-portfolio collaboration, initiating projects to benefit students from various vocational areas. One of our crèches, established to assist our Adult Migrant English Program students, is fully managed by staff and students from the Children's Services area. This arrangement provides students enrolled in Children's Services courses with a high quality experiential learning opportunity.

Another successful collaboration project has been the establishment of Central-i, a Visitor Information Centre run by Travel and Tourism students. The Centre is currently promoting information about the Institute, and is planning to extend the services to include information on events for local tourism businesses in the Perth precinct.

In July 2012 Central opened a satellite campus in Mirrabooka to accommodate and consolidated most of its growing Adult Migrant English Program community delivery on one site. This consolidation has allowed us to offer enhanced administrative, counselling and crèche services to our students as well as greater flexibility in delivery times.

In 2012, the Reach (Roaming Education and Community Health) Health Clinic was established. The Clinic will provide critical clinical placements in

the nursing area and support students to develop and consolidate essential communication and nursing skills. The planned integration of Nurse Practitioner clinics will provide access to health services for underserved populations and for many of our student cohort.

Other achievements include national accreditation of the Enrolled Nursing program, and the development of a Partial Dentures course for qualified Dental Prosthetists in WA. The establishment of partnerships with the Office of Nursing and Midwifery will ensure the continued delivery of the Assistant in Nursing Traineeship.

Central's Aged Care Training practical room has been improved with the further development of a simulated Aged Care training environment, providing students with more opportunity to develop their skills in a work like environment.

Central's Community Learning Centre provides an interactive learning space for a number of programmes including those for Indigenous learners and learners with Disabilities. The venue, which includes a café/kitchen area, has hosted a large number of events, where students have had the chance to engage and interact with community members, and other students.

Meeting Employer Needs

This Division maintained its focus on workplace delivery and expanding opportunities for students to gain employment experience.

Central continued to assist in the upskilling of over 300 employees across aged care agencies through the provision of Aged Care, Home & Community Care, Service Coordination and Enrolled Nursing training under the Commonwealth Department of Health and Ageing "Better Skills for Better Care" funding initiative.

In 2012 Central delivered a pilot National Workforce Development Fund project, Leading the Way, in partnership with Aged & Community Services Western Australia and several of their membership agencies. Leading the Way focussed

on developing the skills of senior administrative staff and provided skills development via delivery of the Advanced Diploma of Community Sector Management. The program provided a new model for collaborative learning toward leadership within the West Australian aged care sector.

Central worked with the Catholic Education Office of Western Australia, the Association of Independent Schools WA, and the Department of Education to support the upskilling of 123 local and 37 regional Education Support workers. The program incorporates work based delivery, specialist workshops and online technologies to respond to the needs of regional students. An important objective of the program is to develop a pathway to a Bachelor of Education.

Central's Events students were given work experience opportunities by local and interstate Event and Conference organisations. Some of the events they worked at in 2012 were: The Institute of Chartered Accountants Australia, Quit Targa West Event, WA Pharmacy Forum, Australian Tourism Exchange (ATE) and Australia India Skills Conference.

The Optics delivery area has provided a training framework in the workplace, as well as supporting workshops in the Certificate IV Optical Dispensing to over 20 Trainees from the Specsavers Group. Central is looking to offer the program online to other industry providers and States.

Under the AMEP contract, Central delivers employment and training focused courses to assist students to learn vocational-specific English, while gaining familiarity with Australian workplace culture. In 2012, the number of AMEP students that completed this course increased significantly, and over 60 employers participated in the program and offered valuable work experience and employment opportunities to migrant students.

Central undertook 16 Workplace English Language and Literacy projects in 2012 with such organisations as Swan Water, Bawinanga Aboriginal Corporation, Fresh Corp and the City of Melville.

Community Contribution

During 2012 this Division continued in its efforts to enhance and add value to the general community, and in particular to students with a disability, those from non-English speaking backgrounds, Aboriginal and Torres Strait Islander and youth at risk groups.

A major achievement in 2012 has been the implementation of the Reach Project. Central has been working with the Department of Health, Office of Nursing and Midwifery and Curtin University to establish Nurse Practitioner led, community health and wellness training centres through funds committed by Health Workforce Australia.

Delivery of services began in July 2012 and in satellite clinics the Reach Wellness Nurse has seen over 200 clients, built some vital relationships and supported some very positive health outcomes for clients who would not normally access health care. Community Health Checks team and students undertaking the health checks have seen over 1000 clients in the first 8 weeks. This has enabled the students to practice their communication and health skills whilst providing members of the community with an indication of their general health status.

Students of the Diploma of Community Services assisted with the creation of a community garden together with residents of Brownlie Towers, a large public housing estate in Bentley. They also organised a public launch in the community garden in a SBS documentary.

Central was approached to participate in assisting the roll out of YEP (Youth Educating Peers) Alliance. In 2012 a project group of Certificate IV students was trained by YEP staff, and they in turn trained the Certificate III Youth Work students. Central youth work students worked as support staff for the "YEP Crew" at the youth festival

“Hyperfest,” and provided sexual health advice to young people support to YACWA staff also in attendance

Remedial Massage students have been involved in a number of community events, including City to Surf, and have supported organisations by providing massage services on a volunteer basis.

Since its inception in 2009, over 100 participants have been supported to gain jobs by Central’s Indigenous Employment Programme, Solid Futures. Outcomes for students are maximised through a project-based approach to training as well as the provision of mentoring by the David Wirrpanda Foundation.

Central’s collaboration with Perth City Farm expanded during 2012. Activities included delivery of training in Agrifoods Operations and Horticulture to the long term unemployed and those with mental health conditions.

The Disability Programs area continued its very successful programs for students with mild intellectual disabilities, and students with Acquired Brain Injuries delivered through Royal Perth Rehabilitation Hospital in Shenton Park in conjunction with Hospital School Services.

Construction on the Foyer Oxford social housing initiative, for young people at risk of homelessness, is now well under way. Successful education and training outcomes have been achieved for all 15 residents of the interim Foyer in Mount Lawley. These young people will be the first residents of Foyer Oxford when it opens in September 2013.

Through the AMEP, Central has implemented a Home Tutor

Scheme Enhancement Program (HTSEP) where training and ongoing support is provided to volunteers in more than 20 community organisations that provide informal English assistance.

Commercial Initiatives

In line with Central’s focus on building and sustaining commercial revenue, this Division contributed approximately \$16 million in commercial revenue through a number of initiatives.

In 2012 Central implemented the Xtend hairdressing program, a niche mentoring program that is designed to enhance the skills and knowledge of qualified hairdressers who wish to perfect their technical skills, or need to up-skill. Students are mentored by leading industry professionals.

In 2012, Central introduced a new assessment model for the Taxi Driver Aptitude and National Minimum English Standard Assessment, which the Institute delivers on behalf of the Department of Transport. The new model provided a 140% increase in profit.

Central continued to be the major provider of Better Skills for Better Care training in the State for the fourth consecutive year. This involved training under a Department of Health and Aging grant to over 300 clients across agencies in the Health and Community Services sector.

The Aged Care area was also successful in receiving funding to deliver up to 440 Short courses and Skills sets to the Aged Care sector. An Aged Care Short Course Calendar was developed which provided training options in areas identified by industry as being critical to their staffing needs. The Short Course calendar will continue to run as a Commercial activity in 2013.

In 2012 the Diploma of Financial Counselling was delivered in partnership with the Indigenous Consumer Assistance Network (ICAN) provided training for those financial counsellors working with indigenous communities in Far North Queensland.

Delivery of the Certificate III in Mentoring Indigenous people continued to grow and is now largely a commercially funded program, delivered

in workplaces and through recognition of prior learning.

Other commercial activities in Community Learning & Partnerships include the delivery of programs in Business to Careerlink (a consortium of private Catholic Schools) and pre-employment skills delivery to the Coles-Myer organisation.

The AMEP provides the main source of commercial revenue for this Division. In 2012, student enrolments increased by 33% to 3,198. With the addition of revenue from support services (counselling, childcare, Home tutor scheme and the SLPET work experience program) the revenue for 2012 was over \$10 million a 37% increase in revenue from the previous year. Revenue is also predicted to grow through the increased delivery of Community Detention Courses.

engineering, technology and business

The Engineering, Technology and Business (ETB) Division encompasses Engineering, Building Design and Construction Technology, Business and Public Management, Finance, Legal and Property Services and Science, Resources and Environment Studies.

Meeting Student Needs

The Division delivered 2.5 million SCH of publicly funded training in 2012, representing a 4% increase over 2011. This was powered by a significant 15% increase in Engineering portfolio delivery, which was in part due to Information Technology studies being moved from Creative Industries to ETB. Both the Science, Resources & Environment and Finance & Property Services portfolios experienced encouraging growth. Building Design & Construction Technology enrolments remained steady, with the portfolio remaining the lead provider of paraprofessional qualifications to this sector across Western Australia. Overall, the Business & Management portfolio delivery declined, with drops in Institutionally Based Training (IBT). The good overall ETB performance was achieved despite some changes to the management team.

Incoming management team members are to be commended for their quick adaptation to their new roles and efforts to 'keep the ball rolling'.

The Division has continued to focus on quality offerings to students, through the provision of experienced academic, administrative and technical staff, headed up by professional managers. These individuals enthusiastically took on our twin goals of high level student achievement and the continuous improvement of completion rates. Student engagement was developed and improved in a variety of ways, including: site visits of varying duration to local and remote sites; virtual enterprises and simulated workplaces for teaching and learning; mandatory periods of supervised workplace experience; hands on practical work; entries into State and National competitions; and invitations to industry personnel as guest speakers.

To showcase some of our innovative teaching practices, two presentations were made by Business & Management and Engineering lecturers, in collaboration with industry representatives, at the WA Training forum in May 2012.

The Engineering portfolio has remained the only WA State Training Provider delivering paraprofessional training to such large student numbers, and across a diverse range of disciplines from AQF levels 2 – 6. Whilst Civil & Structural and Oil & Gas Engineering continued to be very popular with local and international students alike, new programs in Engineering Drafting were also introduced with welcomed industry support and engagement. A new Diploma and Advanced Diploma in Mechatronics (Industrial Automation and Process Control) became available to students in 2012, in light of the emerging adoption of automation technology in the Australian resource industry. In this connection, two teams of Mechatronics students participated in the WA Electric Vehicle Challenge 2012, posting fourth and sixth positions out of 36 teams.

Considerable investment has been made to ensure industry standard facilities for Engineering students. New materials testing equipment was installed in the 30 Aberdeen Street Engineering workshops. The Engineering Drafting Industry Advisory Group informed Central on industry standard computers and peripherals for Drafting, and accordingly our Computer Aided Design labs were updated. New machining, fabrication, electronics and networking refreshes equipment were implemented at East Perth. The Electrical Trades area was upgraded in preparation for the first intake of apprentices in 2013. Energy Safety, the Western Australian Regulator, recognised the invaluable staff effort involved in this development by promptly approving this site for delivery and also approving

“...a large number of ETB students that completed higher level qualifications have since articulated into university.”

Central as a Capstone assessor for Electrical Trades.

In line with Central's Tertiary strategy, a large number of ETB students that completed higher level qualifications have since articulated to university.

Selected Diploma of Building Design students have been admitted with advanced

standing into the courses leading to the University of Western Australia Degree in Architecture. Links have also been established with universities outside Australia: in 2012, four Building Design Diploma students completed their final semester at VIA University in Denmark in an exchange program.

Meeting Employer Needs

Strong engagement with Industry is a characteristic of the ETB Division. Importantly, a number of Industry Advisory Groups willingly assist and advise the Division to keep its offerings industry relevant and job focussed.

In keeping with the Institute's broader strategy, a significant portion of ETB's delivery to private, public and local government organisations was via work based training, traineeships and RPL.

Employers have found this mode of training cost effective and efficient, as it enables enterprise productivity levels to be maintained.

The Building Design & Construction Technology portfolio worked closely with the Housing Industry Association, the Construction Training Fund, and the Western Australian Construction Industry to develop a Certificate II Building & Construction (Paraprofessional) qualification that will provide a pathway to Central's Certificate IV level qualifications. High quality resource materials for delivery were also developed by the portfolio, in a tri-funded initiative between Central, Construction Training Fund, the Department of Training and Workforce Development / WestOne. There has been a high level of interest in this program for delivery commencing in the first semester of 2013, which has been helped by promotional work supported by the Catholic Education Office, the Association of Independent Schools, and the Department of Education.

The State Training Agency charged State Training Providers with improving access to, and enhancing the quality of, much required skills shortage training outside metropolitan Perth. Central and the Master Builders Association of WA worked jointly on a program to upskill experienced builders in the Central-West and Great Southern regions. In 2012, 40 such individuals were provided RPL and fast-tracked gap training which lead on to the Diploma in Building & Construction. This training, in conjunction with their experience, enabled them to apply for Registered Builders Licence from the Building Commission.

In the 2012 WA Training Awards, a collaborative venture between the Water Corporation and Central was shortlisted as a finalist in the Training Initiatives category. The program, called the “Engineering Associate Traineeship”, was established to train paraprofessional civil engineers to support Water Corporation engineers in the field.

Business & Management worked closely with the Perth Regional Alliance to deliver Certificate IV

Frontline Management and Diploma in Management.

The Perth Regional Alliance project also resulted in collaboration between Science, Resources & Environment, Business & Management, and Engineering to deliver a high outcomes Water Operations program.

Reflecting the growth in demand for mining training, in 2012 Central entered into an agreement with Rio Tinto Iron Ore to provide VET Training, Assessment, Auspicing and Consultancy Services. Central commenced delivery of services in the study areas of Surface Extraction, Resource Processing and Professional Development training, which was delivered to several Rio Tinto Iron Ore coastal and inland sites in the Pilbara, their Operating Centre in Belmont, and the Corporate Headquarters in Perth City.

Central embarked on a partnership with Rio Tinto Iron Ore, Macmahon Holdings Limited, the Chamber of Minerals and Energy, and the Resource Industry Training Council, to train ten Aboriginal women for Fly In Fly Out based employment. After approximately one year of on-the-job and block on-campus training, the majority of candidates will be presented with their certificates at a ceremony in March 2013. The program has been nominated as a finalist in the “outstanding company initiative” category for the 2013 Chamber of Minerals and Energy WA “Women in Resources” awards.

“Our Mining studies area was regularly visited by local and foreign delegates...”

Our Mining study area was regularly visited by local and foreign delegates, including a delegation of African Resource and Mining focussed

Government Ministers. One of the key attractions has been the CUT, Central’s simulated underground mine in the city.

We are invited members of a working group set up by the Minerals Council of Australia, which has been established to evaluate the initiation of two Associate Degrees in the skill shortage areas of Mining Engineering and Geoscience nationally.

Central’s Engineering portfolio worked in conjunction with several major Engineering Procurement Construction and Management (EPCM) companies, including GHD Australia, KBR, Sinclair Knight Merz, AECOM, and Wood & Grieve Engineers, to set up a program for the rapid upskilling of engineering draftspersons. The EPCM companies engaged with Central on course design, training and infrastructure requirements, screening of candidates, and supply of real work projects for holistic delivery, as well as providing guest lecturers, and assuring spells of supervised work experience for all candidates. The success of this venture occasioned Manufacturing Skills Australia (MSA) to use the basis of the program for a new MSA Training Package in Engineering Drafting.

The Finance & Property Services portfolio worked with the Financial, Administrative & Professional Services Training Council and the Strata Community Australia WA to support three new Certificate IV courses for the Banking, Mortgage Broking and Strata Management Industries.

The legal industry supported the re-accreditation of three legal courses: Diploma of Business (Legal Studies), Diploma of Criminal Justice Practice, and the Advanced Diploma of Business (Legal Studies). These qualifications have been specifically developed to meet the training needs of paraprofessionals in the legal industry in WA.

Community Contribution

Public Relations students and staff of the Business & Management portfolio organised both an iPad raffle and quiz night to raise donations for Read Write Now, a community based volunteer group that assists adults who wish to improve their literacy and numeracy skills. Through their fundraising efforts, the team of students and staff raised over \$5,000, which was used to purchase over 20 e-readers for the not-for-profit organisation.

Commercial Initiatives

In 2012, the Division generated \$3.5 million in commercial revenue through a number of key initiatives. These included the delivery of Real Estate salespersons and Property Managers' courses and continued professional development, Justice of the Peace training and continued professional development for the Department of the Attorney General, and fast-track Conveyancing Licence training.

The Division continued to deliver training and workforce solutions to the Public Sector Commission (PSC) and the Local Government sector by way of customised traineeships, work based training and short courses. The commercial arm of the Business & Management portfolio, Central Business Solutions (CBS), partnered with the Workforce Capability and Development directorate at the PSC to auspice a "Foundations of Government Human Resources" program, which is aligned to qualifications from the public sector training package. The three year partnership agreement will deliver a body of contemporary skills and knowledge to Human Resource practitioners across the WA public sector. In addition, the division has also partnered with the PSC to auspice the WA public sector graduate program for new entrants to the sector.

CBS, in conjunction with the Business Development Directorate of Central, also leveraged National Workforce Development Funding via Local Government Managers Australia to deliver fee-for-service training to employees of Local Government authorities in project management, interpersonal skills, management, business administration, accounting, financial services, frontline management and training and assessment. In total, 21 workshops have been conducted at locations across WA, from Kununurra to Katanning, with a further eight workshops to commence by March 2013. A further 16 qualifications have been rolled out for online and work-based learning.

CBS, in collaboration with Central's Nyoongar

Kadadjiny Kulark Kart Centre, was further selected by the Department of Corrective Services to develop and deliver an Aboriginal Leadership Program, aligned to a nationally recognised qualification. The program has been successfully delivered to 16 candidates, and there is now talk with the Department of Corrective Services to develop a similar program for delivery across regional areas of Western Australia.

In August 2012, the City of Melville and Central partnered to develop an award submission to the Australian Institute of Training and Development. The submission outlined the City of Melville's

"... City of Melville and Central partnered to develop an award submission to the Australian Institute of Training and Development." approach to Leadership Development and its partnership with Central in designing and implementing a suite of fully customised training and development solutions that could deliver "Excellence in Leadership". The application was selected

as a finalist by the Australian Institute of Training and Development National Awards 2012, in the Organisational Learning Effectiveness Category.

Throughout 2012, the Department of Finance (Government Procurement) invited tender applications for training providers to join the new Training Common Use Arrangement. CBS was successful as an approved provider in all categories tendered for a period of between two to five years. This significant achievement will see Central continue to develop its client base across the Public Sector with the introduction of nationally recognised training into the new Common Use Arrangement.

An increase in client appetite for tailored training solutions saw CBS partner with Rio Tinto Iron Ore to develop nationally recognised project management training to meet the needs of the Rio Tinto team of training professionals. In addition, the division delivered a 12 month program of

highly customised project management training and additional consultancy services to the Department of Agriculture and Food. Development of such relationships and the receipt of ongoing positive feedback have led to the award of additional contracts to the division through client recommendations.

In the technical study areas, commercial revenue arose from the wear testing of ore samples for Rio Tinto and other resource based companies, non-destructive testing (NDT) training, welding supervision & inspection certification, and Computer Aided Design training.

Internationally, too, ETB has been very active. Business & Management developed Business and Business Administration products for delivery in Indian and Kenyan State schools, incorporating projects that set-up simulated office environments and a virtual enterprise to engage and enthuse the young participating cohort.

“... deliver paraprofessional qualifications in mining, engineering and safety in India under license from Central...”

Central’s ETB and International Divisions have worked to establish a collaborative venture with India’s OGM Training Institute. The venture will deliver paraprofessional qualifications in mining, engineering and safety in India under licence from Central, to produce “work ready” graduates and a pathway to employment. In November 2012, delivery of TAE40110 training was provided to the first intake of trainers from India. It is expected that these trainers will subsequently drive the training efforts offshore, and will be carefully quality assured, monitored and audited by highly qualified professional staff from Central. This initial “Train the Trainer” training represents the first revenue stream from India to Central, and makes our significant promotional efforts in India through 2012 very satisfying. Future revenues will arise from the delivery of an initial four qualifications under licence, as well as more

Central’s ETB and International Divisions have worked to establish a collaborative venture with India’s OGM Training Institute. The venture will deliver paraprofessional qualifications in mining, engineering and safety in India under licence from Central, to produce “work

intakes of trainers for TAE40110 and Quality Audit training in Perth.

creative industries

The Creative Industries Division encompasses Art and Craft, Applied Design, Media and Gallery Central.

Meeting Student Needs

The Division continued to implement strategies to support student achievement and retention and improve student outcomes. In the Art portfolio student progress was systematically reviewed at monthly academic meetings to identify students at risk and where necessary establish mentoring and support strategies. The Design portfolio continued to monitor student progress through structured course mentoring sessions.

Both the Art and Media portfolio participated in a pilot academic adviser program. This involved a vocational lecturer in each area being resourced to work with students on an individual basis to develop and facilitate individual study and pathway plans and provide appropriate encouragement, direction and support.

The Media Portfolio continued to provide a thorough orientation program for all new students at the Media camp held in March 2012.

In semester two 2012, the Diploma of Music Business ran the Institute music label Richmond St Records to oversee the production, manufacturing, marketing and distribution of the latest student compilation album, “Stacked 2012”. The project saw students dealing with the national radio, press and online media including high profile music press and Triple J. These students were also involved as interns and volunteers in such events and organisations as the WA Music Industry Association, JumpClimb events, Sunset Events, WA Music Industry (WAMi) Awards 2012, Beaufort St Festival 2012, and Leederville Festival 2012.

Central worked with the Office of Road Safety to organise a short film competition about the

dangers of drink driving in Western Australia. Students were invited to submit scripts in order to win \$5,000 short film grants, with the three finalists broadcast in the Northbridge Piazza.

Photography student volunteers covered the TAFE Directors Conference in September as part of their coursework in photography.

Students of Diploma and Advanced Diploma of Screen produced a video program showcasing Central's programs, staff and facilities to a national television audience during National Skills Week on SkillsOne Television, which was broadcast on Foxtel, Austar, and Free to Air TV4ME.

Interior Design students worked to a City of Vincent brief for the redevelopment of Weld Square. The students provided overall concept plans for the park and designs for lighting, seating and entry statement sculptures.

Interior Design students also worked with the City of Perth to create plans to transform the otherwise neglected areas of Chinatown in Northbridge into an attractive 24 hour gateway and entertainment hub through urban spaces.

In the music sound production program, students gained enormous benefit from very close industry collaboration including:

- Accessing training in Perth's world class recording facility - Crank Studios
- Mentoring with film/TV composer Ashley Gibson Greig
- Mentoring with world renowned Violinist Ashley Arbuckle

Students studying the three Dimensional Design program performed extraordinarily well at state, national and international levels in 2012. Awards and honourable mentions were achieved at the 'Edge' awards in Sydney, 'Vivid' Furniture Design Exhibition in Melbourne, 'Platform' London design festival, and Furniture Industry Association of Australia awards.

A team of six Advanced Diploma Graphic Design students and lecturer Brendan Hibbert undertook

a two week student mobility tour in the People's Republic of China in September 2012. The combination of class activities, traditional workshops and off-campus experiences made the tour a resounding success. Both Central and Zhejiang College students benefited from the cross-cultural interactions and became instant allies in a shared time zone.

The Division continued to develop and deliver the "...continued to develop and deliver the pilot course, "Creative Futures" for Aboriginal students." pilot course, "Creative Futures" for Aboriginal students. The course was aimed at providing pathways into mainstream Creative Industries programs. In 2012, a majority of the students involved with the program successfully completed at least one of the qualifications comprising the course.

The Institute continued to invest in industry standard training facilities and equipment in 2012. One half of the wet darkroom facility was successfully converted to a high tech digital darkroom. Ageing, analogue radio consoles were stripped out and replaced with modern digital consoles as part of an upgrade to the radio studios. A purpose built soldering laboratory was completed to support this hands on training in the music technical production courses.

Meeting Employer Needs

The Art Portfolio continued to work with the Creative and Leisure Industries Training Council (Future Now) to discuss the implications of changing directions in the print industry. Significant changes in training delivery in the printing industry, both nationally and at a State level, will impact on apprenticeship training at Central in the printing area.

The 2012 National Conference of the Australian Council of University Art and Design Schools (ACUADS) was held at the Central Perth Campus. ACUADS is the peak discipline body of university

visual arts, crafts and design schools in Australia, and plays an active role in shaping education for artists, crafts practitioners and designers.

At the request of Local Government Management Australia the Library Studies area delivered Certificate III in Library & Information Services, fee for service courses to Local Government.

Central entered into a training partnership with Global Television, Australia's leading and most experienced broadcast technical service provider to major television networks and program producers. The partnership will provide Global with a new generation of qualified technical television experts that work behind-the-scenes.

Global Television will base its sophisticated 'HD7' High Definition (HD) outside broadcast truck at Central's Northbridge campus, where it will be used by 'Television Broadcast' students under the instruction of expert trainers. Students who have been trained on HD7 to a sufficiently high standard will then gain real-life work experience when HD7 is deployed at Global Television projects around Perth, such as AFL and cricket.

In collaboration with Drupal WA, Applied Design – Information Technology delivered training to the Web community to up-skill workers to the content management system that is used in a wide range of industries in the delivery of information via the World Wide Web.

Community Contribution

In 2012, the Division co-ordinated a senior secondary student art and design exhibition "Metamorphosis 2012", at Gallery Central. 34 schools were represented in the exhibition, and over 60 schools submitted work for selection.

During 2012 the Art Portfolio provided a venue for the University of the Third Age and presented a program of lectures to the group.

The Art portfolio has also worked closely with the Art Gallery of Western Australia (AGWA) to develop and present a lecture and workshop program in relation to AGWA's 2012 Picasso to

Warhol Exhibition for the Gallery Guides and for a range of public programs.

The Art Portfolio has continued to work with a range of government and community organisations to develop public art works. Marwa Fahmy's Baba Yaga Houses was installed in Northbridge's newest outdoor public space, Museum Park in March 2012. Denise Pepper, a 2011 Public Art student, was selected to undertake the inner courtyard commission for Foundation Housing's Oxford Youth Foyer at Leederville. Furthermore, Central graduates and staff represented about 50% of the Western Australian artists in the Sculpture by the Sea exhibition.

In 2011 the Printing area at Central became the first educational provider in Western Australia to meet the requirements to become a Green Stamp Accredited Business. An external industry audit of the Printing program's sustainability practices in 2012 has re-affirmed our Green Stamp status.

Chris Rowett, lecturer in Photography, visited Timor-Leste to undertake capacity building of the Timorese under the auspices of UNESCO and the national Education Commission. The letter of commendation from Kirsty Sword Gusmao noted the contribution that Chris made to recording through sound, film and written material the harsh realities of circumstances in Timor-Leste and their aspirations for the future.

In 2012 Gallery Central presented 14 main space exhibitions, as well as 12 in the Showcase space. The highlight was the first show, as part of Perth International Arts Festival - South Korean contemporary artist Choi Jeong Hwa's ephemeral installation of more than 10 000 balloons was a plastic jungle of epic proportions, attracting 2700 visitors, which is an audience record for the last 10 years. Central's Artist in Residency program

consisted of 8 residencies with two being international partnerships achieved through collaboration with PICA and the City of Vincent and involving major German artists. Gallery collaborators in 2012 included PIAF, PICA, Town of Vincent as well as City of Perth, Sculpture by the Sea, Metropolitan Redevelopment Authority, Awesome Festival, XMEDIALAB, Fotofreo, The State Theatre Centre, Consulate-General of Japan in Perth and the Japan Foundation.

Commercial Initiatives

The Art Portfolio offered a range of studio based courses giving participants access to dedicated jewellery and screen-printing studios, textile studios, life drawing from models, Mac computers with Adobe suite software and the Institute's outstanding ceramics facility. Approximately 1,200 students were enrolled in fee-for-service short courses.

Fee for service short courses in photography and music continued to expand with the introduction of Avid ProTools vendor supported course for the music industry. Two new fee paying higher level qualifications courses were developed in 2012 for delivery in 2013 – Diploma of Screen and Media (Commercial Radio) and the Advanced Diploma of Sound Production.

Central has entered into a third party arrangement with Think Education Group to deliver the Billy Blue College of Design to deliver an Associate Degree of Applied Design (Commercial Interior) at Central in 2013.

A promotional video "It's a Snap!" produced by Advanced Diploma of Screen graduate film makers Henry and Aaron went viral and was viewed over a million times within the first week of its launch. The video was noticed and commented on by Time Magazine, Mumbrella, the Huffington Post and Ad week. As a result of the international attention, the two young film makers were signed by Hollywood talent agency, Creative Artists Agency, and given development funds for a new project.

strategy and development

The Strategy and Development Division encompasses Academic Strategy and Innovation, Student and Delivery Support, International Market Development, Business Development and Aboriginal and Torres Strait Islander Support Services.

Academic Strategy and Innovation

Central continued its focus on strengthening its approach to the quality of academic policy and practices through reviewing and updating key academic policies, processes, and documents, providing professional development for academic staff, maintaining academic practice@central and providing advice on academic practice.

A strong focus has been placed on preparations for the Australian Quality Training Framework (AQTF) re-registration. 78 qualifications were audited across 14 portfolios. Overall findings identified good practice in continuous improvement and student feedback, and opportunities for improvement in delivery and assessment strategies, assessment tools and validation.

Work was also undertaken to coordinate the Training Accreditation Council (TAC) strategic industry audits for Electrotechnology and Community Services and Aged Care qualifications.

The 451 qualifications Central has on its registration scope were reviewed throughout the year to ensure all information was current. Improvements were achieved in the quality of scope and accreditation applications through professional development provided to Portfolios. Greater emphasis was also placed on quality assurance of academic documents prior to TAC submission.

Central's E-Learning Strategy for 2012 has focussed on the development of full qualifications online under the banner "Central Online", and on the delivery of programs in partnership with Open Universities Australia (OUA). Central partnered with Westone Services, a National VET E-learning

Strategy project, DigiPubs which is looking at digital publications.

Work has been completed on the development of a new “Schools Strategy”. The strategy recommends targeted partnerships with schools centred upon defined pathways to Central courses, including higher education programs. However, the existing VET in Schools program continued to be in great demand both for courses offered by Central and also through auspice arrangements, and the profile increased to 132,432 Student Curriculum Hours (SCH) in 2012.

Higher Education

In 2012, Central created a team with responsibility for development and implementation of a Higher Education Strategy.

The initial focus of the Higher Education team has been on developing Central’s application as a Higher Education Provider to the Tertiary Education Quality and Standards Agency (TEQSA).

The Higher Education team finalised negotiations with the Think Education Group and Le Cordon Bleu. The relationship with Think Education Group will result in the delivery of an Associate Degree (by Central) in interior design in 2013. Central has entered into a partnership arrangement with Le Cordon Bleu to develop a Bachelor of Business (Convention & Event Management) and a Bachelor of Business (Tourism Management). These programs are proposed to commence in July 2014. Under TEQSA Accreditation rules, no marketing can commence until the applications are approved.

In a reflection of Central’s continual drive to provide a pathway to further study, a significant proportion of the Institute’s graduating students have chosen to continue their studies at university. In 2012, 590 students transitioned from Central to university studies and received credit for their completed qualifications. More than half of the

students undertook further studies at Curtin University (314) with the remainder continuing at Murdoch (138), ECU (68), Notre Dame (60) or UWA (10). The most popular university studies included Commerce, Engineering, Nursing and Education.

International Operations

Onshore international student numbers remained steady, with 1,857 students studying at Central in 2012, compared to 1,803 in the previous year. ELICOS (English Language Intensive Courses for Overseas Students) student numbers increased from 485 in 2011 to 523. The Institute generated just over \$8 million in revenue from its onshore program, compared to \$7 million in 2011. The disciplines that attracted the highest levels of international student enrolments were Engineering, Community and Children’s Services, Finance and Property Services, and Business and Management Studies. Central’s international students identified themselves as coming from nearly 100 different countries. Brazil had the largest share of international onshore students at Central with 7.3%. Vietnam was the second largest source with 6.8%, followed by Malaysia with 5.4% and then China, Indonesia and Japan with around 4.0% each.

Onshore, Central hosted delegations from a number of countries including China, India, Mongolia, Oman, Vietnam and Indonesia.

Over the last 12 months international offshore education has sustained business with long term counterparts and developed new business in the areas of engineering, design, surveying, building and architectural drafting. Central has continued to grow in respect to the markets in mainland China, Hong Kong, Mauritius, India and Kuwait.

International Market Development won two federal Outbound Mobility grants in 2012. Six graphic design students and their lecturer spent two weeks in China on a study tour, and were accommodated by the Zhejiang Vocational College of Commerce, where Central delivers the Diploma of Graphic Design.

Ten students from community services, nursing and photography left for a three-week volunteer stint at the Salaam Baalak Trust in India, which schools and houses New Delhi's street children.

An International Celebration Ceremony was held for the first time in 2012. This celebration provided the opportunity to recognise individual student achievement and completion of the student's journey at Central. The celebration also marked the launch of Central's International Student Alumni.

Aboriginal Support

Central's Aboriginal Support Unit (Nyoongar Kadadjiny Kulark Kart) continued to provide culturally appropriate support to students in mainstream and targeted courses. There were 353 Aboriginal and Torres Strait Islander students at Central in 2012.

The Unit hosted Central's 2012 NAIDOC (National Aborigines and Islanders Day Observance Committee) event. The event was a highly successful celebration of Aboriginal and Torres Strait Islander cultures, achievements and diversity.

Central, in partnership with the Chamber of Minerals and Energy, has been delivering an Aboriginal women's mining traineeship program over a 12 month period, which offers candidates an opportunity to develop a long-term career in the mining industry. Over the course of the year, Central also supported the delivery of the Diploma in Government to 16 participants from within the Department of Corrective Services.

Active engagement with external Aboriginal organisations is a key part of the Unit's strategy and included hosting Aboriginal Drug and Alcohol Youth meetings, Indigenous Community Volunteers training and the Screens West and the Writers Guild workshops.

Student Administration, Services and Support

This year the Institute commenced the implementation of its streamlining student services

and delivery support functions project, which has seen a number of service enhancements being progressively implemented. A key initiative has been the online enrolments pilot across a select cohort of commencing and continuing students. In addition, email was introduced as an official communication channel for applicants, which has supported the streamlining of the distribution of course documentation, enrolment details, and induction information.

Information sessions were also introduced for candidates that applied for mid-year intake. At the sessions, career counsellors provided information on the learning environment and style of delivery, enabling applicants to make an informed decision on the suitability of their selected course.

Our student psychological services were broadened this year to include online counselling and mental health education programs, to help students develop skills to manage mood, problems solving and anxiety. A new model for student support was also introduced via our Disability Services, which is designed to build students' capacity to adjust and learn in a more independent learning environment. Our Disability Services and Career Counsellors also collaborated on a special career development project aimed at helping students to identify their career aspirations and make vocational/professional choices.

Library Services

Due to the continued popularity of Central's state of the art, purpose build library in Building B2, Central has expanded its open access student computing area considerably within the first 12 months of operation.

The Institute has also invested in an expansion of

Clickview to respond to the increasing student usage of video content. Likewise, attention has been given to increasing the capture of digital learning materials and objects via Equella.

The Health Library located at the Mt Lawley campus underwent a number of enhancements this year, including a large injection of library materials and e-resources. The health library services met the re-accreditation requirements for the relevant nursing and allied health registration bodies.

Business Development

During 2012, Business Development continued to broker training opportunities through development of partnerships with business, industry, government and the community sector.

The Local Government sector strategy continued to build in 2012 with the successful bid for National Workforce Development Fund (NWDF) funding, in partnership with the Local Government Management Authority (LGMAWA) and Government Skills Australia. The NWDF program has provided for the delivery of management training to 464 Local Government Authority employees from 64 Local Government authorities across the State. Central's program for upskilling Local Government in WA has been promoted as a successful industry model in the Australian Government publication, NWDF - Skilling Your Business.

Ten Local Government authorities and the Botanic Gardens and Parks Authority also participated in the implementation and delivery of a bush management traineeship program to employ and train 10 Aboriginal jobseekers. The program, brokered by Business Development and funded by the Australian Government's Indigenous Employment Panel (IEP), was a highly successful pilot and model for the engagement of Aboriginal workers across an industry sector.

Central developed a Place Management pilot program for the City of Swan and delivered by Central's Business and Management Portfolio. The Jobs Central employer and student placement

service continued to develop strong employer, business and industry relationships. Jobs Central was also a key exhibitor at the inaugural Australian Gas and Technologies conference convened in Perth in 2012, and hosted information and workshop sessions for employers and students. The Australian Tax Office (ATO) has also become a Jobs Central client, and hosted a volunteer acknowledgements ceremony at the Institute on 15 November 2012. An additional initiative in 2012 has been the partnership with the ATO to host a student serviced tax help centre for low income tax payers submitting electronic returns.

Other partnerships and opportunities brokered by the Business Development unit during 2012 include working with the National Trust for a heritage restoration and management program, initiating NWDF applications with Crown (formerly Burswood) and CCIWA (Chamber of Commerce and Industry WA) and working with the Department of Local Government on workforce planning strategies for Local Government. In addition, ongoing partnerships have been developed with Stirling Skills Australia for an auspice training arrangement with the resources sector and vetassess for the assessment of overseas workers.

business services

The Business Services Division encompasses Financial Services, Campus Management, Information Systems, Organisational Development, the Project Management Office, Performance and Planning and Marketing.

The year 2012 marked the Division's entry into a new phase in its development. While the years 2010 and 2011 were spent focussing on building the foundations for new, more modern corporate services, 2012 was concerned with leveraging new business value from those foundations. There was a strong emphasis on introducing greater efficiency and productivity, more transparency, higher levels of middle management accountability and reduced need for central control.

Contemporary Learning Facilities

Master planning was undertaken for the establishment of the Northbridge campus precinct in collaboration with the City of Perth and Metropolitan Redevelopment Authority (MRA). This master planning envisions the campus precinct's development over the next ten years.

Several major facility designs were commissioned, including a new entry and forecourt for the 25 Aberdeen Street building, the design of the new \$15m Green Skills building at East Perth and the design of the new REACH Chronic Disease Clinic at Mount Lawley.

The construction of the new Leederville campus façade, Student Service Centre and café was completed in November and opens Leederville campus to Oxford Street while providing much more contemporary students support facilities.

The phased construction and implementation of new signage across the Institute has progressed significantly and has improved accessibility of facilities and much easier wayfinding for new students and staff.

During the year, the Institute also began the phased rollout of Syllabus Plus, its new enterprise timetabling system. The introduction of this system is designed to improve the efficiency with which space is used at Central and has replaced the old model where learning areas 'owned' and allocated a discrete group of teaching spaces.

For the first time and in 2012, Central now has full time security guards at all campuses and has new high definition colour CCTV at Mt Lawley, Leederville, 19 and 30 Aberdeen Street, Perth and an extension to 25 Aberdeen Street existing system which now includes Level 1.

Central continues to implement sustainable waste management systems with the introduction of a co-mingled waste management system at East Perth in 2012, which will be rolled out gradually over the remaining campuses in 2013. The introduction of a green waste bin at each Campus has also reduced

general domestic waste.

Central has managed its vehicle fleet down to 32 passenger vehicles and two buses and reduced its fleet operating costs by \$32,000 for 2012.

The demand for utilities services including water, electricity and gas was reduced over the 2012 period. Electricity consumption in 2012 was down 7.8% and water consumption also fell by approximately 19%.

A Flexible, Skilled Workforce

Central's Workforce Plan 2012-2015 was finalised in 2012. The Workforce Plan sets a challenging agenda for the next three years to ensure that

“...Workforce Plan sets a challenging agenda for the next three years to ensure that Central has a skilled and supported workforce...”

Central has a skilled and supported workforce that is necessary to meet its goals. The plan has been feted as best practice by the Public Sector Commission and has been widely publicised at Central to promote greater staff

awareness of workforce goals and strategies.

In 2012 effort was also directed towards defining the right culture for Central. This included a refreshing of Central's values to introduce concepts like ambition, ingenuity and professionalism. For the first time, Central implemented a People Survey which measured the alignment and engagement of its staff. Over 700 staff completed the online survey, which was run by an external group, Insync Surveys.

Central's commitment to the strengthening of its recruitment practices continued with the updating of role statement for all positions within Central. The updated role statements provide potential applicants with a better understanding of what is required in the job role and set clear expectations for employee performance. A number of organisational development initiatives were also led by the VET Capability Academic Board sub-

committee in 2012. These included:

- Piloting a peer coaching program for both academic and non-academic staff.
- Building managers' capabilities in industrial relations matters through a series of managers IR workshops.
- Review of induction programs to include National Quality Council requirements on skill set requirements for lecturing staff without a Certificate IV TAE.
- Reconceptualising Central's approach to vocational competence and currency.
- Introducing sustainability and language, literacy and numeracy training to the professional development program.

Central invested in building the effectiveness of its academic leaders through the Inspiring Leadership Program for Principal Lecturers.

Technology for Now and the Future

Since 2010, Central has invested \$2 million to improve back-end information technology infrastructure, a project which is due for completion in 2013. Improvements have included the introduction of new high performance network and virtual server technologies to support all academic and administrative information services, such as Internet access, email and learning management systems.

Central has also rationalised its back-end software platform to establish a harmonious suite of Microsoft products which leverage maximum value from applications capable of working together. Microsoft Windows Server was implemented in 2012, and staff messaging and calendaring were migrated from Novell Groupwise to Microsoft Exchange/Outlook. This has provided a highly effective service and now underpins the implementation of higher order information systems within the Institute, such as Microsoft's xRM for customer relationship management, Sharepoint 2010 for web development, Office 2010 for productivity and student systems like Live@edu. Cognos, IBM's data delivery and business

intelligence system, was also implemented in earnest in 2012.

Central implemented a new intranet system (CentralNet) in November 2012. The new CentralNet is built on Sharepoint 2010, and places emphasis on cross-organisational collaboration, news delivery, whilst acting as a single access interface to information repositories. Development of the new intranet has leveraged off work that was undertaken to external website in 2011, delivering significant savings.

A focus on increasing the mobility of Central's workforce continued, with the old remote access system progressively being replaced with VMWare. This new system will provide secure and remote access to all systems for staff, across all locations and devices.

Financial Sustainability

In 2012, Central faced a number of financial challenges including the State Government's agency-wide efficiency dividend announced in April 2012, and the corrective measures announced in October. Both these initiatives have provided the impetus to streamline the Institute's delivery and support models.

Financial planning has undergone a fundamental shift in 2012 which will have significant impacts in the short to medium term. A transition was made from activity-based budgeting to zero-based budgeting in 2012, which has enhanced management responsibility for their finances and contributed to a major shift in the financial literacy of middle management across the organisation.

Effective allocation of financial resources has again been a priority and Central has seen progress on a number of programs designed to enhance its facilities. Central's cash position remains strong and will allow the Institute to allocate resources to opportunities when they present, as well as ensure

reserves sufficient to accommodate the risk of future changes in the financial environment.

Research and Analysis

In 2012 the Research and Analysis team developed a structured research plan, which was endorsed by Executive. This plan ensured that all research projects completed by the Research and Analysis team are considered within the context of the overall requirements of Institute and that information currently available elsewhere is used effectively.

The Research and Analysis team continues to analyse student feedback collected in external surveys conducted by the National Centre for Vocational Education Research and the Department of Training and Workforce Development. A large scale research project was completed internally to provide more detailed and meaningful information about students' use of technology and their expectations of the learning resources provided by Central.

Marketing and Research and Analysis also teamed up to introduce an innovative approach to informing students about how their survey feedback influences the Institute and to invite their ideas for doing things better.

Profile Planning and Development

The Profile Planning and Development unit monitored the Institute's profile delivery in 2012 and coordinated planning for 2013 delivery.

The unit developed new models for comparing the level of enrolments during the year with enrolments in previous years to assist with monitoring progress towards 2012 profile targets. This information was used to re-allocate and adjust targets and internal budgets in line with the anticipated level of profile achievement.

In planning 2013 delivery the unit needed to consider a number of significant changes affecting demand for training places and funding arrangements. Factors that were assessed included the reduction in school leavers due to the

graduation of the half-year cohort of school students, the likely impact of a student entitlement model and the associated availability of VET Fee Help and other adjustments to Commonwealth and State government funding for vocational training.

Student Success and Retention

Reflecting the Institute's continued emphasis on improving student outcomes, student success and retention was a major focus for the directorate. New initiatives in 2012 included:

- An academic advising pilot, involving lecturing staff working directly with students to ensure they receive appropriate academic advice and guidance.
- The development of individual student study plans.
- Development of a language, literacy and numeracy assessment and support strategy.
- Development of a qualifications completion measure.
- Comparative analysis of the 20 units with highest enrolments to identify factors contributing to variance at class level.
- Expansion of intervention strategies managed within the Student Success Centre to include monitoring of student attendance and alternative approaches to orientation.

The Student Success Centre also continued to conduct exit interviews for withdrawing students, to identify common reasons for withdrawals, and provided support to the projects implemented through the Managing Director's Standing Committee for Student Success and Retention.

Other planning and improvement initiatives

Other activities commenced in 2012 and that will bear fruit in future years include:

- Identification of benchmarking models that will compare the relative productivity and efficiency of our operations against other training providers around Australia and overseas.

- Analysis of the Australian Government's My Skills website to determine its potential impact on the Institute and our clients.
- Monitoring and analysis of developments in the implementation of student entitlement models across Australia.

Marketing and Communications

Central's commission of the short film "It's a Snap" created arguably the most successful viral education advertisement ever seen in Australia. The short film has currently received 2.4 million hits and became an overnight global phenomenon.

Central celebrated its 112th birthday in 2012, marking the occasion by launching the new 'History

"Central celebrated its 112th birthday in 2012, marking the occasion by launching the new 'History Wall'..."

Wall' that charts Central's long history. The event included a special visit from Central's oldest ex-student, 99 year old artist Fred Harffey.

Premier Colin Barnett along with Minister Cowper visited the Perth campus for the official launch of

Central's new partnership arrangement with internationally renowned catering training company Le Cordon Bleu.

Preparation of successful entries into the WA State Training Awards took place during the year. This resulted in wins in Trainee of the Year and Aboriginal and Torres Strait Island Student of the Year and subsequently, the Australian Training Awards national Aboriginal and Torres Strait Island Student of the Year.

Work continued on the composition and management of Central's new and innovative advertising campaign that promotes the Institute as an Ingenious choice for those seeking career development.

A number of successful events were held throughout the course of 2012 including the annual Student Awards night, the Career Counsellor's

Breakfast and the first 'Get into Mining' event. An Open Evening was also held at 30 Aberdeen Street in September 2012 that attracted over 500 students and parents.

As always, Central had a strong, successful presence at the 2012 Skills West Employment Expo.

Central has transformed the way it communicates with students through the use of the online channel. Student forms are now online, and Central's social media network has expanded to become an effective communicative tool to the student cohort. Another example is the new, student diary app which has eliminated the need for production of a paper version.

Significant media exposure of Central's Interior Design course through interview was also secured with lecturer Kyri Tomboulouglou on ABC radio's Drive with Russell Woolf.

office of the managing director

The Office of the Managing Director liaises with both the Institute's Governing Council and Executive Management Team in the management of Institute affairs, coordinates strategic and business planning and ministerial reporting processes, and manages all student and service complaints.

Complaints

Central Institute of Technology has a complaints management system and procedure designed to handle all student and service complaints and to ensure that all complaints are managed confidentially, efficiently, promptly and impartially in compliance with the Australian Standard on Complaints Handling (AS 4269). Central's complaints system provides for students and other stakeholders to lodge a complaint via the intranet or internet websites, by contacting Central's Student Services or directly with the Complaints Management Officer.

For the year 2012, a total of 187 complaints were

recorded which represents an increase from the 165 complaints recorded in 2011. Total complaints for 2012 represent 0.55% of the student population of 34,161 which is a marginal decrease compared to 0.56% for the student population of 31,484 for 2011.

The complaints were resolved as follows: 135 by Central's internal processes to the satisfaction of all parties, 34 with the application of Central's By-Laws; seven required no further action; four were anonymous or the complainant was unable to be contacted; two were withdrawn, whilst five remain open and ongoing.

ASQA Retention of Assessment Requirements

In 2012, the Australian Skills Quality Authority (ASQA) provided a general direction to RTOs on retaining evidence demonstrating the validity of their judgement of students' competence. ASQA has advised RTOs that they will now be required to securely retain, and be able to produce in full at audit if requested to do so, all completed student assessment items for a student, as per the definition above for:

- The duration of the RTO's assessment appeal period, or
- A period of six months from the date on which the judgement of competence for the student was made, or
- The duration of the student's enrolment – referring to the enrolment in one unit.

In anticipation of these requirements, the Academic Strategy and Innovation team has been working closely with Central's IT Project Management to develop a project scope and design the technical solution for retaining assessment utilising SharePoint 2010 platform. Although ASQA's new requirements apply only to international and multi-jurisdictional students, to maintain consistency Central will commence an Institute-wide Assessment Retention Plan in early 2013 with the collecting of all assessment items.

External Validation

Recent VET sector news articles, the Prime Minister's skills reform statement and the consultation paper for the review of the national regulatory standards have highlighted the concept of external validation as a strategy to address national consistency of quality outcomes.

In line with the growing conversation about external validation and in consideration of our progress into higher education delivery and the subsequent academic board structural changes, some discussion has commenced with Central's Academic Board. In 2013, Central hopes to

develop a pilot program which would be used to inform an Institute-wide template for approaching external validation.

Student Outcomes

Recognising that the factors contributing to student success and achievement are many and varied, Central maintained its strategy to tackle the Institute's performance in measured student outcomes. In addition to maintaining the Student Success Centre and lecturer portal, Central initiated a Language, Literacy and Numeracy (LLN) strategy that aimed to assist students to achieve a realistic and objective learning profile. An organisation-wide pilot of the LLN strategy will commence at the start of the 2013 academic year.

Despite advancing the student outcomes strategy, the Institute's progress in 2012 could not match the significant improvements to module load completion rates and withdrawals which were achieved in 2011. In 2012, the initial gains of the strategy receded, with the module load completion rate decreasing from 75.6% to 75.03%, while the rate of withdrawals increased from 7.8 to 8.27% in 2012.

Tertiary Sector

The place for VET in the tertiary sector continues to be a significant issue for Central. Policy at the state and national level continues to support increased participation, growth in higher level skills and skills deepening to improve productivity and learning outcomes and safeguard against skill shortages.

The Institute has progressed in its tertiary strategy, making headway in both the application to become a non-self accrediting higher education provider, and in articulation arrangements with university partners. Comprehensive articulation arrangements are in place with the University of Western Australia, Curtin University, Murdoch University, Edith Cowan University, and Canning College across a wide range of industry areas.

In order to comply with the Tertiary Education Quality and Standards Agency Act 2011 and the Higher Education Standards, Central's Governing Council endorsed a principle of separation between academic governance and corporate governance in July 2012. The new model, which will be implemented in 2013, will see Academic Board be raised to the level of College Executive, with direct reporting mechanisms to Governing Council.



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

CENTRAL INSTITUTE OF TECHNOLOGY

Report on the Financial Statements

I have audited the accounts and financial statements of the Central Institute of Technology.

The financial statements comprise the Statement of Financial Position as at 31 December 2012, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Governing Council's Responsibility for the Financial Statements

The Governing Council is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the Treasurer's Instructions, and for such internal control as the Governing Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Governing Council, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Central Institute of Technology at 31 December 2012 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Report on Controls

I have audited the controls exercised by the Central Institute of Technology during the year ended 31 December 2012.

Controls exercised by the Central Institute of Technology are those policies and procedures established by the Governing Council to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

Governing Council's Responsibility for Controls

The Governing Council is responsible for maintaining an adequate system of internal control to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities are in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Central Institute of Technology based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the adequacy of controls to ensure that the Institute complies with the legislative provisions. The procedures selected depend on the auditor's judgement and include an evaluation of the design and implementation of relevant controls.

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

Opinion

In my opinion, the controls exercised by the Central Institute of Technology are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions during the year ended 31 December 2012.

Report on the Key Performance Indicators

I have audited the key performance indicators of the Central Institute of Technology for the year ended 31 December 2012.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide information on outcome achievement and service provision.

Governing Council's Responsibility for the Key Performance Indicators

The Governing Council is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions and for such controls as the Governing Council determines necessary to ensure that the key performance indicators fairly represent indicated performance.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the key performance indicators. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments the auditor considers internal control relevant to the Governing Council's preparation and fair presentation of the key performance indicators in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the relevance and appropriateness of the key performance indicators for measuring the extent of outcome achievement and service provision.

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

Opinion

In my opinion, the key performance indicators of the Central Institute of Technology are relevant and appropriate to assist users to assess the Institute's performance and fairly represent indicated performance for the year ended 31 December 2012.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and Australian Auditing and Assurance Standards, and other relevant ethical requirements.

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Central Institute of Technology for the year ended 31 December 2012 included on the Institute's website. The Institute's management are responsible for the integrity of the Institute's website. This audit does not provide assurance on the integrity of the Institute's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.

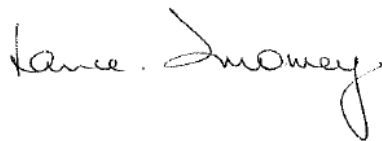


COLIN MURPHY
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
28 February 2013

certification of financial statements

The accompanying financial statements of Central Institute of Technology have been prepared in compliance with the provisions of the Financial Management Act 2006, from proper accounts and records to present fairly the financial transactions for the financial year ending 31 December 2012 and the financial position as at 31 December 2012.

At the date of signing we are not aware of any circumstances which would render the particulars included in the financial statements misleading or inaccurate.



Professor Lance Twomey AO
Chair
Governing Council
Central Institute of Technology
27 February 2013



Mr Neil Fernandes
Managing Director
Central Institute of Technology
27 February 2013



Ms Mandy Taylor
Chief Financial Officer
Central Institute of Technology
27 February 2013

Central Institute of Technology		2012	2011
STATEMENT OF COMPREHENSIVE INCOME			
FOR THE YEAR ENDED 31 DECEMBER 2012			
	Notes	\$	\$
-			
COST OF SERVICES			
Expenses			
Employee benefits expense	6	93,834,013	88,732,057
Supplies and services	7	26,798,973	26,498,779
Depreciation and amortisation expense	8	5,593,222	4,390,474
Grants and subsidies	9	3,240	22,635
Cost of sales	14	614,563	741,841
Loss on disposal of non-current assets	18	7,866	34,862
Other expenses	10	7,952,269	7,195,087
Total cost of services		134,804,146	127,615,735
Income			
Revenue			
Fee for service	11	16,027,955	17,511,106
Student fees and charges	12	11,222,415	10,841,610
Ancillary trading	13	336,542	388,619
Sales	14	763,532	887,727
Commonwealth grants and contributions	15	16,134,585	19,486,385
Interest revenue	16	2,857,656	2,187,033
Other revenue	17	1,084,587	941,118
Total revenue		48,427,272	52,243,597
Total income other than income from State Government		48,427,272	52,243,597
NET COST OF SERVICES		(86,376,875)	(75,372,138)
INCOME FROM STATE GOVERNMENT	19		
Service appropriation		87,308,993	84,267,683
Resources received free of charge		1,635,598	1,561,829
Total income from State Government		88,944,591	85,829,512
SURPLUS/(DEFICIT) FOR THE PERIOD		2,567,717	10,457,374
OTHER COMPREHENSIVE INCOME			
Changes in asset revaluation surplus	29	3,494,688	9,994,625
Total other comprehensive income		3,494,688	9,994,625
TOTAL COMPREHENSIVE INCOME/(DEFICIT) FOR THE PERIOD		6,062,405	20,451,999

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Central Institute of Technology

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2012

		2012	2011
	Notes	\$	\$
-			
ASSETS			
Current Assets			
Cash and cash equivalents	35	29,373,171	26,636,405
Restricted cash and cash equivalents	20,35	17,682,458	12,522,544
Inventories	21	273,533	281,622
Receivables	22	6,051,049	5,432,212
Other financial assets	23	-	4,500,000
Other current assets	23	1,009,374	840,872
Total Current Assets		54,389,585	50,213,654
Non-Current Assets			
Property, plant and equipment	24	268,184,581	194,274,012
Total Non-Current Assets		268,184,581	194,274,012
TOTAL ASSETS		322,574,166	244,487,666
LIABILITIES			
Current Liabilities			
Payables	26	4,954,770	4,150,629
Provisions	27	15,061,285	13,175,291
Other current liabilities	28	2,882,435	3,357,831
Total Current Liabilities		22,898,490	20,683,751
Non-Current Liabilities			
Borrowings			
Provisions	27	4,404,355	4,101,642
Total Non-Current Liabilities		4,404,355	4,101,642
TOTAL LIABILITIES		27,302,845	24,785,393
NET ASSETS		295,271,322	219,702,273
EQUITY			
Contributed equity	29	76,556,523	7,049,879
Reserves		108,125,224	104,630,535
Accumulated surplus/(deficit)		110,589,575	108,021,858
TOTAL EQUITY		295,271,322	219,702,272

The Statement of Financial Position should be read in conjunction with the accompanying notes.

Central Institute of Technology

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2012

		2012	2011
	Notes	\$	\$
-			
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation - Department of Training and Workforce Development		85,749,491	76,364,131
Capital appropriation - Department of Training and Workforce Development		1,186,688	1,125,949
Net cash provided by State Government		86,936,179	77,490,080
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(90,934,626)	(79,549,173)
Supplies and services		(25,641,829)	(25,277,061)
Grants and subsidies		(3,240)	(22,635)
GST payments on purchases		(3,386,502)	(2,847,730)
Other payments		(7,951,444)	(7,050,724)
Receipts			
Fee for service		15,102,057	18,052,321
Student fees and charges		11,055,606	10,785,799
Ancillary trading		336,542	1,276,346
Commonwealth grants and contributions		16,134,585	19,486,385
Interest received		2,957,292	2,170,193
GST receipts on sales		1,720,518	1,312,899
GST receipts from taxation authority		1,721,929	1,550,064
Other receipts		1,859,939	945,363
Net cash provided by/(used in) operating activities	30	(77,029,173)	(59,167,953)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		(6,518,332)	(2,127,284)
Receipts			
Proceeds from sale of non-current physical assets		8,007	-
Net cash provided by/(used in) investing activities		(6,510,325)	(2,127,284)
Net increase/(decrease) in cash and cash equivalents		3,396,681	16,194,843
Cash and cash equivalents at beginning of period		43,658,948	27,464,105
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	30	47,055,629	43,658,948

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

Central Institute of Technology
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	Contributed Equity \$	Reserves \$	Accumulated Surplus / (Deficit) \$	Total Equity \$
-					
Balance at 1 January 2011	29	7,049,879	94,635,911	97,564,484	199,250,274
Changes in accounting policy or correction of prior period errors		-	-	-	-
Restated balance at 1 January 2011		7,049,879	94,635,911	97,564,484	199,250,274
Surplus/(deficit)		-	-	10,457,774	10,457,774
Other comprehensive income		-	9,994,625	-	9,994,625
Total comprehensive income for the period		-	9,994,625	10,457,774	20,452,399
Transaction with owners in their capacity as owners :					
Capital appropriations		-	-	-	-
Total		-	-	-	-
Balance at 31 December 2011		7,049,879	104,630,535	108,022,259	219,702,673
Balance at 1 January 2012		7,049,879	104,630,535	108,022,259	219,702,673
Surplus/(deficit)		-	-	2,567,717	2,567,717
Other comprehensive income		-	3,494,688	-	3,494,688
Total comprehensive income for the period		-	3,494,688	2,567,717	6,062,405
Transaction with owners in their capacity as owners:					
Capital appropriations		69,506,644	-	-	69,506,644
Total		69,506,644	-	-	69,506,644
Balance at 31 December 2012		76,556,523	108,125,224	110,589,975	295,271,722

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

**CENTRAL INSTITUTE OF TECHNOLOGY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

1. Australian Accounting Standards

(a) General

The Institute's financial statements for the year ended 31 December 2012 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (AASB).

The Institute has adopted any applicable new and revised Australian Accounting Standards from their operative dates.

(b) Early adoption of standards

The Institute cannot early adopt an Australian Accounting Standard unless specifically permitted by Treasurer's Instruction (TI) 1101 'Application of Australian Accounting Standards and Other Pronouncements'. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not operative) by the Institute for the annual reporting period ended 31 December 2012.

2. Summary of significant accounting policies

The following accounting policies have been adopted in the preparation of these financial statements. Unless otherwise stated, these policies are consistent with those adopted in the previous year.

(a) General statement

The Institute is a not-for-profit reporting entity that prepares general purpose financial statements in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the Treasurer's instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

The *Financial Management Act* and the Treasurer's instructions impose legislative provisions that govern the preparation of financial statements and take precedence over the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

(b) Basis of preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, except for land, buildings and infrastructure which have been measured at fair value.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars (\$).

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the Institute's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 4 'Key sources of estimation uncertainty' discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

(c) Reporting entity

The reporting entity comprises the Institute and entities listed at note 39 'Related bodies'.

(d) Contributed equity

AASB Interpretation 1038 '*Contributions by Owners Made to Wholly-Owned Public Sector Entities*' requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 '*Contributions by Owners Made to Wholly Owned Public Sector Entities*' and have been credited directly to Contributed Equity.

The transfers of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal. See note 29 'Equity'.

(e) Income

Revenue recognition

Revenue is recognised and measured at the fair value of consideration received or receivable.

The majority of operating revenue of the Institute represents revenue earned from student fees and charges, fee for service, ancillary services, trading activities and Commonwealth grants and contributions.

The following specific recognition criteria must also be met before revenue is recognised for the major business activities as follows:

Sale of goods

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

Provision of services

Revenue is recognised by reference to the stage of completion of the transaction.

Interest

Revenue is recognised as the interest accrues.

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the Institute obtains control over the assets comprising the contributions, usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Service appropriations

Service Appropriations are recognised as revenues at fair value in the period in which the Institute gains control of the appropriated funds. The Institute gains control of appropriated funds at the time those funds are deposited to the bank account.

State funds

The funds received from the Department of Training and Workforce Development in respect of the delivery of services forming part of the Delivery Performance Agreement are included in State funds, disclosed under 'Income from State Government'. They are the result of training successfully tendered for under competitive tendering arrangements. This revenue is recognised at nominal value in the period in which the Institute meets the terms of the Agreement. See note 19 'Income from State Government'.

Gains

Realised and unrealised gains are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.

(f) Property, plant and equipment

Capitalisation/expensing of assets

Items of property, plant and equipment and infrastructure costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Where applicable in accordance with T11101, the capitalisation threshold has been applied to the aggregate value of a group or network of assets where the cost of individual item may be below the threshold but collectively the cost of the items in the group or network exceeds the threshold. Items of property, plant and equipment and infrastructure costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

Initial recognition and measurement

Property, plant and equipment and infrastructure are initially recognised at cost.

For items of property, plant and equipment and infrastructure acquired at no cost or for nominal cost, the cost is the fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of land, buildings and infrastructure and historical cost for all other property, plant and equipment. Land, buildings and infrastructure are carried at fair value less accumulated depreciation (buildings and infrastructure only) and accumulated impairment losses.

All other items of property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Where market-based evidence is available, the fair value of land and buildings is determined on the basis of current market buying values determined by reference to recent market transactions. When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

In the absence of market-based evidence, fair value of land and buildings is determined on the basis of existing use. This normally applies where buildings are specialised or where land use is restricted. Fair value for existing use assets is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is determined on the depreciated replacement cost basis, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

Land and buildings are independently valued annually by the Western Australian Land Information Authority (Valuation Services) and recognised annually to ensure that the carrying amount does not differ materially from the asset's fair value at the end of the reporting period.

The most significant assumptions in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated useful life.

Professional judgement by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets. Refer to note 24 'Property, plant and equipment' for further information on revaluations.

Derecognition

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

Asset revaluation surplus

The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current assets as described in note 24 'Property, plant and equipment'.

Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits.

Depreciation is calculated using the straight line method using rates which are reviewed annually.

Estimated useful lives for each class of depreciable asset are:

Buildings	40 years
Plant, furniture and general equipment	5 to 25 years
Computing, communications and software ^(a)	20 to 23 years

^(a) Software that is integral to the operation of related hardware.

Works of art controlled by the Institute are classified as property, plant and equipment. These are anticipated to have indefinite useful lives. Their service potential has not, in any material sense, been consumed during the reporting period and so no depreciation has been recognised.

Land is not depreciated.

(g) Impairment of assets

Property, plant and equipment, infrastructure and intangible assets are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the Institute is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of assets' future economic benefits and to evaluate any impairment risk from falling replacement costs.

Intangible assets with an indefinite useful life and intangible assets not yet available for use are tested for impairment at the end of each reporting period irrespective of whether there is any indication of impairment.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

See note 25 'Impairment of assets' for the outcome of impairment reviews and testing. See note 2(m) 'Receivables' and note 22 'Receivables' for impairment of receivables.

(h) Leases

The Institute has entered into operating lease arrangements for computers, computing equipment and motor vehicles. Lease payments are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased assets. See Note 31 'Commitments'.

(i) Financial instruments

In addition to cash and bank overdraft, the Institute has two categories of financial instruments:

- Loans and receivables; and
- Financial liabilities measured at amortised cost.

These have been disaggregated into the following classes:

Financial assets

- Cash and cash equivalents
- Restricted cash and cash equivalent
- Receivables

Financial liabilities

- Payables

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(j) Cash and cash equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalents include restricted cash and cash equivalents. These are comprised of cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

(k) Accrued salaries

Accrued salaries (see note 26 'Payables') represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Institute considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (see note 20 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of ten financial years to largely meet the additional cash outlay in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

(l) Inventories

Inventories are measured at the lower of cost and net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being measured on a first in first out basis.

Inventories not held for resale are measured at cost unless they are no longer required, in which case they are measured at net realisable value.

See note 21 'Inventories'.

(m) Receivables

Receivables are recognised at original invoice amount less an allowance for any uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Institute will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days. See note 2(i) 'Financial instruments' and note 22 'Receivables'.

(n) Payables

Payables are recognised when the Institute becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as settlement is generally within 30 days. See note 2(i) 'Financial instruments' and note 26 'Payables'.

(o) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period. See note 27 'Provisions'.

(i) Provisions - employee benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual leave

The liability for annual leave that is expected to be settled within twelve months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Annual leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the Institute does not have an unconditional right to the defer settlement of the liability for at least 12 months after the end of the reporting period.

Long service leave

The liability for long service leave expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Unconditional long service leave provisions are classified as current liabilities as the Institute does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the Institute has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

A liability for long service leave is recognised after an employee has completed four years of service based on remuneration rates current as at the end of the reporting period. An actuarial assessment of long service leave undertaken by Price Waterhouse Coopers Actuaries at 31 December 2012 determined that the liability measured using the short hand measurement technique above was not materially different from the liability determined using the present value of expected future payments. This calculation is consistent with the Institute's experience of employee retention and leave taken.

Unconditional long service leave provisions are classified as current liabilities as the Institute does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the Institute has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Deferred Leave

The provision for deferred leave relates to Public Service employees who have entered into an agreement to self-fund an additional twelve months leave in the fifth year of the agreement. The provision recognises the value of salary set aside for employees to be used in the fifth year. This liability is measured on the same basis as annual leave. Deferred leave is reported as a current provision as employees can leave the scheme at their discretion at any time.

Superannuation

The Government Employees Superannuation Board (GESB) and other funds administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary according to commencement and implementation dates.

Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme also closed to new members since 1995.

The GSS is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, it is a defined contribution plan for Institute purposes because the concurrent contributions (defined contributions) made by the Institute to GESB extinguishes the Institute's obligations to the related superannuation liability.

The Institute has no liabilities under the Pension schemes or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Institute to the GESB.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension Scheme or the GSS became non-contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). From 30 March 2012, existing members of the WSS or GESBS and new employees were able to choose their preferred superannuation fund. The Institute makes concurrent contributions to GESB or other funds on behalf of employees in compliance with the *Commonwealth Government's Superannuation Guarantee (Administration) Act 1992*. Contributions to these accumulation schemes extinguish the Institute's liability for superannuation charges in respect of employees who are not members of the Pension Scheme or GSS.

The GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer's share. See also note 2(p) 'Superannuation expense'.

(ii) Provisions - other

Employment on-costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses' and are not included as part of the Institute's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'. (See note 10 'Other expenses' and note 27 'Provisions'.)

(p) Superannuation expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the West State Superannuation Scheme (WSS), the GESB Super Scheme (GESBS) and other superannuation funds.

Resources received free of charge or for nominal cost.

Resources received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the authority would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

(q) Comparative figures

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.

3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Institute evaluates these judgements regularly.

Operating Lease Commitments

The Institute has entered into a commercial lease and has determined that the lessor retains substantially all the significant risks and rewards incidental to ownership of the property. Accordingly, the lease has been classified as an operating lease.

4. Key sources of estimation uncertainty

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Long Service Leave

Several estimations and assumptions in calculating the Institute's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

5. Disclosure of changes in accounting policy and estimates

Initial application of an Australian Accounting Standard

The Institute has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 January 2012 that impacted on the Institute.

AASB 1048 Interpretation of Standards

This Standard identifies the Australian Interpretations and classifies them into two groups: those that correspond to an IASB Interpretation and those that do not. There is no financial impact.

AASB 1054 Australian Additional Disclosures

This Standard, in conjunction with AASB 2011-1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project*, removes disclosure requirements from the other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards. There is no financial impact.

AASB 2010-6 Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 & 7]

This Standard introduces additional disclosure relating to transfers of financial assets in AASB 7. An entity shall disclose all transferred financial assets that are not derecognised and any continuing involvement in a transferred asset, existing at the reporting date, irrespective of when the related transfer transaction occurred. There is no financial impact.

AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman

Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 & 134 and Int 2, 112 & 113]

This Standard, in conjunction with AASB 1054, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards. There is no financial impact.

Voluntary changes in accounting policy

No voluntary changes in accounting policy have been made.

Future impact of Australian Accounting Standards not yet operative

The Institute cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the Institute has not applied early any of the following Australian Accounting Standards that may impact the Institute. Where applicable, the Institute plans to apply these Australian Accounting Standards from their application date

	Title	Operative for reporting periods beginning on / after
AASB 9	<p><i>Financial Instruments</i></p> <p>This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>The mandatory date of this Standard was amended to 1 January 2015. The Institute has not yet determined the application or the potential impact of the Standard for agencies.</p>	1 Jan 2015
AASB 13	<p><i>Fair Value Measurement</i></p> <p>This Standard defines fair value, sets out a framework for measuring fair value and requires disclosures about fair value measurements. The Authority has liaised with the Western Australian Land Information Authority (Valuation Services) to ensure that sufficient information will be provided to meet the disclosure requirements of this Standard. There is no financial impact.</p>	1 Jan 2013
AASB 119	<p><i>Employee Benefits</i></p> <p>This Standard supersedes AASB 119 (October 2010), making changes to the recognition, presentation and disclosure requirements.</p> <p>The Institute will assess employee leave patterns to determine whether annual leave is short-term or other long-term employee benefit. The resultant discounting of annual leave liabilities that were previously measured at the undiscounted amounts is not material.</p>	1 Jan 2013
AASB 2009-11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12].</i></p> <p>[modified by AASB 2010-7.]</p>	1 Jan 2013
AASB 2010-2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050 & 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052]</i></p> <p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements for certain types of entities. There is no financial impact.</p>	1 July 2013
AASB 2010-7	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127]</i></p> <p>This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
AASB 2011-2	<p><i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 & 1054]</i></p> <p>This Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. There is no financial impact.</p>	1 July 2013
AASB 2011-8	<p><i>Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]</i></p> <p>This Standard replaces the existing definition and fair value guidance in other Australian Accounting Standards and Interpretations as the result of issuing AASB 13 in September 2011. There is no financial impact.</p>	1 Jan 2013
AASB 2011-9	<p><i>Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]</i></p> <p>This Standard requires to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently (reclassification adjustments). The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jul 2012
AASB 2011-10	<p><i>Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]</i></p> <p>This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. There is limited financial impact.</p>	1 Jan 2013
AASB 2011-11	<p><i>Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements</i></p> <p>This Standard gives effect to Australian Accounting Standards – Reduced Disclosure Requirements for AASB 119</p>	1 Jul 2013

(September 2011). There is no financial impact.

Title	Operative for reporting periods beginning on / after
<p>AASB 2012-1 <i>Amendments to Australian Accounting Standards - Fair Value Measurement - Reduced Disclosure Requirements [AASB 3, 7, 13, 140 & 141]</i></p> <p>This Standard establishes and amends reduced disclosure requirements for additional and amended disclosures arising from AASB 13 and the consequential amendments implemented through AASB 2011-8. There is no financial impact.</p>	1 Jul 2013
<p>AASB 2012-2 <i>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]</i></p> <p>This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position.</p> <p>The Standard was issued in June 2012. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
<p>AASB 2012-3 <i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]</i></p> <p>This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria, including clarifying the meaning of "currently has a legally enforceable right of set-off" and that some gross settlement systems may be considered equivalent to net settlement.</p> <p>The Standard was issued in June 2012. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2014
<p>AASB 2012-5 <i>Amendments to Australian Accounting Standards arising from Annual Improvements 2009-11 Cycle [AASB 1, 101, 116, 132 & 134 and Int 2]</i></p> <p>This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process.</p> <p>The Standard was issued in June 2012. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
<p>AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8]</i></p> <p>This Standard amends the mandatory effective date of AASB 9 <i>Financial Instruments</i> to 1 January 2015 (instead of 1 January 2013). Further amendments are also made to numerous consequential amendments arising from AASB 9 that will now apply from 1 January 2015.</p> <p>The Standard was issued in September 2012. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
<p>AASB 2012-7 <i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 7, 12, 101 & 127]</i></p> <p>This Standard adds or amends the Australian Accounting Standards – Reduced Disclosure Requirements for AASB 7 <i>Financial Instruments: Disclosures</i>, AASB 12 <i>Disclosure of Interests in Other Entities</i>, AASB 101 <i>Presentation of Financial Statements</i> and AASB 127 <i>Separate Financial Statements</i>.</p> <p>The Standard was issued in September 2012. The Institute has not yet determined the application or the potential impact of the Standard.</p>	1 Jul 2013

Changes in Accounting Estimates

There have been no changes in accounting estimates.

Central Institute of Technology

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2012

	2012	2011
	\$	\$
6 Employee benefits expense		
Wages and salaries (a)	85,813,721	81,362,322
Superannuation - defined contribution plans (b)	8,020,292	7,369,734
	93,834,013	88,732,057
(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component, leave entitlements including superannuation contribution component.		
(b) Defined contribution plans include West State, and Gold State and GESBS and other eligible funds.		
Employment on-costs expenses, such as workers' compensation insurance, are included at note 10 'Other expenses'.		
Employment on-costs liability is included at note 27 'Provisions'.		
7 Supplies and services		
Consumables and minor equipment	3,422,091	3,534,959
Communication expenses	640,118	597,502
Utilities expenses	3,044,953	2,680,989
Consultancies and contracted services	11,376,273	11,074,416
Minor works	4,222,090	4,485,794
Repairs and maintenance	208,617	388,073
Operating lease and hire charges	1,478,997	1,364,777
Travel and passenger transport	434,740	490,001
Advertising and public relations	513,805	578,879
Supplies and services - other	1,457,289	1,303,389
	26,798,973	26,498,779
8 Depreciation and amortisation expense		
<i>Depreciation</i>		
Buildings	4,226,916	3,082,625
Plant, furniture and general equipment	646,793	667,298
Computers and communication network	719,513	640,551
Total depreciation	5,593,222	4,390,474
Total depreciation	5,593,222	4,390,474
9 Grants and subsidies		
<i>Recurrent</i>		
Apprentices and trainees (travel, accommodation and other off-the-job assistance)	240	-
Other	3,000	22,635
	3,240	22,635

10 Other expenses

Building maintenance	1,931,298	1,745,965
Doubtful debts expense	190,585	(20,941)
Employment on-costs (a)	5,548,328	5,201,155
Donations	1,818	-
Student prizes and awards	84,903	67,798
Losses and write-offs	163,977	195,242
Interest Expense	20,517	-
Other (b)	10,844	5,868
	7,952,269	7,195,087

-
Employment on-costs - Includes workers' compensation insurance and other employment on-costs. The on-costs liabilities associated with the recognition of annual and long service leave liabilities are included at note 27 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

(a) Includes refunds issued for prior year course delivery.

11 Fee for service

Fee for service - general	6,206,962	6,265,677
Fee for service - Department of Training and Workforce Development	184,426	-
Fee for service - Government (other than Department of Training and Workforce Development)	59,582	1,864,641
International division fees	9,543,213	9,380,788
Fee for service - other	33,773	-
	16,027,955	17,511,106

12 Student fees and charges

Tuition fees	6,750,099	6,372,339
Resource fees	4,357,964	4,366,264
Other college fees	114,352	103,007
	11,222,415	10,841,610

13 Ancillary trading

Live works (not a trading activity)	106,679	192,688
Other ancillary revenue	229,864	195,931
	336,543	388,619

14 Trading profit/(loss)

Bookshop:		
Sales	763,532	887,727
Cost of sales:		
Opening inventory	(259,008)	(265,312)
Purchases	(605,253)	(735,536)
	(864,260)	(1,000,849)
Closing inventory	249,698	259,008
Cost of goods sold	(614,563)	(741,841)
Trading profit/(loss) - Bookshop	148,969	145,886
	148,969	145,886

See note 2(o) 'Inventories' and note 21 'Inventories'.

15 Commonwealth grants and contributions

Commonwealth specific purpose grants and contributions (a)	14,134,585	9,486,385
Commonwealth capital grants and contributions - Greenskills Building	2,000,000	10,000,000
	16,134,585	19,486,385

(a) These grants include:

- Funding from Department of Immigration and Citizenship for the Adult Migrant Education program - \$11,118,004
- Funding provided for the Workplace English Language and Literacy programs - \$504,016
- Funding for the Indigenous Employment Program - \$680,818

16 Interest revenue

Interest revenue (from main operating account and short term deposits held at various banks)

	2,857,656	2,187,033
	2,857,656	2,187,033

17 Other revenue

Rental and facilities fees	495,919	555,353
Other direct grants and subsidy revenue	25,541	32,250
Sponsorship and donations revenue	116,926	179,271
Miscellaneous revenue	446,202	174,245
	1,084,587	941,118

18 Net gain/(loss) on disposal of non-current assetsProceeds from disposal of non-current assets

Plant, furniture and general equipment	5,554	-
Computers and communication network	1,533	1
Works of art	920	-
Total proceeds from disposal of non-current assets	8,007	1

Costs of disposal of non-current assets

Plant, furniture and general equipment	-	(29,230)
Computers and communication network	-	(5,633)
Works of art	(15,873)	-
Total cost of disposal of non-current assets	(15,873)	(34,863)

Net gain/(loss)

	(7,866)	(34,863)
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See note 24 'Property, plant and equipment'.

19 Income from State GovernmentAppropriation received during the year

Service appropriation (a) (State funds received from Department of Training and Workforce Development):

Delivery and Performance Agreement (DPA)	84,685,356	74,675,314
Superannuation	110,447	7,369,734
Other recurrent funds	2,513,190	2,222,634
Total State funds	87,308,993	84,267,682

Resources received free of charge(b) :Determined on the basis of the following estimates provided by agencies :

Department of Training and Workforce Development		
- Corporate systems support	1,086,074	617,787
- Marketing and publications	9,887	-
- Human resources, and industrial relations support	64,970	904,042
- Other	457,014	40,000
	1,617,945	1,561,829
Other Government (State Solicitor's Office)	17,654	-
Total resources received free of charge	1,635,598	1,561,829
Total income from State Government	88,944,591	85,829,511

- (a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the budgeted depreciation expense for the year and any agreed increase in leave liability during the year. In 2011 Institute superannuation was paid for by the Department of Training and Workforce Development. In 2012, funding was provided through the DPA for superannuation with the Institute taking direct responsibility for payment to GESB of the Institute's superannuation liability.
- (b) Assets or services received free of charge or for nominal cost are recognised as revenue at the fair value of the assets and/or the fair value of those services that can be reliably measured and which would have been purchased if they were not donated. Contribution of assets or services in the nature of contributions by owners are recognised directly to equity.

20 Restricted cash and cash equivalents

Specific capital equipment and minor works (a)	14,998,534	10,000,000
Awards (b)	27,924	26,544
Retained Funds (c)	2,656,000	2,496,000
	17,682,458	12,522,544

Current

- (a) Capital Infrastructure under Greenskills funding provided by the Commonwealth Government and funded internally
- (b) Represents money bestowed on Institute by private companies of individuals for the provision of awards to students
- (c) Provision for payment of a 27th pay in 2015

21 InventoriesInventories not held for resale:

Teaching materials (at cost)		
Other (at cost)	23,835	22,614
	23,835	22,614
Less: Provision for obsolete stock	-	-
	23,835	22,614

Inventories held for resale:

Bookshop (at cost)	249,698	259,008
	249,698	259,008
Less: Provision for obsolete stock	-	-
	249,698	259,008

Total	273,533	281,622
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See also note 2(o) 'Inventories' and note 14 'Trading profit/(loss)'.

22 ReceivablesCurrent

Receivables - trade	2,714,692	2,349,226
Receivables - students	751,984	708,308
Receivables - other	141,666	116,477
Accrued revenue	2,522,326	2,233,577
Allowance for impairment of receivables	(370,124)	(179,540)
GST receivable	290,506	204,163
	<u>6,051,049</u>	<u>5,432,212</u>
Total current	6,051,049	5,432,212
Total receivables	6,051,049	5,432,212

Reconciliation of changes in the allowance for impairment of receivables:

Balance at start of year	(179,540)	(200,481)
Doubtful debts expense	(412,116)	(232,645)
Amount written off during the year	192,900	224,414
Amount recovered during the year	28,631	29,172
Balance at end of year	(370,124)	(179,540)

The Institute does not hold any collateral or other credit enhancements as security for receivables.

See also note 2(m) 'Receivables' and note 35 'Financial instruments'.

23 Other assetsCurrent

Prepayments	867,377	720,861
Cash investments (a)	-	4,500,000
Other current assets	141,997	120,011
Total current	1,009,374	5,340,872

(a) Represents various term deposits held with the Commonwealth Bank and Bank West.

24 Property, plant and equipmentLand

At fair value (a)	56,670,000	55,070,000
Accumulated impairment losses		
	<u>56,670,000</u>	<u>55,070,000</u>

Buildings

At fair value (a)	204,178,878	133,381,000
Accumulated depreciation	-	-
Accumulated impairment losses	-	-
	<u>204,178,878</u>	<u>133,381,000</u>

Buildings under construction

Construction costs	1,351,901	90,833
	<u>1,351,901</u>	<u>90,833</u>

Plant, furniture and general equipment

At cost	7,450,513	6,786,366
Accumulated depreciation	(5,388,819)	(4,836,205)
Accumulated impairment losses	-	-
	<u>2,061,694</u>	<u>1,950,161</u>

Computer equipment, communication network

At cost	6,071,026	5,282,808
Accumulated depreciation	(3,662,868)	(3,019,554)
Accumulated impairment losses	-	-
	<u>2,408,158</u>	<u>2,263,254</u>

Works of art

At fair value	1,513,950	1,518,763
Accumulated impairment losses	-	-
	<u>1,513,950</u>	<u>1,518,763</u>
	<u>268,184,581</u>	<u>194,274,012</u>

(a) Land and buildings were revalued as at 1 July 2012 by the Western Australian Land Information Authority (Valuation Services).

The valuations were performed during the year ended 31 December 2012 and recognised at 31 December 2012. In undertaking the revaluation for Subiaco Campus, fair value was determined by reference to market values for land: \$10,900,000 and buildings: \$0. These values for land and buildings are a result of the vacated premises at Subiaco being considered surplus to Government requirements and the determination that the land will be sold and redeveloped.

For the remaining Land and Buildings, fair value was determined on the basis of depreciated replacement cost. See note 2(g) 'Property, plant and equipment'.

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the reporting period are set out in the table below.

disclosures and legal compliance

	Land	Buildings	Buildings Under construction	Plant, Furniture And General equipment	Computer equipment, communication network	Works Of art	Total
	\$	\$	\$	\$	\$	\$	\$
2012							
Carrying amount at start of year	55,070,000	133,381,000	90,833	1,950,161	2,263,254	1,518,763	194,274,012
Additions	-	69,506,644	4,975,362	727,583	804,327	11,059	76,024,976
Transfers	-	3,623,461	(3,714,294)	30,743	60,090	-	(0)
Disposals	-	-	-	-	-	(15,873)	(15,873)
Classified as held for sale	-	-	-	-	-	-	-
Revaluation increments/(decrements)	1,600,000	8,941,989	-	-	-	-	10,541,989
Impairment losses (a)	-	(7,047,300)	-	-	-	-	(7,047,300)
Impairment losses reversed (a)	-	-	-	-	-	-	-
Depreciation	-	(4,226,916)	-	(646,793)	(719,513)	-	(5,593,222)
Carrying amount at end of period	56,670,000	204,178,878	1,351,902	2,061,694	2,408,158	1,513,950	268,184,581
	Land	Buildings	Buildings Under construction	Plant, Furniture and General Equipment	Computer equipment, communication network	Works Of art	Total
	\$	\$	\$	\$	\$	\$	\$
2011							
Carrying amount at start of year	58,220,000	123,305,000	-	2,070,164	1,477,980	1,504,296	186,577,439
Additions	-	14,000	104,833	633,655	2,520,699	14,695	3,287,882
Transfers	-	-	(14,000)	(57,130)	(1,089,241)	2,273	(1,158,098)
Disposals	-	-	-	(29,229)	(5,633)	(2,500)	(37,362)
Classified as held for sale	-	-	-	-	-	-	-
Revaluation increments/(decrements)	(3,150,000)	13,144,625	-	-	-	-	9,994,625
Impairment losses (a)	-	-	-	-	-	-	-
Impairment losses reversed (a)	-	-	-	-	-	-	-
Depreciation	-	(3,082,625)	-	(667,298)	(640,551)	-	(4,390,474)
Carrying amount at end of period	55,070,000	133,381,000	90,833	1,950,162	2,263,254	1,518,764	194,274,012

- (a) Recognised in the Statement of Comprehensive Income. Where an asset measured at cost is written down to recoverable amount, an impairment loss is recognised in the Statement of Comprehensive Income. Where a previously revalued asset is written down to recoverable amount, the loss is recognised as a revaluation decrement in the Statement of Changes in Equity. The impairment loss recognised in 2012 for Buildings is due to the Subiaco campus site being vacated, as a result it will provide no future economic benefit for the Institute. In 2013 this site will be transferred back to Government for redevelopment.

25 Impairment of assets

The only indication of impairment to property, plant and equipment or intangible assets at 31 December 2012 was the Subiaco campus site.

This site is considered surplus to Government requirements and has been recognised as fully impaired as at 31 December 2012.

The Institute held no goodwill or intangible assets with an indefinite useful life during the reporting period. At the end of the reporting period there were no intangible assets not yet available for use.

26 PayablesCurrent

Trade payables	(33,802)	133,780
GST payable	114,968	-
Accrued expenses	1,729,650	1,781,698
Accrued salaries and related costs	3,130,138	2,235,151
Paid parental leave payable	13,816	-
Total current	4,954,770	4,150,629

See also note 2(q) 'Payables' and note 35 'Financial Instruments'.

27 ProvisionsCurrent*Employee benefits provision*

Annual leave ^(a)	3,213,160	3,259,820
Long service leave ^(b)	10,065,498	8,997,647
Superannuation	744,032	-
Deferred Salary Scheme ^(c)	148,061	127,640
	14,170,751	12,385,107

Other provisions

Employment on-costs ^(d)	890,533	790,184
	890,533	790,184
Total current	15,061,285	13,175,291

Non-current*Employee benefits provision*

Annual leave ^(a)		
Long service leave ^(b)	3,817,998	3,539,355
Superannuation	320,585	311,060
	4,138,583	3,850,415

Other provisions

Employment on-costs ^(d)	265,772	251,227
	265,772	251,227
Total non-current	4,404,355	4,101,642

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	3,213,160	3,259,820
More than 12 months after the end of the reporting period	-	-
	3,213,160	3,259,820

- (b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	3,611,939	3,355,117
More than 12 months after the end of the reporting period	10,271,557	9,492,943
	13,883,496	12,848,060

- (c) Deferred salary scheme liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Actual settlement of the liabilities is expected to occur as follows:

Within 12 months of the end of the reporting period	84,619	9,818
More than 12 months after the end of the reporting period	63,442	117,822
	148,061	127,640

- (d) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 10 'Other expenses'.

Movements in other provisions

Movements in each class of provisions during the financial year, other than employee benefits, are set out below.

Employment on-cost provision

Carrying amount at start of period	1,041,411	970,097
Additional provisions recognised	114,894	71,314
Carrying amount at end of period	1,156,305	1,041,411

28 Other liabilities

Current

Income received in advance ^(a)	2,834,836	3,323,432
Money/deposits held in trust	47,599	34,399
Total current	2,882,435	3,357,831

- (a) Income received in advance comprises:
Department of Training and Workforce Development - Delivery & Performance Agreement refund

Other Government (Commonwealth/Local)	329,765	592,132
Fee for service	142,388	153,107
Student fees and charges	1,783,343	2,048,281
	579,340	529,912
	2,834,836	3,323,432

29 Equity

The Government holds the equity interest in the Institute on behalf of the community. Equity represents the residual interest in the net assets of the Institute. The asset revaluation surplus represents that portion of equity resulting from the revaluation of non-current assets.

Contributed equity

Balance at start of period	7,049,879	7,049,879
<i>Contributions by owners</i>		
Capital appropriation ^(a)	69,506,644	-
Total contributions by owners	69,506,644	-
<i>Distributions to owners (b)</i>		
Transfer of net assets to other agencies		
Net assets transferred to Government		
Total distributions to owners	-	-
Balance at end of period	76,556,523	7,049,879

(a) Capital appropriations - Treasurer's instruction TI 955 'Contributions by Owners Made to Wholly Owned Public Sector Entities' designates Capital Appropriations as contributions by owners in accordance with AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities'. The contribution in 2012 represents the transfer of the new Perth Campus and building improvements at the East Perth and Leederville Campuses.

Distribution to owners

(b) TI 955 requires non-reciprocal transfers of net assets to Government to be accounted for as distribution to owners in accordance with AASB Interpretation 1038.

Reserves*Asset revaluation surplus*

Balance at start of period	104,630,535	94,635,911
Net revaluation increments/(decrements):		
Land (a)	1,600,000	(3,150,000)
Buildings (a)	1,894,688	13,144,625
Motor Vehicles, caravans and trailers		
Plant, furniture and general equipment	-	-
Computer equipment and communication network		
Marine craft		
Works of art		
Other	-	-
Balance at end of period	108,125,224	104,630,535

(a) Net revaluation increment relates to Land (\$1,600,000) and net revaluation increase for Buildings (\$1,894,689) representing increase in building fair value (\$8,941,989) less impairment of Subiaco Campus (\$7,047,300) due to it being considered surplus to Government requirements.

Accumulated surplus/(deficit)

Balance at start of period	108,021,858	97,564,484
Result for the period	2,567,717	10,457,374
Income and expense recognised directly in equity	-	-
Other adjustments		
Balance at end of period	110,589,575	108,021,858
Total Equity at end of period	295,271,322	219,702,272

30 Notes to the Statement of Cash Flows

Reconciliation of cash

Cash at the end of the financial year, as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash on hand	32,546	35,372
Cash at bank	2,461,159	2,601,033
Short term deposits (from 28 to 60 days at call)	26,879,466	24,000,000
Cash investments (over 3 months maturity)	-	4,500,000
	29,373,171	31,136,405
Restricted cash and cash equivalents (refer to note 20 'Restricted cash and cash equivalents')	17,682,458	12,522,544
	47,055,629	43,658,949

Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

Net cost of services	(86,376,875)	(75,372,138)
<u>Non-cash items:</u>		
Depreciation and amortisation expense (note 8 'Depreciation and amortisation expense')	5,593,222	4,390,474
Doubtful debts expense (note 10 'Other expenses')	190,585	(20,941)
Superannuation expense	-	7,369,734
Resources received free of charge (note 19 'Income from State Government')	1,635,598	1,561,829
Net (gain)/loss on sale of property, plant and equipment (note 18 'Net gain/(loss) on sale of non-current assets')	7,866	40,331
Losses and write-offs (excludes cash shortages/thefts of money) (note 10 'Other expenses')	163,977	195,242
Other non-cash items	(27,320)	54,096
<u>(Increase)/decrease in assets:</u>		
Current receivables (a)	(776,610)	(68,288)
Current inventories	8,089	5,229
Other current assets	(168,502)	(29,449)
<u>Increase/(decrease) in liabilities</u>		
Current payables (a)	689,173	669,192
Current provisions	1,885,993	672,220
Other current liabilities	(213,029)	374,178
Non-current provisions	302,713	975,105
Net GST receipts/(payments) (b)	(1,665,984)	(1,534,831)
Change in GST in receivables/payables (c)	1,721,929	1,550,064
Net cash provided by/(used in) operating activities	(77,029,173)	(59,167,953)

(a) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

(b) This is the net GST paid/received, i.e. cash transactions

(c) This reverses out the GST in receivables and payables

At the end of the reporting period, the Institute had fully drawn on all financing facilities, details of which are disclosed in the financial statements .

31 Commitments

The commitments below are inclusive of GST where relevant.

Non-cancellable operating lease commitments

Commitments for minimum lease payments are payable as follows:

Within 1 year	587,075	835,024
Later than 1 year and not later than 5 years	1,569,168	2,084,965
Later than 5 years	347,619	386,388
	2,503,862	3,306,377

Capital expenditure commitments

Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:

Within 1 year	18,089,354	13,165,991
Later than 1 year and not later than 5 years	-	8,477,287
Later than 5 years		
	18,089,354	21,643,278

The capital commitments include amounts for:

Greenskills Building	14,620,534	14,963,896
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32 Contingent liabilities and contingent assets

As at reporting date the Institute has no contingent liabilities or contingent assets.

33 Events occurring after the reporting period

There are no significant events occurring after balance date that materially impact the financial statements.

34 Explanatory statement

Significant variations between estimates and actual results 2012 and between the actual results for 2011 and 2012 for income and expense are shown below. Significant variations are considered to be those greater than 10% and \$250,000 and any variance greater than \$500,000.

Significant variances between estimated and actual result for the financial year 2012

	2012 Estimate	2012 Actual	Variation
	\$	\$	\$
Income			
Fee for Service	13,088,770	16,027,955	2,939,185
Student Fees and Charges	11,886,413	11,222,415	(663,998)
Interest Revenue	1,700,000	2,857,656	1,157,656
Commonwealth Grants & Contributions	9,656,000	16,134,585	6,478,585
Other Revenues from Ordinary Activities	705,112	1,084,587	379,475
State Funds	86,049,675	87,308,993	1,259,318
Expense			
Employee expenses	89,955,640	93,834,013	3,878,373

Employee expenses

The Institute has experienced growth in commercial and grant activities resulting in increased salaries expenditure

Fee for Service

Growth in international students resulted in revenue levels that were higher than expected. Customised fee for service revenue also exceed expectations, in particular in the Centre for Business Solutions and the Mining and Engineering portfolios

Student Fees and Charges

Reduced profile targets due to efficiency dividend resulted in a decrease in student fees and charges collected.

Interest Revenue

Increased capital works funding for the greenskills building and the move to quarterly payments from the Department of Training and Workforce Development has increased cash reserves resulting in higher interest earnings.

Commonwealth grants and contributions

Delivery in the Adult Migrant English Program exceeded budget expectations.

The Institute also received increased grant funding for the Better Skills Better Care, the Aged Care Workforce Development and Indigenous Employment Programs from Commonwealth Government agencies.

Other Revenues from Ordinary Activities

The Institute has experienced growth in funding from sponsorships and received workers compensation premium adjustments.

State Funds

Additional capital works funding from the Department of Training and Workforce Development and the Health Department.

Significant variances between actual results for 2011 and 2012

	2012 \$	2011 \$	Variance \$
Income			
Fee for service	16,027,955	17,511,106	(1,483,150)
Interest Revenue	2,857,656	2,187,033	670,623
Commonwealth Grants & Contributions	16,134,585	19,486,385	(3,351,800)
State Funds	87,308,993	84,267,683	3,041,310
Expense			
Employee expenses	93,834,013	88,732,057	5,101,957
Depreciation	5,593,222	4,390,474	1,202,748
Other Expenses from Ordinary Activities	7,952,269	7,195,087	757,181

Fee for service

During 2011 Education and Training International made a disbursement of funds from the VET Trust Account, Central received \$1.9M.

-

Interest Revenue

Increased capital works funding for the greenskills building and the move to quarterly payments from the Department of Training and Workforce Development has increased cash reserves resulting in higher interest earnings.

-

Commonwealth grants and contributions

The Institute was successful in winning a larger market share of the Adult Migrant English Program, resulting in increased revenues of 3.8M.

This has been offset by the fact that the Institute received less funding for the Greenskills capital program (2011 = \$10M and 2012 = \$2M)

State Funds

Growth in funding from the Department of Training and Workforce Development, to cover salary increments and CPI Increases.

Employee expenses

The Institute has experienced growth in commercial and grant activities resulting in increased salaries and on-cost expenditure.

Non-Lecturing staff received a pay increase of 3.5%, including a significant period of back pay. Non-Lecturing staff received a pay increase of 4%.

Depreciation

Building depreciation has increased due to the take-up of the new building at 30 Aberdeen Street, Northbridge.

-

Other Expenses from Ordinary Activities

Additional repairs and maintenance for the new building at 30 Aberdeen Street, Northbridge as well as increased payroll tax due to increased salary expenses.

-

35 Financial instruments**(a) Financial risk management objectives and policies**

Financial instruments held by the Institute are cash and cash equivalents, restricted cash and cash equivalents, loans and receivables and payables.

The Institute has limited exposure to financial risks.

The Institute's overall risk management program focuses on managing the risk identified below:

Credit risk

Credit risk arises when there is the possibility of the Institute's receivables defaulting on their contractual obligations resulting in financial loss to the Institute.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment as shown in the table at note 35(c) 'Financial instruments disclosures' and note 22 'Receivables'.

Credit risk associated with the Institute's financial assets is minimal because the Institute trades only with recognised, credit worthy third parties.

The Institute has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history.

In addition, receivable balances are monitored on an ongoing basis with the result that the Institute's exposure to bad debt is minimal.

At the end of the reporting period there are no significant concentrations of credit risk.

Liquidity risk

Liquidity risk arises when the Institute is unable to meet its financial obligations as they fall due.

The Institute is exposed to liquidity risk through its trading in the normal course of business.

The Institute has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Institute's income or the value of its holdings of financial instruments.

The Institute does not trade in foreign currency and is not materially exposed to other price risks (for example, equity securities or commodity prices changes).

The Institute's exposure to market risk for changes in interest rates relates primarily to short term deposits.

Other than as detailed in the Interest rate sensitivity analysis table at Note 36(c), the Institute is not exposed to interest rate risk

(b) Categories of financial instruments

In addition to cash and bank overdraft, the carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are :

	2012	2011
	\$	\$
Financial Assets		
Cash and cash equivalent	29,373,171	26,636,405
Restricted cash and cash equivalent	17,682,458	12,522,544
Receivables (a)	5,760,544	5,228,049
Other financial assets	-	4,500,000
Financial Liabilities		
Payables	4,839,802	4,150,629

(a) The amount of loans and receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial instrument disclosures

Credit risk

The following table discloses the Institute's maximum exposure to credit risk and the ageing analysis of financial assets. The Institute's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Institute.

The Institute does not hold any collateral as security or other credit enhancements relating to the financial assets it holds.

Ageing analysis of financial assets

	Carrying Amount \$	Not past due and not impaired \$	Past due but not impaired				Impaired Financial Assets \$
			> 30days \$	> 60 days \$	> 90 days \$	> 120 days \$	
Financial Assets							
2012							
Cash and cash equivalents	29,373,171	29,373,171	-	-	-	-	-
Restricted cash and cash equivalents	17,682,458	17,682,458	-	-	-	-	-
Receivables (a)	5,760,544	3,996,867	598,088	129,555	112,519	553,391	370,124
Other financial assets	-	-	-	-	-	-	-
	52,816,173	51,052,496	598,088	129,555	112,519	553,391	370,124
2011							
Cash and cash equivalent							
Cash and cash equivalent	26,636,405	26,636,405	-	-	-	-	-
Restricted cash and cash equivalent	12,522,544	12,522,544	-	-	-	-	-
Receivables (a)	5,228,049	3,725,942	289,967	95,264	368,534	568,803	179,540
Other financial assets	4,500,000	4,500,000	-	-	-	-	-
	48,886,998	47,384,891	289,967	95,264	368,534	568,803	179,540

(a) The amount of receivables excludes the GST receivables from the ATO (statutory receivable).

Liquidity risk and interest rate exposure

The following table details the Institute's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities.

The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

= **Interest rate exposure and maturity analysis of financial assets and financial liabilities**

	Weighted Average Effective Interest Rate %	Interest rate exposure				Nominal Amount \$	Maturity Dates			
		Carrying Amount \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non-Interest Bearing \$		Current \$	> 30 days \$	> 60 days \$	> 90 days \$
2012										
Financial Assets										
Cash and cash equivalent	4.43%	29,373,171	-	29,340,625	32,546	29,373,171	13,493,705	15,879,466	-	-
Restricted cash and cash equivalent	4.43%	17,682,458	-	17,682,458	-	17,682,458	3,061,924	14,620,534	-	-
Receivables (a)	0.00%	5,760,544	-	-	5,760,544	5,760,544	5,760,544	-	-	-
		52,816,173	-	47,023,082	5,793,090	52,816,173	22,316,173	30,500,000	-	-
Financial Liabilities										
Payables	0%	4,839,802	-	-	4,839,802	4,839,802	4,839,802	-	-	-
		4,839,802	-	-	4,839,802	4,839,802	4,839,802	-	-	-

(a) The amount of receivables excludes the GST receivables from the ATO (statutory receivable).

	Weighted Average Effective Interest Rate	Interest rate exposure				Nominal Amount	Maturity Dates			
		Carrying Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing		Current	>30 days	>60 days	>90 days
2011										
<u>Financial Assets</u>										
Cash and cash equivalent	5.44%	26,636,405	-	26,601,033	35,372	26,636,405	2,636,405	15,000,000	9,000,000	-
Restricted cash and cash equivalent	5.44%	12,522,544	-	12,522,544	-	12,522,544	2,522,544	10,000,000	-	-
Receivables (a)	0.00%	5,228,049	-	-	5,228,049	5,228,049	-	-	-	-
Other financial assets	6.10%	4,500,000	-	4,500,000	-	4,500,000	4,500,000	-	-	-
		48,886,998	-	43,623,577	5,263,421	48,886,998	14,886,998	25,000,000	9,000,000	-
<u>Financial Liabilities</u>										
Payables	0%	4,150,629	-	-	4,150,629	4,150,629	4,150,629	-	-	-
		4,150,629	-	-	4,150,629	4,150,629	4,150,629	-	-	-

(a) The amount of receivables excludes the GST receivables from the ATO (statutory receivable).

Interest rate sensitivity analysis

The following table represents a summary of the interest rate sensitivity of the Institute's financial assets and liabilities at the end of the reporting period on the surplus for the period and equity for a 1% change in interest rates. It is assumed that the change in interest rates is held constant throughout the reporting period.

	Carrying amount	- 100 Basis Points		+ 100 Basis Points	
		Surplus	Equity	Surplus	Equity
2012	\$	\$	\$	\$	\$
<u>Financial Assets</u>					
Cash and cash equivalent	29,373,171	(293,406)	(293,406)	293,406	293,406
Restricted cash and cash equivalent	17,682,458	(176,825)	(176,825)	176,825	176,825
Other financial assets	-	-	-	-	-
Total Increase/(Decrease)		(470,231)	(470,231)	470,231	470,231
	Carrying amount	- 100 Basis Points		+ 100 Basis Points	
		Surplus	Equity	Surplus	Equity
2011	\$	\$	\$	\$	\$
<u>Financial Assets</u>					
Cash and cash equivalent	26,636,405	(266,010)	(266,010)	266,010	266,010
Restricted cash and cash equivalent	12,522,544	(125,225)	(125,225)	125,225	125,225
Other financial assets	4,500,000	(45,000)	(45,000)	45,000	45,000
Total Increase/(Decrease)		(436,235)	(436,235)	436,235	436,235

Fair values

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.

36 Remuneration of members of the Institute and senior officersRemuneration of members of the Institute

The number of members of the Institute whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

	2012	2011
\$		
\$0 - \$10,000	14	11
\$240,001 - \$250,000	1	1
	\$	\$
Cash remuneration received in relation to 2012	238,358	238,975
Annual leave and long service leave accruals	3,278	7,102
Other benefits	17,255	17,517
The total remuneration of the members of the Institute	258,891	263,594

Total remuneration includes the superannuation expense incurred by the Institute in respect of members of the Institute.

Remuneration of senior officers

The number of senior officers other than senior officers reported as members of the Institute, whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

	2012	2011
\$		
\$40,001 - \$50,000	-	1
\$110,001 - \$120,000	-	1
\$120,001 - \$130,000	1	-
\$130,001 - \$140,000	-	1
\$140,001 - \$150,000	1	-
\$150,001 - \$160,000	-	-
\$160,001 - \$170,000	2	2
\$170,001 - \$180,000	3	2
	\$	\$
Cash remuneration received in relation to 2012	1,065,734	921,840
Annual leave and long service leave accruals	47,169	22,476
Other benefits	-	30,699
The total remuneration of senior officers	1,112,903	975,015

The total remuneration includes the superannuation expense incurred by the Institute in respect of senior officers other than senior officers reported as members of the Institute.

No senior officers are members of the Pension Scheme.

37 Remuneration of auditor

Remuneration payable to the Auditor General in respect to the audit for the current financial year is as follows:

	2012	2011
	\$	\$
Auditing the accounts, financial statements and performance indicators	95,700	90,000

The expense is included in note 10 'Other expenses'.

38 Related bodies

The Institute has no related bodies.

39 Affiliated bodies

The Institute has no affiliated bodies.

40 Supplementary financial information**(a) Write-Offs**

Public property

Bad debts

Inventory

Other (Cash shortage)

	2012	2011
	\$	\$
	225,691	68,578
	192,900	224,414
	-	-
	612	-
	419,203	292,992

(b) Losses through theft, defaults and other causes

Losses of public and other moneys and public and other property through theft, default or otherwise

Amount recovered

	612	-
	-	-
	612	-

(c) Gifts of Public Property

Gifts of Public Property provided by the Institute

	-	-
	-	-

41 Schedule of income and expenditure by service

The Institute provides only one service (as defined by Treasurer's Instruction 1101 (9)) and that is Vocational Education and Training Delivery.

annual estimates

In accordance with Treasurer's Instruction 953, the annual estimates for the 2012 year are hereby included in the 2012 Annual Report. These estimates do not form part of the 2012 financial statements and are not subject to audit.

Central Institute of Technology
S40 SUBMISSION
Statement of Comprehensive Income

	2013 Estimate \$
COST OF SERVICES	
Expenses	
Employee benefits expense	92,552,724
Supplies and services	27,848,958
Depreciation and amortisation expense	6,023,000
Grants and subsidies	13,601
Loss on disposal of non-current assets	30,423
Cost of sales	725,240
Other expenses	7,660,069
Total Cost of Services	134,854,015
Income	
Revenue	
Fee for service	14,349,628
Student charges and fees	11,949,094
Ancillary trading	524,593
Sales	889,105
Commonwealth grants and contributions	11,519,625
Interest revenue	2,000,000
Other revenue	797,903
Total Revenue	42,029,948
Total income other than income from State Government	42,029,948
NET COST OF SERVICES	(92,824,067)
INCOME FROM STATE GOVERNMENT	
State funds	86,899,439
Resources received free of charge	1,767,000
Total income from State Government	88,666,439
SURPLUS (DEFICIT) FOR THE PERIOD	(4,157,628)
OTHER COMPREHENSIVE INCOME	
Changes in asset revaluation reserve	5,000,000
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD	842,372

Central Institute of Technology
S40 SUBMISSION
BALANCE SHEET

	2013 Estimate \$
ASSETS	
Current Assets	
Cash and cash equivalents	16,012,366
Restricted cash and cash equivalents	4,916,256
Inventories	281,622
Receivables	5,563,083
Other current assets	5,210,000
Total Current Assets	31,983,327
Non-Current Assets	
Property, plant and equipment	270,976,684
Total Non-Current Assets	270,976,684
TOTAL ASSETS	302,960,011
LIABILITIES	
Current Liabilities	
Payables	4,150,629
Provisions	13,047,651
Other current liabilities	3,357,831
Total Current Liabilities	20,556,111
Non-Current Liabilities	
Provisions	4,229,282
Total Non-Current Liabilities	4,229,282
TOTAL LIABILITIES	24,785,393
NET ASSETS	278,174,618
EQUITY	
Contributed Equity	59,028,223
Reserves	114,630,536
Accumulated surplus/(deficiency)	104,515,859
TOTAL EQUITY	278,174,618

Central Institute of Technology
S40 SUBMISSION
CHANGES IN EQUITY STATEMENT

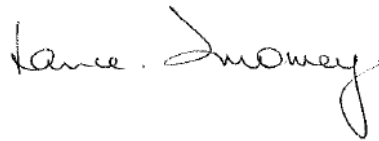
	2013 Estimate \$
Balance of equity at start of period	294,860,245
CONTRIBUTED EQUITY	
Balance at start of period	76,556,223
Other contributions by owners	(17,528,000)
Balance at end of period	59,028,223
RESERVES	
Asset Revaluation Reserve	
Balance at start of period	109,630,536
Restated balance at start of period	109,630,536
Gains/(losses) from asset revaluation	5,000,000
Balance at end of period	114,630,536
ACCUMULATED SURPLUS (RETAINED EARNINGS)	
Balance at start of period	108,673,486
Restated balance at start of period	108,673,486
Surplus/(deficit) or profit/(loss) for the period	(4,157,628)
Balance at end of period	104,515,859
Balance of equity at end of period	278,174,618
Total income and expense for the period	842,372

Central Institute of Technology
S40 SUBMISSION
CASH FLOW STATEMENT

	2013
	Estimate
	\$
CASH FLOWS FROM STATE GOVERNMENT	
State funds	86,604,428
Capital contributions	295,011
Net cash provided by State Government	86,899,439
Utilised as follows:	
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee benefits	(92,552,724)
Supplies and services	(26,807,198)
Grants and subsidies	(13,601)
GST payments on purchases	(3,446,727)
Other payments	(7,660,069)
Receipts	
Fee for service	14,349,628
Student fees and charges	11,949,094
Ancillary trading	1,413,698
Commonwealth grants and contributions	11,519,625
Interest received	2,000,000
GST receipts on sales	1,656,123
GST receipts from taxation authority	1,790,604
Other receipts	797,903
Net cash provided by/(used in) operating activities	(85,003,644)
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of non-current physical assets	(16,471,973)
Net cash provided by/(used in) investing activities	(16,471,973)
CASH FLOWS FROM FINANCING ACTIVITIES	
Net increase/(decrease) in cash held and cash equivalents	(14,576,178)
Cash and cash equivalents at the beginning of the period	40,004,799
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	25,428,622

certification of key performance indicators

We hereby certify that the key performance indicators are based on proper records, are relevant and appropriate for assisting users to assess Central Institute of Technology's performance, and fairly represent the performance of Central Institute of Technology for the financial year ended 31 December 2012.



Professor Lance Twomey AO
Chair
Governing Council
Central Institute of Technology
27 February 2013



Mr Neil Fernandes
Managing Director
Central Institute of Technology
27 February 2013

key performance indicators

Desired Outcomes

The provision of vocational education and training services to meet community and industry training needs

The Effectiveness Indicators have been developed to assist in the Institute's monitoring and management processes, and to enhance accountability to the people of Western Australia.

The Performance Indicators of the Institute measure the efficiency and effectiveness of Central Institute of Technology's efforts of addressing community and industries training needs.

The data is subject to audit under the Financial Management Act 2006.

Achievement of Institute Profile

This performance indicator reports the effectiveness of the Institute in meeting Delivery and Performance Agreement targets, enabling customer needs to be achieved, through which Central Institute of Technology is resourced to deliver courses under Government purchased funding guidelines. This purchased delivery took into consideration the needs of the local community, individuals and the training plans of industry. The diversity of delivery indicates the extent to which the Institute has met the strategic training needs of the State as defined in the State Training Profile as well as additional delivery provided under a fee-for-service arrangement.

Measure A: Profile Analysis for Central Institute of Technology (Effectiveness Indicator)

This indicator details the total number of Student Curriculum Hours (SCH) delivered (both Delivery and Performance Agreement Funded and fee-for-service).

Department of Training and Workforce Development Industry Groups		2010 Actual Profile (SCH)	2011 Actual Profile (SCH)	2012 Planned Profile (SCH)	Actual Profile (SCH)
01A	Recreation Sports and Entertainment	235,861	215,787	217,165	186,796
01B	Visual and Performing Arts	678,282	618,350	636,152	625,531
01C	Design	534,143	494,720	484,011	506,660
02A	Automotive	0	0	0	0
03A	Building and Construction	77,520	147,372	140,360	149,298
03B	Surveying and Building	586,010	506,681	517,073	494,509
04A	Community Service Workers	339,474	343,451	319,545	262,259
04B	Education and Childcare	339,442	314,870	301,262	293,725
04C	Health	650,957	797,053	922,901	833,290
04D	Library Workers	121,455	89,615	115,060	86,990
05A	Finance Insurance Property Service Workers	63,300	48,355	103,000	117,780
07A	Clothing Footwear and Soft Furnishings	28,330	40,250	36,720	30,460
08B	Printing and Publishing	218,072	173,980	180,475	169,130
09A	Engineering and Drafting	359,206	292,739	244,960	302,175
09B	Metal and Mining	94,815	120,789	193,992	196,142
10B	Forestry, Farming and Landcare	0	0	0	2,430
10D	Horticulture	6,689	3,796	7,200	18,966
11A	Process Manufacturing	23,316	19,796	19,100	23,976

Department of Training and Workforce Development Industry Groups		2010 Actual Profile (SCH)	2011 Actual Profile (SCH)	2012 Planned Profile (SCH)	2012 Actual Profile (SCH)
I2A	Personal Service	141,920	124,426	119,370	121,502
I2B	Retail	11,373	14,780	16,090	19,265
I3B	Hospitality	129,840	135,711	122,368	118,358
I3C	Tourism	55,792	79,133	83,457	75,737
I3D	Travel Agents	116,770	103,285	87,145	82,100
I5A	Electrical and Electronic Engineering	216,894	185,013	116,801	99,568
I5B	Electrical Trades	25,223	45,730	73,983	68,224
I6A	Accounting and Other Business Services	467,852	433,408	331,046	385,074
I6B	Management*	183,987	182,480	218,099	193,024
I6C	Office and Clerical	292,110	305,055	262,019	276,300
I7A	Computing	212,507	215,690	228,651	215,388
I8A	Science and Technical Workers	177,621	210,297	164,602	188,101
I9B	Adult Literacy/ESL	587,340	584,060	550,037	540,700
I9C	Languages	179,928	174,895	140,236	180,137
I9E	Targeted Access and Participation Courses	45,635	59,170	147,120	119,610
Total Profile Delivery		7,201,664	7,080,737	7,100,000	6,983,205
Non Profile Delivery		3,709,587	3,865,584	4,266,518	3,923,497
Institute Total Delivery		10,911,251	10,946,321	11,366,518	10,906,702

Notes: (for Measure A):

- Source:** Central Institute of Technology Delivery and Performance Agreement
- Definition:** The table indicates the quota and actual achievement of SCH in the profiled Department of Training and Workforce Development Industry Group Categories. The classification of these Industry Groups is based on the occupation or outcome the course is intended to serve and highlights the Institute's performance in achieving industry delivery targets.
- Derivation:** DPA data represents the actual achievement of SCH in respective years. Planned data is obtained from the DPA and actual SCH from the College Management Information System (CMIS). Non-profile delivery SCH is the actual SCH count of enrolments not funded under the DPA in CMIS.
- Comments:** In 2012 the Institute experienced a marginal decline in anticipated demand and fell short of its Profile target.

Measure B: Profile Achievement (Effectiveness Indicator)

This performance indicator shows the percentage of Student Curriculum Hours (SCH) achieved for activities as contracted with Department of Training and Workforce Development for vocational education and training delivery through the Delivery and Performance Agreement.

$$\text{Profile Achievement} = \frac{\text{Actual Delivery and Performance Agreement SCH Achieved}}{\text{Target SCH contained within Delivery and Performance Agreement}}$$

2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2012 Target
97.0%	100.0%	115.6%	111.1%	103.3%	98.4%	100.00%

Notes (for Measure B):

- Source:** Central Institute of Technology Delivery and Performance Agreement.
- Derivation:** DPA data represents the actual achievement of SCH in respective years.
- Comments:** During 2012 the Institute continued to experience strong demand for training services, but demand was less than forecast levels in some disciplines and the Institute fell just short of its overall Profile target.

Overall Cost per SCH (Efficiency Indicator)

The overall cost per SCH demonstrates the efficiency with which Central Institute of Technology manages its resources to enable the provision of vocational education and training programs.

$$\text{Actual cost} = \frac{\text{Total Cost of Services}}{\text{Total SCH}}$$

2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2012 Target
\$11.86	\$10.36	\$9.92	\$10.93	\$11.65	\$12.36	\$11.43

Notes (for Cost per SCH):

- Source:** Financial Statements and the College Management Information System.
- Derivation:** The total delivery cost per SCH is calculated by dividing the total cost of services measured on an accrual basis by the total SCH delivered. The total SCH is the total number of enrolments multiplied by the hourly duration of these modules as registered in the College Management Information System in accordance with the Australian Vocational Education and Training Management Information Statistical Standard. Delivery from all funding sources is included. The total cost of services figure is obtained from the Annual Financial Statements.
- Comments:** The increase in overall cost per SCH reflects the growth in the price of fixed costs including increases in utility costs and facilities contracts. There has also been an increase in total cost of services as a result of salary increments for lecturing and non-teaching staff. There has also been a slight decline in profile SCH delivered due to corrective measures applied by Treasury.

Department of Training and Workforce Development Student Satisfaction Survey

The 2012 TAFE Student Satisfaction Survey has been administered on behalf of the Department of Training and Workforce Development by Patterson Research Group. The survey is used to measure the quality of the service which is provided by the Department and State Training Providers, and to gain a better understanding of its customers and their needs. Institute specific data are reported as well as comparisons with other State Training Providers.

The usable state target population was established as 55,296 and the response rate for the State was 19.5%. From a usable population of 12,985 at Central Institute of Technology, 3,031 usable returns were received (making the response rate 23.3%).

Overall Student Satisfaction Rating (Effectiveness Indicator)

The overall student satisfaction rating expresses the number of 'satisfied' and 'very satisfied' respondents. The results provide an overall expression of how satisfied students are with various services provided by the Institute.

	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2012 Target
Central Institute of Technology	86.0%	83.1%	83.2%	85.5%	87.0%	83.8%	85.0%
Western Australia	86.8%	85.4%	85.6%	86.7%	88.4%	86.3%	n.a.

Notes:

- Source:** Department of Training and Workforce Development, 2012 TAFE Student Satisfaction Survey.
- Derivation:** The standard error for the survey was calculated at 0.3%, with a relative sampling error of $\pm 0.6\%$ with a 95% confidence level.
- Comments:** In 2012 there was a change in the weighting methodology. The weighted data is based on weighting the response data back to the total student population based on a combination of gender (male/female), age group (15-19, 20-29, 30-44, 45+), student status (IBS, EBS) and the specific Training Provider (12), resulting in 192 different weight cell possibilities. Weight cells with a zero count for both the population and survey data were removed. Previously the weights definition was based on a combination of WADT Group (41), student status (IBS, EBS) and the specific Training Provider (12), resulting in 943 different weight cell possibilities (WAAPA has no EBS students).

Student Outcome Survey

The Student Outcomes Survey is conducted on behalf of the National Centre for Vocational Education Research (NCVER) by the Social Research Centre. The aim of the survey is to measure vocational education and training students' employment, further study and the opinions of the training undertaken.

Questionnaires were sent to a stratified (field of education, sex and age), randomly selected sample of Central Institute of Technology graduates who successfully completed a qualification in the previous reporting period.

In 2012 the NCVER made improvements in the classification of graduates and module completers (see 'An analysis of self-reported graduates', <http://www.ncver.edu.au/publications/2501.html>). The 2011 data has been adjusted in the following tables, which means data presented in Central's 2011 annual report will be different to the data shown here. NCVER have not applied the new classification approach to the data from previous years for TAFE WA and TAFE Australia, the benchmarks used by Central in the effectiveness indicator reporting.

Graduate Achievement Rating (Effectiveness Indicator)

The Graduate Achievement Rating is an indicator that measures the extent to which Central Institute of Technology graduates have fully or partly achieved their main reason for undertaking the training.

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2012 Target
Central Institute of Technology	80.2%	81.4%	82.5%	83.2%	85.0%
Western Australia	87.1%	86.7%	87.5%	88.5%	
Australia	85.9%	85.1%	85.8%	85.0%	

Notes:

- Source:** Student Outcome Survey, National Centre for Vocational Education Research (NCVER).
Please Note: The 2012 report presents the data from graduates of the 2011 academic year.
- Derivation:** The relative 95% confidence interval was $\pm 3.0\%$ for Central graduates.
- Comments:** Although 12.9% of Central Institute of Technology graduates identified further study as their main reason for undertaking their training, 44.2% were enrolled in further study after their training. Achievement of the initial main reason may not therefore be a reliable indicator of effectiveness when considered independently of other data.

Graduate Destination (Effectiveness Indicator)

The proportion of graduates in employment is a performance indicator, as at 25 May 2012, which shows the extent to which Central Institute of Technology is providing relevant and quality training that improves student employability.

Please Note: No targets for this indicator have been set as graduate destination is beyond the influence and control of the Institute.

Employed	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target2012
Central Institute of Technology	70.9%	70.7%	75.1%	77.8%	n/a
Western Australia	78.0%	79.0%	79.7%	82.2%	n/a
Australia	77.1%	76.5%	77.1%	77.8%	n/a

Unemployed	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target2012
Central Institute of Technology	13.5%	13.7%	12.5%	11.2%	n/a
Western Australia	10.1%	8.8%	9.9%	9.5%	n/a
Australia	11.3%	12.4%	12.0%	11.9%	n/a

Not in Labour Force	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target2012
Central Institute of Technology	15.5%	15.2%	12.2%	10.9%	n/a
Western Australia	11.8%	11.7%	10.0%	8.2%	n/a
Australia	11.1%	10.8%	10.6%	10.1%	n/a

Enrolled in Further Study After Training	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target2012
Central Institute of Technology	43.6%	47.8%	47.4%	44.2%	n/a
Western Australia	32.8%	35.2%	34.0%	37.8%	n/a
Australia	32.8%	32.8%	32.8%	37.4%	n/a

Notes:

- Source:** Student Outcome Survey, National Centre for Vocational Education Research (NCVER).
- Derivation:** Graduate labour force status was derived according to the standard definitions of the Australian Bureau of Statistics of employed, unemployed and not in the labour force.
- Comment:** Central, with its comparatively strong focus on higher level qualifications, has the lowest proportion of students who undertook the training because it was part of a traineeship or apprenticeship (Central 15.4%; WA TAFE 28.4% and Australia TAFE 25.3%). While Central had comparatively fewer graduates employed after training compared to WA TAFE and Australia TAFE, 12.6% of Central graduates were enrolled at university after training (WA TAFE 7.3% and Australia TAFE 8.8%) while 27.8% of Central graduates were enrolled at a TAFE institute after training (WA TAFE 24.5% and Australia TAFE 22.0%). A higher proportion of Central graduates undertook training for further study reasons (Central 12.9%; WA TAFE 7.4% and Australia TAFE 6.2%).

ministerial directives

Treasurer's Instruction 903 (12) requires Central Institute of Technology to disclose details of any Ministerial directives relevant to the setting of desired outcomes or operational objectives, the achievement of desired outcomes or operational objectives, investment activities and financing activities.

No such directives were issued to Central Institute of Technology.

other financial disclosures

Pricing Policies for Services Provided

Under the Vocational Education and Training Regulations 1996, the Institute may determine fees and charges for services, other than for services prescribed by the Minister for Training and Workforce Development. The Institute has documented fees and charges payable, including those gazetted by the Minister, in its annual Fees and Charges Policy.

Included in the 2012 Fees and Charges Policy is the application of statutory fees and charges in Schedule 1 of the Policy, of Institute fees and charges in Schedule 2 of the Policy and of Resource Fees in Schedule 3. In 2012, Central Institute of Technology's fees and charges were increased by 2.58% which was applied in accordance with the Policy Guidelines for Publicly Funded Registered Training Organisations.

Capital Works

Central Institute of Technology's capital works program was funded by internally generated revenue and State and Commonwealth Government contributions. An overview of the major capital works completed and in progress is presented below.

Completed Capital Works

Leederville Customer Service and Facade Project

This State Government funded project to redevelop the Leederville campus was completed October 2012, the estimated final cost is \$2,986,355. The construction work has achieved the Project Brief objectives by making a significant improvement to the appearance of the Oxford Street facade, creating a prominent and attractive entry from Oxford Street and a Student Services Hub through the relocation of Student Services to the Oxford Street entry. The opening of the Aroma Café for Semester 1, 2013 will add to the atmosphere of the campus.

Leederville Air Conditioning Upgrade

Aged equipment beyond its expected lifecycle led to regular breakdowns of the air conditioning system within the Leederville campus. New chiller and frigipol units have been installed to reinstate a reliable system, updating the equipment will also provide an energy consumption reduction. This project was State Government funded and is valued at \$680,000.

Capital Works in Progress

Signage Project

This project standardises Central Institute of Technology internal and external signage within all buildings, creating a campus identity and making way finding easier for students and members of the public. Signage has been installed within the Perth, Leederville and Mount Lawley campuses, East Perth will be completed in early 2013, with the final cost forecasted to be \$740,000.

REACH Health Practice, Mount Lawley

Central Institute of Technology is working in collaboration with the Department of Health and Curtin University to establish a nurse practitioner led, Community Health and Wellness Training Centre (the Clinic). This Centre will be located at Central's Mt Lawley campuses and the ground floor west wing is to be refurbished to provide primary health care services to the community via satellite clinics also addressing areas of need in

chronic health. Through the provision of primary health care services to the community, the Clinic will make available additional training places for undergraduate enrolled nurses, registered nurses, and nurse practitioners and will increase access to clinical education and training across a range of disciplines. This project valued \$1.7 million is funded by Health Workforce Australia (HWA) and is expected to be completed in March 2013.

25 Aberdeen Street Forecourt

The redevelopment of 25 Aberdeen Streetscape is essential to integrate and fashion linkages between buildings creating a Campus within Aberdeen Street. A new entrance into 25 Aberdeen Street and an open forecourt will be created to provide visual permeability to the building, student collaborative working area, universal access and enhance the interconnection with 30 Aberdeen Street. The project valued at \$1.2 million is funded by the State Government and is scheduled to be completed in 2014.

Green Skills Training Centre, East Perth

The Green Skills Training Centre is an exciting development for Western Australia. The new building will be the embodiment of sustainable technology, architecture, construction, practices and landscaping. The building has been designed by Woodhead Architects and will be the first educational facility in this State to achieve a 6 Green Star rating. The Centre will be open in 2014 and will allow Central to cater for an additional 2,500 students in the first 3 years of operation. The Centre will be unique in its focus on delivering high level green skills to paraprofessionals and tradespersons, in its partnerships with peak industry bodies. Funded by the Commonwealth in 2010 under the Education Investment Fund (EIF) (\$12million) and by the State Government (\$5 million) the Centre will deliver training to the industry sectors (engineering, building and the environment) that are central to Australia's response to creating a low-carbon economy.

Maintenance Projects

Various high value maintenance projects are currently in the planning stage which include lift refurbishments within Perth buildings, upgrade of Leederville Fire Services, electrical and air conditioning works. The \$1.89 million maintenance work is funded by the Department of Training and Workforce Development and is expected to be completed in 2014.

Employment and Industrial Relations

Staff Profile

Staff Category	2011	2012
Number of permanent, and contract staff	1,061	1,071
Number of casual staff	342	313
Percentage of full-time staff (permanent and contract)	65%	64%
Percentage of part-time staff (permanent and contract)	35%	36%
Percentage of male staff (permanent and contract)	38%	37%
Percentage of female staff (permanent and contract)	62%	63%
Percentage of academic staff (permanent and contract)	57%	58%
Percentage of professional support staff (permanent and contract)	43%	42%
Percentage of staff with a disability (permanent and contract)	2%	2%
Percentage of Indigenous staff (permanent and contract)	1%	1%
Percentage of staff from an ethnic background (permanent and contract)	41%	38%
Percentage of staff under 25 years of age (permanent and contract)	4%	2%

Staff Development

Instructional Intelligence

Central's Instructional Intelligence (II) program

continued to grow in stature, with the program being offered to full-fee paying external participants from other organisations. Since beginning in 2007, the Institute has now trained 155 staff in Instructional Intelligence. As a result of this program, a number of champions train other academic staff in their portfolio. Graduating Masters have joined the community of practice in Instructional Intelligence with public and private RTOs. Lecturers have improved their delivery (workplace and classroom) and there is a large pool of talent available for commercial delivery and internal professional development activities.

Peer Coaching

As a result of the six year Instructional Intelligence program, Central has now embarked on the next level of professional development in Instructional Intelligence with a six day Peer Coaching and Instructional Conferencing program. Instructional Intelligence continues to be a prerequisite for the instructional conferencing component. The Peer Coaching program was designed to introduce participants to coaching and equip them with techniques to use in the workplace. It incorporates two distinct coaching models: Cognitive Coaching and Instructional Conferencing. The six day program was conducted over six weeks and allowed participants to learn the principles, put them into practice and debrief on success. In 2012, 19 staff participated in the program and it will be a continued offering for 2013. Both academic and non-academic staff who completed the training are now available to coach other staff across the institute.

Just in Time Training

In 2012 the Workforce Development and Training team worked closely with the divisions to address the training needs of learning portfolios within a short timeframe. Significant effort was put into developing effective and relevant just-in-time training for more than 390 staff.

Accountable and Ethical Decision Making (AEDM)

Central continued to offer AEDM sessions for staff

throughout 2012. The Institute's AEDM training included a mix of face-to-face sessions presented by a Senior HR Consultant as well as an online module. To date, over 1141 staff have completed AEDM training via online and face-to-face sessions.

TAE Conversion

Central continued to provide a program to support academic staff to upgrade to the new TAE40110 Certificate IV in Training and Assessment via a number of pathways including recognition of prior learning and skills gap identification, a conversion process and tailored training programs. In 2012, 153 staff had submitted applications and 148 of those have completed the conversion to date. Only two staff have completed the whole of qualification training that was made available.

Professional Development Day

The Professional Development Day for staff was held within the campuses in the Perth precinct in 2012. Over 688 staff registered for the day with over 50 workshops on offer. A mix of workshops from external and internal presenters was offered. The day culminated with over 300 people attending the Staff Awards Ceremony and Networking Event held at the East Perth Campus.

Industrial Relations

Organisational Development continued to work closely with managers to resolve long-standing discipline matters. The Labour Relations Consultants managed 13 current breach of discipline matters during 2012 as well as ongoing negotiations with unions around issues associated with the use of fixed-term contracts. These were conducted through regular meetings at Joint Consultative Committee and informal levels.

In addition, Organisational Development conducted extensive training to develop managers' skills in effectively dealing with employee relations issues under Central's new Staff Code of Conduct,

STERC Policies, filling a public sector vacancy and the new Lecturers' and PSGOGA Agreements.

The aim of the training was to develop managers' skills so that they have the confidence to effectively manage employee relation matters in the first instance and provide the opportunity for their input into future Enterprise Bargaining Agreements.

The training also dealt with the changes to the implementation of Flexible Hours Arrangements under the new Lecturers' Agreement.

The workshops were conducted in April, August and September 2012, and 76 attendees in total attended the workshops.

governance disclosures

Declaration of Interests

In accordance with the requirements of Treasurer's Instruction 903(14) on disclosure of interests of senior officers:

- no senior officer has had any shareholding in the Institute; and
- to the best of our knowledge, no senior officer has any interest in contracts made or proposed with the Institute.

Public Liability Insurance

Central Institute of Technology has paid \$12,056 for Directors and Officers Liability Insurance to indemnify any director (as defined in Part 3 of the Statutory Corporations (Liability of Directors) Act 1996) against a liability incurred under sections 13 or 14 of the Statutory Corporations (Liability of Directors) Act 1996.

other legal requirements

Advertising

In accordance with Section 175ZE of the Electoral Act 1907, the following is a statement for all expenditure incurred by Central Institute of Technology during 2012 in relation to advertising, market research, polling, direct mail and media

advertising organisations:

1. The total expenditure for 2012 was \$388,132.
2. Expenditure was incurred in the following areas:

Type and External Agency	Cost
Advertising agencies	\$41,900
BrainCells Advertising	\$41,900
Media advertising organisations	\$264,732
OMD	\$239,880
AdCorp	\$24,852
Online / Web Development	\$81,500
Market research organisations	\$0.00
Polling organisations	\$0.00
Direct mail organisations	\$0.00

Disability Access and Inclusion Plan Outcomes 2012

Central Institute of Technology has made a strong commitment to increasing the accessibility of teaching and learning for all students. To this end, lecturing staff are supported and encouraged to adopt inclusive teaching practices in both the design and delivery of courses, which ensures equality in training by minimising disadvantages experienced by students with disability.

Our Access and Equity Support Service operates from the premise of building the capacity of academically capable, mainstream VET students to reach their full academic potential. Some of the key strategies employed include the use of assistive technologies, adjustments to teaching methods and assessment options, reduced academic load and more importantly, the building of students' individual problem solving and coping skills. Building the personal resilience of students helps them to adjust more readily and encourages increased confidence and integration within the wider student population.

The Institute's Student Support Access and Equity (SSAE) Steering Committee, which has carriage of the Institute's Disability Access and Inclusion Plan (DAIP), has developed a comprehensive four year Implementation Plan to guide the progressive operationalisation of our new strategies.

Listed below against the six DAIP desired outcomes are some of the initiatives being implemented.

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by Central Institute of Technology.

- Review of current academic practices in relation to access and inclusion.
- Development of new principles for universal design for teaching and assessment.
- Development of guidelines for lecturing staff on strategies, which can be used to make reasonable adjustment to their delivery of teaching and learning.
- Training workshops on universal design and reasonable adjustments were included in this year's Institute wide professional development day. Well attended by academics.
- Continuation of semester based Access and Equity Scholarship.
- Increased student access to Disability Services officers across all major campuses.
- Increased collaborative liaison with learning portfolio staff to support students at risk.
- Continued provision of wheelchair access and interpreters at Central's events when required.
- Continued use of DAAWS funding for students in apprenticeships and traineeships programmes requiring additional assistance.

2. People with disabilities have the same opportunities as other people to access buildings and other facilities of Central Institute of Technology. The following upgrades were made:

- The student service centre at our Leederville

campus was relocated to Oxford Street. The new student service centre is accessible from the ground level and all new counters and information and computer areas are accessible.

- Continued upgrade of signage in raised/tactile format to all campuses.
- 3. People with disabilities receive information from Central Institute of Technology in a format that will enable them to access the information as readily as other people are able to access it. This includes:**
- Re-development of Central's website to make more student related information and services available via the web.
 - Continued provision of electronic formatted books/texts, lesson notes, course information and adaptive technology assistance for vision impaired students and other students with a disability.
 - Continued provision of training material in format appropriate to student needs.
 - Continued provision of the Central in-house Interpreting service for deaf students.
- 4. People with disabilities receive the same level and quality of service from the staff of Central Institute of Technology as other people.**
- Sessions on reasonable adjustment and substantive equality included in Central's workforce development programme.
 - Information on Central's staff obligations under the Disability Service Act, and Disability Standards for Education 2005, included in staff induction programmes and refresher training.
 - Continued investigation into assistive technologies that make teaching more inclusive.
 - Continued provision of ongoing training for staff on assistive technologies available.
 - All Central contractors and agents are made aware of their obligations and responsibilities to people with disability via the inclusion of a clause in all contracts and agreements as stated in Central's DAIP.

5. People with disabilities have the same opportunities as other people to make complaints at Central Institute of Technology.

- Plain English information sheets that clearly outline the complaints process are being developed.
- Central's complaints process is published on Central's website.
- Students and members of the public can request information on the complaints process in alternative formats.
- People with disability are given the opportunity to make verbal or written complaints.

6. People with disabilities have the same opportunities as other people to participate in any public consultation at Central Institute of Technology. The following principles and feedback mechanisms were implemented:

- Any public consultation undertaken by Central is extended to the general public and advertised in mainstream media.
- Any public consultation regarding access improvements is extended to relevant stakeholders such as students with a disability, disability consumer agencies, peak disability organisations, and carers of people with disabilities.
- Students receiving support through our Disability Services are given the opportunity to provide progressive feedback on whether the services are meeting their needs. Adjustments are made as necessary.

Compliance with Public Sector Standards and Ethical Codes

Central's Staff Code of Conduct was renewed in 2012. The new staff code of conduct features our refreshed values and summarises in simple terms the expectations and obligations that staff have working at Central.

Training on the new staff Code of Conduct and how to identify and manage breaches against the

staff Code of Conduct was conducted as part of the industrial relations training for managers held this year.

Throughout 2012, regular staff information bulletins were issued on matters relating to managing conflicts of interest. Scenarios contextualised to the workplace were developed around issues like borrowing Institute equipment and outside employment and staff were given advice on how to appropriately manage these matters.

During the reporting period there were no matters investigated relating to alleged breaches of the Staff Code of Conduct.

Thirteen breaches of discipline were recorded in 2012 under the Public Sector Management Act 1994. All breaches were managed by Organisational Development, and as necessary in conjunction with Crime and Corruption Commission requirements.

Recordkeeping Plan

Central Institute of Technology operates within a sector-wide Recordkeeping Plan. This plan was reviewed and submitted to State Records Office during 2012 and is currently awaiting approval. State Training Providers also reviewed the sector-wide Functional Retention and Disposal Schedule and it also is awaiting approval by State Records Office.

The Institute reviewed their web pages and progress is under way to ensure Policies and Procedures relating to their Web Content are compliant with governing practices.

The Institute's records management policies and procedures have been reviewed to ensure compliance with legislative requirements. Central promotes records awareness through:

- ongoing training scheduled through the Professional Development calendar;
- the provision of onsite training and support to

- all staff;
- up to date systems, manuals and work instructions;
- staff induction sessions, including the Code of Conduct;
- online records awareness training – in 2012 sessions were provided, for the first time, during Institute Professional Development Day; and
- industry training was provided to Records Staff – providing up to date industry knowledge, skills and awareness of current issues impacting on business.

No recordkeeping audit was conducted in 2012.

government policy requirements

Occupational Safety, Health and Injury Management

Central is committed to the safety and health of staff and students. Central actively promotes occupational safety and health (OSH) information and systems within the Institute and provides guidance to staff and students through these systems.

Significant occupational safety and health initiatives undertaken in 2012 include:

- establishing a renewed and more supportive process focusing on injury management and early intervention to support staff with workers and non-workers compensation injuries and illnesses to return to the workplace;
- developed and implemented a detailed Health and Wellness program;
- ongoing simplification of OSH information, policies, plans and guidelines; and
- ongoing development of a culture where individual and collective responsibilities and accountability is integrated into everyday Institute planning and course delivery.

To comply with the mandated manager and supervisor training requirements outlined in the

Staff Code of Conduct, Central conducted face to face Injury Management training sessions focusing on the Line Managers role and involvement. Sixty seven managers and supervisors undertook the mandated training in 2012 with further sessions to be provided early in 2013 for those who missed out due to leave or alternative engagements.

Central actively sought consultation with employees on OSH issues through:

- safety and health representatives who were promoted via the intranet and attended safety inspections with management;
- six local-site OSH Campus Safety Committees which met quarterly to discuss local OSH issues;
- strategic safety committee which met quarterly to discuss strategic OSH issues; and
- regular contact with statutory authorities, unions, State Training Providers and government agencies.

Central has a hazard and injury management reporting system. Hazards are analysed for any trends and reported to the Strategic Safety Committee.

During 2012 Central managed three Return to Work Programs in accordance with the Workers' Compensation and Injury Management Act 1981.

To meet legislative requirements when dealing with hazardous substances, Central continued to maintain the ChemWatch database. ChemWatch users can add all hazardous substances within their area, produce Material Data Safety Sheets and carry out risk assessments to identify storage compatibility, safe use and handling, exposure levels and identify any Personal Protective Equipment.

Indicator	Target	2012	2011	2010
Number of fatalities	Zero (0)	0	0	0
Lost time injury/disease (LTI/D) incidence rate ^{Note 1}	Zero (0) or 10% reduction on the previous three years	0	0	0.84
Lost time injury severity rate ^{Note 2}	Zero (0) or 10% improvement on the previous three years	16.66	50	18
Percentage of injured workers returned to work within (i) 13 weeks and (ii) 26 weeks	Greater than or equal to 80% return to work within 26 weeks.	(i) 100% (ii) 100%	(i) 100% (ii) 100%	(i) 100% (ii) 100%
Percentage of managers trained in occupational safety, health and injury management responsibilities ^{Note 3}	Greater than or equal to 50%	55%	64%	93%

Note 1. Lost time injury or disease incidence rate

The number of lost time injury and or disease claims lodged where one day or shift or more was lost from work as a factor of the number of full-time equivalent employees.

Note 2. Lost time injury severity rate

The number of severe injuries (actual or estimated 60 days or more lost from work) as a factor of the total number of lost time injury and or disease claims.

Note 3. Percentage of managers trained in occupational safety, health and injury management responsibilities

In 2012, the target for percentage of managers trained in occupational safety, health and injury management responsibility was set at greater than or equal to 50%. In 2013, this target has been readjusted to 80%.