



Annual Report 2009

Northern Melbourne Institute of TAFE

NMIT STRATEGIC PLAN

– *The Northern Journey*

In 2008 NMIT launched its latest Strategic Plan, *The Northern Journey*. As well as articulating the Institute's mission and vision, *The Northern Journey* identifies strategic themes and corresponding key result areas. Together these will provide the basis for planning and operations in the coming years.

Mission

NMIT delivers vocational training and higher education for a global workforce.

Vision

NMIT graduates will be recognised as practical and solution oriented, making meaningful contributions to their chosen field of endeavour.

Strategic Themes

Learning

NMIT guides students in the acquisition of vocational skills and lifelong learning capabilities to enable them to achieve their vocational goals.

Engagement

NMIT forges mutually beneficial partnerships with and between community, governments, industry, professions and other education providers.

Capacity

NMIT builds human resources, corporate practices and infrastructure to ensure the effective, sustainable and ethical conduct of the core activities of learning and engagement.

The logo for Northern Melbourne Institute of TAFE (nmit) is displayed in white on a blue background. It features a stylized icon of a hand holding a pen, followed by the lowercase letters 'nmit' in a bold, sans-serif font.

PRESTON CAMPUS

Annual Report 2009

Northern Melbourne Institute of TAFE

Further copies can be obtained from:

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NMIT

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Manager Research and Development at
the above address.

***Also available for electronic download
on the NMIT website.***

Visit:

www.nmit.edu.au/about



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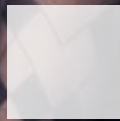
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Report of Operations



NMIT graduates will be recognised as practical and solution oriented, making meaningful contributions to their chosen field of endeavour.

Photograph: Tourism and Events

Board President's Report

As the President of the NMIT Board I am pleased to present the 2009 Annual Report. The annual report provides details on the strategic, operational and financial initiatives undertaken in 2009 and reviews the significant events and achievements of the Institute, its staff and students.

2009 was an extremely challenging but successful year for NMIT. The most significant influence on activity was the introduction of the State Government's Skills Reform with the resultant increases in tuition fees for most of our future students and higher levels of competition from private colleges registering as VET providers. The amount of administrative preparation for the reforms placed a considerable burden on NMIT staff. The full impact of the Skills Reform and increased contestability will not be fully realised until 2010 and 2011.

The Institute generated a surplus of \$22.56 million from a total income of \$149.1 million. During the year NMIT generated over \$59 million in extraneous income mainly from fee for service activity.

In capital works, the Heidelberg Technical Education Centre was completed as was the Yarra House student accommodation project. The latter was totally funded by NMIT at a cost of \$11 million. The refurbishment of Buildings Q and S at the Fairfield campus continued in 2009 and is due for completion in 2010. The initial design of the Stage 1 redevelopment at the Epping campus was completed and the project will go to tender in May 2010.

NMIT obtained approval under the Commonwealth's Training Infrastructure Investment for Tomorrow (TIIFT) Fund for the construction of the Green Skills Centre at the Epping campus. This centre will incorporate specialised low carbon sustainable technologies supporting practical and theory classrooms.

The facility will provide learning modules that support the delivery of knowledge and skills development in environmentally sustainable practices. Construction is being managed by NMIT and is to be completed in June 2010.

Funding of \$5.423 million was received for implementation of wireless connectivity at all campuses. This project is being managed by Skills Victoria and is to be completed by June 2010.

In 2009 NMIT employed approximately 1,700 teaching and support staff to deliver over 500 Vocational Education and Training and Higher Education courses. NMIT's comprehensive portfolio of certificate to bachelor level qualifications attracted more than 74,000 course enrolments, comprising over 26,000 off-shore course enrolments in China, Hong Kong and Korea and 48,000 course enrolments within Australia.

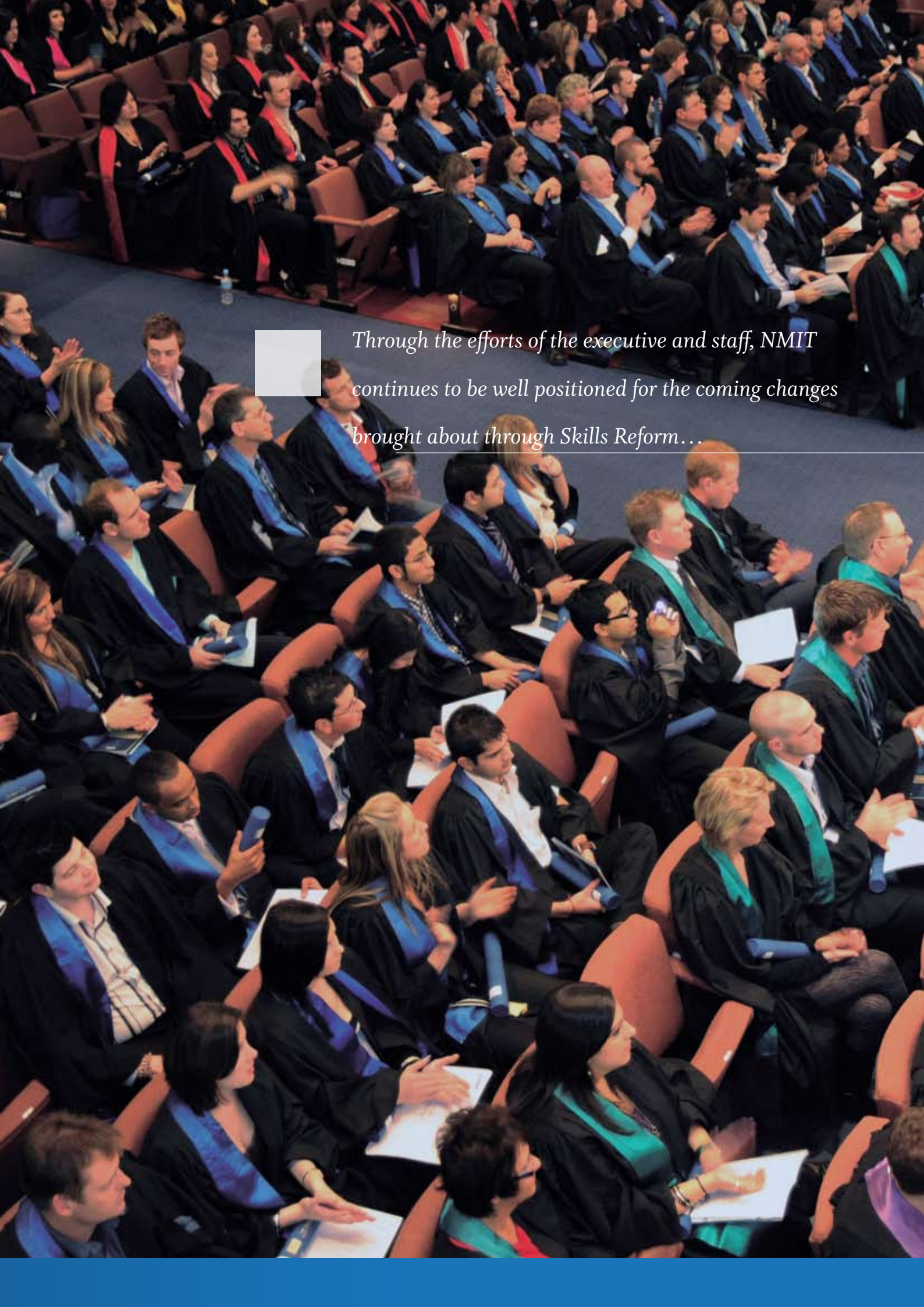
The Higher Education program continues to grow with delivery of the Bachelor of Hospitality Management and the Bachelor of Writing and Publishing and the accreditation of the Bachelor of Agriculture and Land Management and the Bachelor of Accounting.

Over the course of the year, the NMIT Board members discharged their duties with diligence and care and I thank them for their valuable contributions.

Through the efforts of the executive and staff, NMIT continues to be well positioned for the coming changes brought about through Skills Reform and has delivered high quality education to its students and highly skilled, quality graduates to their future employers.



Andrew Giddy
Board President 2009
22 February 2010



Through the efforts of the executive and staff, NMIT continues to be well positioned for the coming changes brought about through Skills Reform...

The NMIT Board is the governing body of NMIT. Directors of the Board are appointed or elected because of their specialist knowledge, skills and experience.

The NMIT Board met six times during 2009 with meetings scheduled at the end of alternate months commencing in February.

The Board objectives are to:

- establish goals for the Institute, within the context of national and state policy and management frameworks
- provide quality vocational education and training and adult, community and further education programs and services which promote the competitiveness of industry, enhance the opportunities of individuals and serve the needs of the general community
- govern and control the Institute efficiently and effectively and optimise the efficient use of resources.

The Board duties are to:

- take all reasonable steps for the advancement of its objectives
- operate in accordance with the economic and social objectives and public sector management policy established from time to time by the Government of Victoria

- provide all assistance and information that the Minister, the Secretary or the Deputy Secretary may reasonably require from the Board
- ensure the safe custody and proper use of the common seal of the Board.

The NMIT Board Governance Manual provides guidance for Board Directors in decision making.

Professional Development

As part of her induction, Dr Jenny Wajsenberg participated in a tour of Fairfield, Epping and Heidelberg campuses as well as the training centre at Eden Park.

An information seminar was held on 19 October at which all Board members were present.

The Directors of Client Services and Corporate Services, Associate Directors and Academic Head of Higher Education made presentations about current and future developments in their areas.

quality vocational education and training and adult, community and further education programs and services which promote the competitiveness of industry, enhance the opportunities of individuals and serve the needs of the general community

2009 NMIT Board Membership

Board Member	Nature of Appointment	Key Areas of Knowledge, Skill and Experience	Current Employment/ Position	Meetings Attended
President Andrew Giddy <i>B V Sci, Grad Dip Bioethics, MAICD</i>	Ministerial	Senior management and strategic consultancy	Chief Executive Officer, Nucleus Network Limited	6 of 6
Vice President Norman Shearer <i>B Bus (Acctg), B Ed, TPTC, MBA</i>	Co-opted	State and Institute TAFE administration at a senior level	Educational Auditor and Consultant	6 of 6
Deputy Vice President Josephine Acquaro <i>B Econ, LLB, MBA, Grad Cert Barrister/Solicitor of Supreme Court, Certificate in Mediation</i>	Ministerial	Administration and the law	General Manager Advocacy and Practice, Law Institute of Victoria	4 of 6
Director (Past President) Elaine Forde	Co-opted	Local retail and property management	Consultant	6 of 6
Peter Grist <i>B Eng (Mech) (Hons)</i>	Ministerial	Agriculture, engineering and business management	Senior Partner, Grist Consulting	3 of 6
Dr Leslie Kilmartin <i>B A (Hons), MA, PhD</i>	Ministerial	Regional planning, economic development and higher education	Principal, The Insight Group	6 of 6
Anthony Ray	Co-opted	Small business operational knowledge and experience	Managing Director, Dura-Wear Industries	3 of 6
Michael Said <i>CPA, RCA</i>	Co-opted	Finance, governance, audit and business accounting and reporting	Principal, EMES Consulting	4 of 6
Christopher Watson <i>Dip Teaching</i>	Ministerial	State and national level senior management in racing industry and education	Consultant	6 of 6
Jenny Wajsenberg <i>Ph.D, LLB, B.SocialWork, TESOL, B.A(with Hons), Dip.Ed</i>	Ministerial	Educational administration and leadership, education k-tertiary, international education, governance and compliance	Senior Project Manager, Curriculum Corporation	4 of 6
Marianna Pettolino <i>B.Sci.Ed</i>	Ministerial	Tertiary education and local community issues	Marketing and Communications Officer, RMIT	4 of 4 <i>(Term concluded Sept 2009)</i>
Melissa Carfax-Foster <i>B.App.Sc (Adv Nursing), BA, General Nursing Cert</i>	Ministerial	Hospital administration, nursing and education	Aged Care Facility	1 of 6
Student Representative Antony Kuypers <i>Adv Dip Acctg</i>	Re-elected	Part-time teaching in design drafting/building fields	Student and part-time teaching	5 of 6
Staff Representative Anthony Budge <i>Dip Civil Eng, Grad Dip Ed</i>	Re-elected	Teaching / training in computing in various fields	NMIT staff member - Academic Registry	3 of 6
NMIT Chief Executive Officer Brian MacDonald <i>B Econ, Dip Ed</i>	Ex Officio	TAFE Institute Chief Executive Officer	NMIT CEO	6 of 6

Committees

Board Committees are established under Clause 15 of the NMIT Constitution. Each Committee makes recommendations to the Board and ensures compliance with appropriate statutory requirements.

The Board committees met approximately six times during the year to review and monitor various aspects of NMIT's operations.

Audit and Risk Management Committee (A&RMC)

The Board members on the Audit and Risk Management Committee (A&RMC) were Michael Said (Chair), Andrew Giddy, Josephine Acquaro, Elaine Forde, Marianna Pettolino and Christopher Watson.

The A&RMC is appointed to provide independent assurance to the Board and the Chief Executive Officer in fulfilling their oversight responsibilities for the financial reporting, the system of internal control, risk management, audit processes and the Institute's process for monitoring compliance with laws, regulations and ethical conduct as prescribed in the Code of Conduct.

Board Executive Committee

Members were Andrew Giddy (chair), Norman Shearer, Josephine Acquaro, Elaine Forde and Brian MacDonald. The Executive Committee exercises the powers, functions and duties of the Board between Board meetings and reports on the exercise of its delegation to the Board.

Higher Education (HE) Academic Committee

Board member Norman Shearer chaired the HE Academic Committee which is responsible for assisting the Board to ensure appropriate supervision of Higher Education programs and maintenance of high standards in teaching and academic performance.

Resources Committee

The Board members on the Resources Committee were Josephine Acquaro (chair), Andrew Giddy, Michael Said, Christopher Watson, Marianna Pettolino and Elaine Forde. The Resources Committee provides advice to the Board on finances, facilities, human resources and student services.

Vocational Education (VET) Programs Committee

Board members on the VET Programs Committee were Norman Shearer (chair) and Elaine Forde. The role of the VET Programs Committee is to assist the Board to ensure that appropriate content and academic standards of Vocational Education and Training courses are met.

Attestation on Compliance with the Australian/New Zealand Risk Management Standard

I, Brian James MacDonald, certify that as at the 31st December 2009, the Northern Melbourne Institute of Technical and Further Education, has risk management processes in place broadly consistent with the Australian / New Zealand Risk Management Standard (or equivalent designated standard) and an internal control system is in place that enables the executive to understand, manage and satisfactorily control risk exposures.

The Audit and Risk Management Committee verifies this assurance and that the risk profile of the Institute has been formally reviewed within the last 12 months.



Brian MacDonald
Chief Executive Officer
Northern Melbourne Institute of TAFE

DATE: 22/2/2010

Chief Executive Officer

Mr Brian MacDonald

The Chief Executive Officer is responsible for the operational management of NMIT.

Director Programs

Mr David Draper

The Director Programs is responsible for the Faculties of Arts and Social Sciences, Building and Construction, Business, Earth Sciences, Engineering, Further Education, Hospitality, Tourism and Personal Services and Higher Education programs. He is also responsible for the International Office, Policy Development and Analysis and Research and Development.

Associate Directors

Faculty of Arts and Social Sciences

Mr Peter Lamburd

Faculty of Building and Construction

Mr Ian Roberts

Faculty of Business

Ms Dianne Holman

Faculty of Earth Sciences

Mr Wayne Pappin

Faculty of Engineering

Mr Bruce Burns

Faculty of Further Education

Ms Frances Coppolillo

Faculty of Hospitality, Tourism and Personal Services

Mr Philip Javier

Academic Head Higher Education

Dr Meeuwis Boelen

Managers

International Office

Mr Dino Bettiol

Policy Development and Analysis

Ms Jennifer Nation

Research and Development

Mr Chris Corbel

Director Corporate Services

Mr Peter Christie

The Director Corporate Services is responsible for the delivery of services through the Managers of Buildings and Properties, Capital Works Projects, Finance, Human Resources, IT Services, and Quality Assurance.

Managers

Buildings and Properties

Mr David Delaney

Capital Works Projects

Mr Dom Valeri

Finance

Mr Leigh Pike

Human Resources

Mr Peter Christie

IT Services

Mr Robert Hagan

Quality Assurance

Ms Fay Bellis

Director Client Services

Ms Anne Bambrook

The Director Client Services is responsible for the delivery of services through the Managers of Academic Registry, Information Services, Marketing and Corporate Communications and Student Services.

Managers

Academic Registry

Mr John Mitchell

Information Services

Ms Anne Callahan

Marketing and Corporate Communications

Ms Jude Whelan

Student Services

Ms Cathy O'Connor

NMIT Campuses and Training Centres

Campuses

Ararat

Grano Street
Ararat 3377
Telephone (03) 5355 3555

Collingwood

20 Otter Street
Collingwood 3066

Epping

Cnr Cooper Street and Dalton Road
Epping 3076

Fairfield

Yarra Bend Road
Fairfield 3078

Greensborough

Civic Drive
Greensborough 3088

Heidelberg

Cnr Waterdale Road and Bell Street
Heidelberg 3081

Preston

77-91 St Georges Road
Preston 3072

Telephone (03) 9269 1200 for all metropolitan campuses.

Training Centres

Growling Frog Vineyard

1910 Donnybrook Road
Yan Yean 3755
Telephone (03) 9269 1086

NMIT Kyneton Park

Campaspe Place
Kyneton 3444
Telephone (03) 9269 8623

Northern AMEP Centre

Cnr Belfast and Blair Street
Broadmeadows 3047
Telephone (03) 9309 2833

Northern Lodge, Eden Park

Glen Robin Court
Eden Park 3757
Telephone (03) 9715 1130

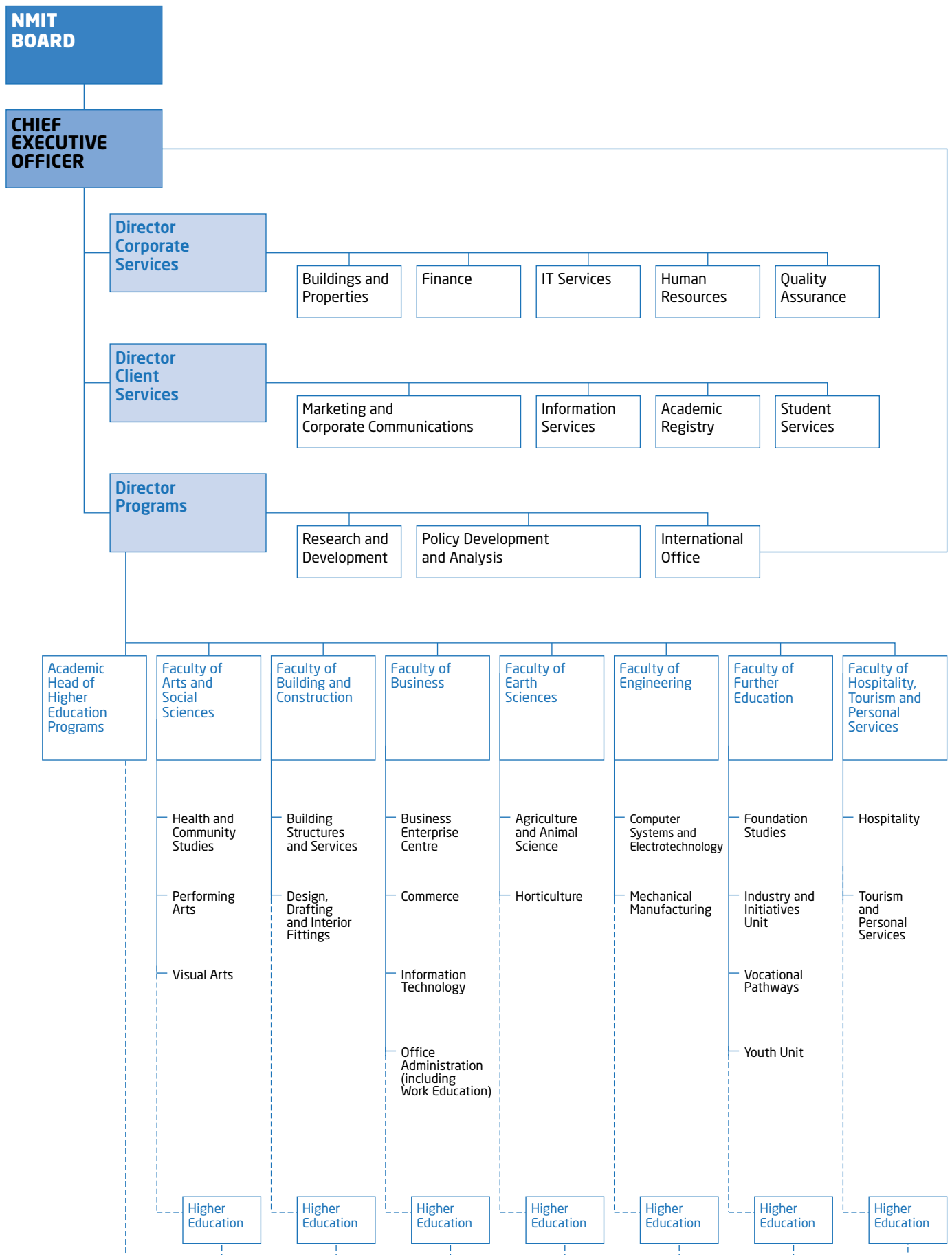
Northern Lodge, Yan Yean

2005 Plenty Road
Yan Yean 3755
Telephone (03) 9716 2354

Yarra Glen Racing Centre

Armstrong Grove
Yarra Glen 3775
Telephone (03) 9269 1086

Organisational Structure



In 2009 NMIT offered an extensive range of Vocational Education and Training and support programs to a diverse cohort of metropolitan, regional and international students.

This included:

- nationally recognised advanced diplomas, diplomas and certificates, as well as pre-apprenticeships, apprenticeships, traineeships, VET in Schools and Victorian Certificate of Applied Learning (VCAL), delivered in accordance with the Australian Quality Training Framework (AQTF)
- Institute accredited short courses responsive to industry needs
- off-shore courses in English language, business services, information technology, hospitality, event management, horticulture and building studies
- a suite of commercial services such as customised training, flexible delivery, online training and the production of training resources.

In Higher Education, bachelor degree programs were conducted in Applied Aquaculture, Australian Popular Music, Equine Studies, Hospitality Management, Illustration, Viticulture and Winemaking, Writing and Publishing and associate degrees in Accounting, International Business and International Business Management.

NMIT and Chisholm Institutes, along with a private company AVAXA, developed STRATA to the point that it went 'live' in April 2009. It is pleasing to report that it is meeting all expectations. The Centre for Adult Education (CAE) purchased STRATA as its student management system and there has been interest from several interstate TAFE Institutes.

NMIT spent or committed \$4.168 million for teaching and other equipment. NMIT also completed \$2.225 million worth of minor works of which NMIT contributed \$1.7 million.

Summary of Performance

All performance agreement targets were fully achieved as documented in the performance agreement with the Victorian Skills Commission.

Manage a financially sound organisation with a balanced budget.

NMIT generated a significant recurrent budget surplus in 2009 of \$1.01 million.

Achieve all Performance Agreement targets and advance NMIT's position as a leading provider of Vocational Education and Training.

NMIT maintained its position as a leading provider of Vocational Education and Training in Victoria by:

- delivering all agreed program profile student contact hours
- complying with all audit requirements
- maintaining all quality assurance processes
- being below the threshold invalid module enrolment requirement
- providing statistical reports on enrolments by industry, sector, qualification level, student contact hours and staffing.

NMIT reported on:

- total student hours of training undertaken in the workplace
- usage of Victorian Crown Copyright curriculum, interstate or overseas, where it was used as the basis of commercial delivery
- capital works
- finances
- Indigenous programs
- regulated apprenticeship training agreements
- meeting obligations in relation to tagged items.

... a new training centre at NMIT Kyneton Park providing essential skills in viticulture, agriculture, horticulture and equine industry...

Expand the Institute's regional and international profile

NMIT expanded its regional and international profile by:

- increasing growth in student numbers and activities with year-on-year growth of 38% in inbound student numbers from 2008 to 2009
- re-designing marketing initiatives that contributed in part to increased enrolments from China, Vietnam, Sri Lanka, Colombia, Pakistan and Philippines
- implementing formal articulation arrangements with clearly defined pathways with La Trobe University which are being actively promoted by both institutions
- conducting diploma programs in China at twenty partner universities, all of which are now managed directly by NMIT
- managing three partner programs, with discussions in progress to develop a Business Administration program with a new partner college in Korea
- licensing of business courseware in Hong Kong to include Melbourne study tours for the completion of a unit of the course for over 370 students
- entering into an agreement to deliver NMIT welding training to Australian standards with a new polytechnic in Ho Chi Minh City, Vietnam. The project involves teacher development, course resources and quality assurance to allow the award of NMIT qualifications
- sending 119 English Language and specialist teachers to China to deliver NMIT programs.

Deliver high quality programs to students and assure the quality and relevance of these programs through the quality management system.

NMIT delivered a comprehensive range of high quality programs to students using a variety of delivery methods. These programs met the Australian Quality Training Framework standards and were quality assured through the NMIT Quality Management System. NMIT's quality system covers the design, development and provision of training programs and services provided by all teaching and non-teaching departments within NMIT. In 2009 NMIT completed the external quality re-certification audit with nil non-conformances. The Quality Assurance unit has undertaken a number of quality audits of NMIT partner programs overseas.

Provide access to high quality equipment and facilities.

NMIT continued its program of equipment purchase, refurbishment of campuses and capital works.

This included:

- refurbishment of Yarra House into student accommodation at Fairfield campus
- a new training centre at NMIT Kyneton Park providing essential skills in viticulture, agriculture, horticulture and equine industry whilst continuing to operate as a thoroughbred racing and training facility
- completion of the Technical Education Centre (TEC) at Heidelberg campus
- upgrade of general purpose classrooms and PC laboratories at all campuses
- new server and software upgrade of the BookNet bookshop system
- increased storage capacity of Institute computer file system.

... ongoing partnership with the Victorian Multicultural Commission to develop innovative programs and approaches...

Support professional development of staff through in house and externally funded development programs.

Major external funded activities included:

- TAFE Development Centre (TDC) Professional Learning series events attended by over 90 staff with places funded by TDC and the Institute
- ten successful TDC professional and organisational development projects
- three e-Learning projects across the Institute
- 37 Making a Difference projects conducted within faculties in identified areas of need.

Institute funded activities included:

- delivery of the Diploma of VET Practice to over 60 staff
- delivery of Certificate IV in Assessment and Training in a range of modes to NMIT staff
- three Academic Staff Teaching and Learning Forums
- faculty conferences, workshops and seminars

The aggregate amount of Institute funding of \$2,174,566 for registration fees, travel, accommodation, replacement costs and staff time represents a significant increase in investment and priority placed on staff professional development.

Expand the range of innovative products and services offered by NMIT and undertake applied research.

NMIT expanded its range of specialist programs and products and services offered by the Institute.

Developments included:

- implementation of the STRATA student management system
- development and implementation of an online Enrolment Booking system accessible by all staff
- implementation of training and access for Higher Education students and staff to Turnitin text matching software
- development and publication on the library website of an Academic Writing Style Guide and a Harvard Referencing Guide
- launch of the new NMIT website
- completion of eight Innovation Fund projects
- development of an online job application system for external applicants using the NMIT website
- implementation of an international student peer support and mentoring program
- upgrade of off-site network access for staff
- introduction of Groupwise instant messaging for staff communication
- enhancement of the Electronic Student Evaluation (ESE) system
- ongoing partnership with the Victorian Multicultural Commission to develop innovative programs and approaches as part of implementing the Victorian Government Language Services Strategy
- opening of the new NMIT IELTS Test Centre site at the Collingwood campus.

Further examples of innovative products and applied research activities are provided in the individual faculty and department reports.

Yarra House, Fairfield Campus



*...refurbishment of Yarra House
into student accommodation
at Fairfield campus.*

Awards

Student Awards

Faculty of Arts and Social Sciences

Australian Institute of Professional Photography (AIPP) Awards

Keren Dobia	Winner, Self Commissioned Category
Kerstine Elliott	Winner, Portrait Category
	Winner, Victorian Photography Student of the Year

CANON Australian Professional Photography Awards

Rebecca Rocks	Silver Award
Bronwen Kemp	Silver Award
Kerstine Elliott	Silver Award
Keren Dobia	Silver Award
Rod Donald	Silver Award
Caitlin Heather	Silver Award
Andrej Kocis	Silver Award
Laith Benjamin	Silver Award
Paul Fitzgerald	Silver Award

Koko Black Award

Antonia Glavic	Winner
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Linden Postcard Award

Catherine Van Merkestein	Winner
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Industry Training Board for Sports, Recreation and the Arts (SpArta) Awards

Les Zigomanis	Winner (Design of Promotional Material)
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Yarra Edge Music Festival Songwriting Competition

Georgia Fields	Winner
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Faculty of Building and Construction

Master Builders Association of Victoria Training Awards

Dale Cameron	Best Apprentice - Wall and Ceiling Lining
Alex Lockhart	Best Apprentice - Offsite Construction
Sergio Illiopolos	Best Apprentice - Painting and Decorating

Master Plumbers Mechanical Services Association of Australia (MPMSAA)

Shane Doidge	Winner, Don Pritchard Award for Excellence in Environmentally Sustainable Plumbing Practices and Technology
	Finalist, Apprentice of the Year Award

Victorian Furnishing Industry Training Awards

Casey Trainor	Winner, Pre-apprentice of the Year Award
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Faculty of Building and Construction (continued)

WorldSkills (Regional)

Adam Carnell	Silver Medal, Detailed Joinery/Shopfitting Category
Rachael Keast	Bronze Medal, Painting and Decorating Category
Stephen Knapman	Gold Medal, Plastering Category
Lukas Page	Gold Medal, Detailed Joinery/Shopfitting Category

Faculty of Business

New Enterprise Initiative Scheme (NEIS) Association Awards

Gary McInerney	Winner, Change Award
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Faculty of Earth Sciences

Workplace Connect Group Training Company

Lusi (David) Apineru	Winner, Best Horticulture Apprentice in Organisation
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Melbourne International Flower and Garden Show

Youn-Shil Graham	3rd Place, Advanced Student Floral Design Competition
Chusak (Jet) Paungphaka	Winner, Intermediate Student Floral Design Competition
Ro Porter	Merit Award, Advanced Student Floral Design Competition
Gwyneth Potts	2nd Place, Intermediate Student Floral Design Competition
Myhanh Rutledge	Certificate of Merit Award, Intermediate Student Floral Design Competition.
Phil Robertson	Winner, Lysaght Award for a Garden Best incorporating Lysaght fencing 2nd Place, Achievable Gardens Competition

Victorian Angus Society Scholarships for Victorian Cattle Assessment School

Ashley Santilla	One of four winners
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Faculty of Engineering

Welding Technology Institute of Australia (WTIA) Awards

Paul Mihovilovic	Winner - Top Welding Supervisor Student
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Master Locksmiths Association of Australia

Robert Jeges	Winner - National Apprentice of the Year
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Kaiserman Prize for Jewellery

Noha Khalaf	Winner
Breanna Timmins	Winner

Worldskills (Regional Jewellery competition)

Celeste Thompson	Winner - Melbourne region
Nathan Cameron	Winner - Victorian Country Region
Halina Kaufman	Winner - Tasmanian region

Faculty of Further Education

Industry Training Board for Sports, Recreation and the Arts (SpArta) Awards

Les Zigomanis

Winner, Arts Student of the Year

Olvar Wood Fellowship Writers Retreat Award

Les Zigomanis

One of four winners

VCAL Consumer Stuff! Challenge Competition

Matthew Esparon, Ben Ranieri, Alex Segal, Jacob Skuse and Hector Vigor (team)

1st Place

Faculty of Hospitality, Tourism and Personal Services

Association of Massage Therapists (AMT) Student of the Year Awards

James Paparousis

Winner, Student Therapist of the Year Award

Simon Renn

Winner, Student Therapist of the Year Award

VicTAFE Cookery Challenge

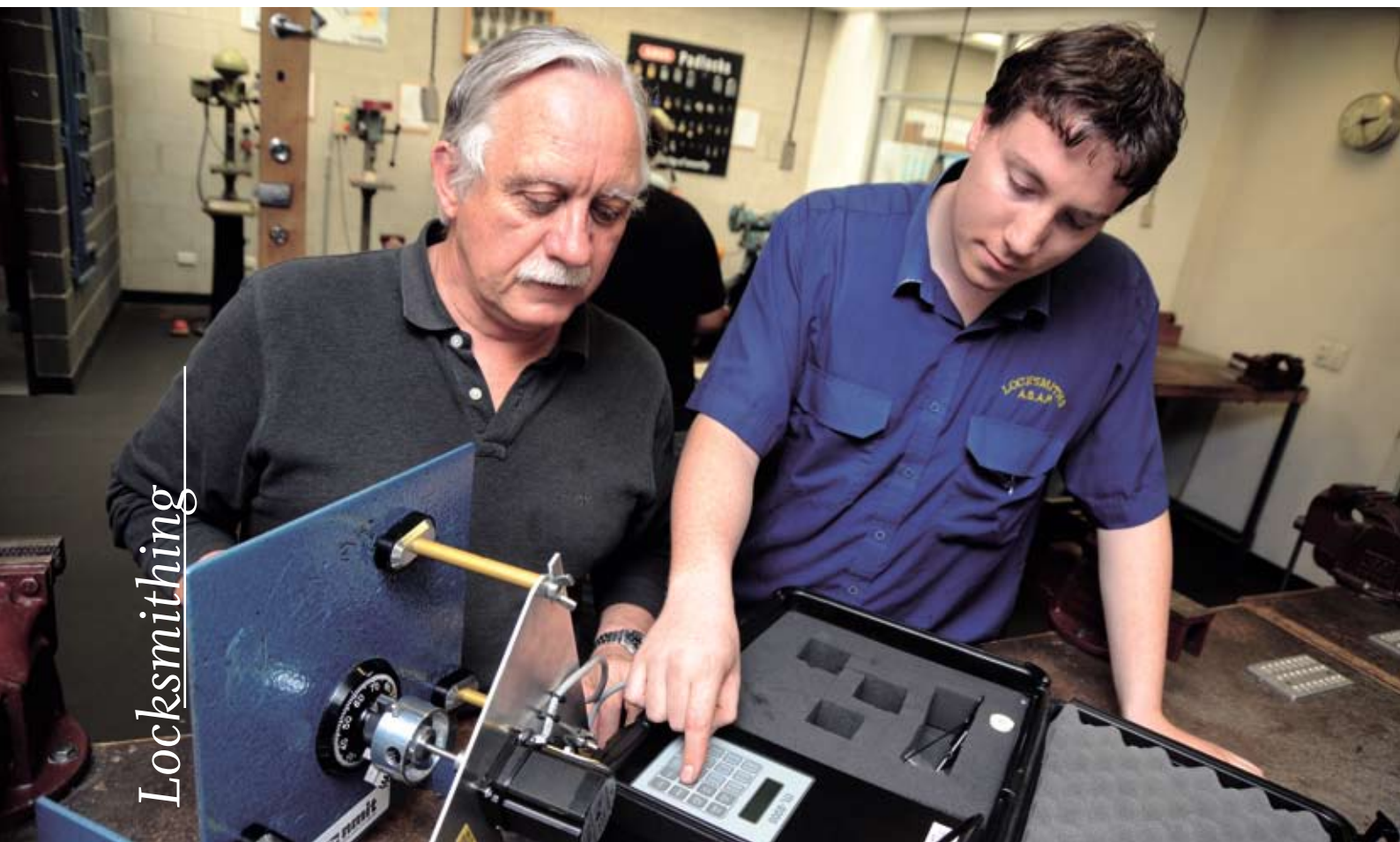
Rene Selkrig, Sufian Talip and Arny Vengco (team)

Silver Medal overall
and Winner Best Dessert

Developing Tourism Leaders Competition

Marwah Mounajed

Highly commended



Locksmithing

Staff Awards

Faculty of Building and Construction

Pratt Foundation Overseas Research Scholarship

Ricky Milnes (Plumbing)

Winner ISS, Pratt Foundation Overseas Research Scholarship

Faculty of Engineering

ABC New Inventors

Max Cherry and Ray Ng (Locksmithing)

Inventors of RAYMAX biometric lock system

Winners, Viewers Award

Institute Awards

Faculty of Arts and Social Sciences

Community Services and Health Industry Training Board

Highly Commended in the Innovation in Training and Assessment

Excellence in Partnership Awards

Faculty of Building and Construction

Camping, Recreational Vehicle and Accommodation Industry of Australia (CRVA)

Trainer of the Year Award 2008 for 'outstanding contribution to training within the Australian Caravan and Camping Industry'

Faculty of Further Education

VCAL Consumer Stuff! Challenge Competition

Award for Institute of First-Prize Winning Students

2009 Highlights – Programs Division

The Programs Division includes the faculties of Arts and Social Sciences, Building and Construction, Business, Earth Sciences, Engineering, Further Education, Hospitality, Tourism and Personal Services and the International Office and Research and Development department.

2009 Highlights - Programs Division

Faculty of Arts and Social Sciences

The faculty comprises the departments of Health and Community Studies, Performing Arts and Visual Arts, and a Higher Education program.

Health and Community Studies Department

The department delivered programs in Aged Care, Health, Childcare, Disability, Alcohol and Other Drugs Work, Welfare and Mental Health.

Highlights included:

- collaboration with Department of Human Services in the development of a Skills Recognition Tool for Victorian Child Protection practitioners
- innovative industry specific solutions developed to provide recognition of current competence for 60 staff at Early Childhood Management Services and provision of relevant gap training
- development of a range of courses for industry specific customers, including Community Child Care planning for emergencies and promoting positive behaviour in 0 to 12 years and a Certificate IV in Mental Health Work-Non-Clinical, for Melbourne City Mission and wider community
- online program for the Advanced Diploma of Community Services Management funded through the Innovation Fund.

Performing Arts

The department delivered programs in Music Performance, Music Industry (Business), Music Industry (Technical Production) and Screen and Media.

Highlights included:

- development of strategies to integrate new training packages and more flexible pathways for students entering courses
- organisation of the Yarra Edge Music Festival comprising a series of concerts, each recorded onto HD video by Television Production students
- participation of Music Performance students in performances at over 60 venues, festivals across Melbourne and over 20 schools and universities throughout the city
- TAFE Development Centre funded project providing professional development for staff in technology and management systems.

Visual Arts

The department delivered programs in Fine Art, Illustration, Applied Photography, Graphic Arts, Photomedia and Product Design/Jewellery.

Highlights included:

- notable achievements for students in Professional Photography Awards
- production by Diploma of Illustration students of a small 'zine' sold as fundraising for their graduate exhibition
- second year students' involvement in external professional exhibitions, including seeking sponsorship and fundraising, with one group raising in excess of \$9,000 for their event.

Higher Education

The faculty offered bachelor degree courses in Australian Popular Music and Illustration.

Highlights included:

- establishing links with Manchester Metropolitan University to develop a proposal for a visiting scholar and possible future student exchange for the Bachelor of Illustration
- workshops and seminars for staff and students provided by visiting specialists including John Taylor, Jim Black, U Shinnivas (Music), Dennis Tupicoff, (internationally renowned animator and AFI Award winner), illustrator Michelle Katsouranis, and American artist Michael Broom

Staff achievements in their fields included:

- Bachelor of Illustration Head of Program presenting papers at a range of conferences and seminars and having a number of highly successful exhibitions
- Bachelor of Australian Popular Music Head of Program performing at several music festivals including Melbourne International Jazz festival, Wangaratta Jazz festival and Brisbane International Arts festival.

Illustration



Faculty of Building and Construction

The faculty comprises two departments, Building Structures and Services and Design, Drafting and Interior Fittings. The faculty maintains a reputation as a leader in vocational training for the Construction, Furnishing and Caravan Manufacturing industries.

Building Structures and Services

The department offered pre-vocational and apprentice training programs in Carpentry, Bricklaying, Plumbing, Painting, Plastering, Roof Tiling, Wall and Floor Tiling.

Highlights included:

- construction of 12 transportable ablution blocks (containing a shower, toilet, vanity and clothes washing facilities) in support of the Black Saturday relief effort
- development of a pilot onsite assessment program for apprentices in carpentry, wall and floor tiling and bricklaying, which will be the basis for implementing onsite assessment across all the faculty's construction trade areas in 2010
- successful student achievements in Industry Association Awards.

Design, Drafting and Interior Fittings

The department offered pre-vocational, apprentice, Certificate IV, Diploma and Advanced Diploma courses in Civil Engineering, Building Design, Building, Interior Decoration and Design, Furniture Design, Cabinet Making, Joinery, Shop Fitting, Stair Building and Recreational Vehicle Manufacture and Servicing.

Highlights included:

- development and implementation of a new dual qualification training program in furnishing for inbound international students, enabling participants to achieve qualifications in both Certificate III in Furniture making (Cabinet Making) and Certificate IV in Furniture Design and Technology.

Faculty Highlights included:

- ongoing leadership roles in Training Package development, review and moderation across Victorian TAFE Institutes through the chairing of several state wide curriculum network groups and participating in Curriculum Maintenance Manager and Industry Advisory projects
- TAFE Development Centre funding to support a mentoring project for new teaching staff
- consulting with architects and project managers on the Technical Education Centre
- contributing expertise to the funding submission for the new Green Skills Centre of Excellence
- funding of 23 staff to undertake the Certificate IV in Training and Assessment and Diploma in VET Practice
- organisation of a three-day Building and Construction workshop to develop training and assessment strategies to support the implementation of the new CPC08 Training Package, attracting participants from all related Victorian TAFE Institutes and representatives from NSW, Tasmania, Queensland and South Australia.

...contributing expertise to the funding submission for the new Green Skills Centre of Excellence.

Faculty of Business

The faculty includes the departments of Commerce, Information Technology and Office Administration and the Business Enterprise Centre and Work Education Centre. The faculty delivers Vocational Education and Training courses from Certificate I to Advanced Diploma and has a Higher Education program offering bachelor and associate degree courses.

Commerce

The department offered courses in Financial Services, Accounting, Marketing, International Business, Small Business Management and Sports Development.

Highlights included:

- 56 individual teaching placements over 15 locations in China that equated to 9.9 effective full time staff
- three study tour groups for 140 students from Hong Kong who completed six weeks of on-line training before their classroom teaching at Preston Campus
- establishment of new courses Certificate IV in Business Sales and the Certificate IV in Financial Services (Bookkeeping) that licenses people to submit Business Activity Statements (BAS)
- collaboration of marketing students with Preston Neighbourhood House and Preston Market Group, to conduct market research on how to improve usage of the market and ways of improving access
- hosting a seminar on the new Business Activity Statement licensing legislation by the Association of Accounting Technicians and attended by industry representatives
- international student, Asfand Butt, as one of 30 students invited to attend the Federal Government's International Student Roundtable, chaired by the Deputy Prime Minister Julia Gillard.

Information Technology

The department offered courses in Software Development, Multimedia, Networking and Systems Process and Improvement.

Highlights included:

- development of an online Student Evaluation System providing meaningful statistical analysis of programs, resources and teacher performance with plans for use by other departments in 2010
- an Industry Based Learning Program partnership with Multimedia Victoria provided funding to source industry projects for final stage Advanced Diploma students
- an increase in the number of new and continuing inbound internationals from 105 students in 2008 to 198 students in 2009 undertaking programs in Multimedia, Software Development and Networking
- a number of activities undertaken to engage industry support and involvement, including a student exit program, industry project presentations, a multimedia gallery evening and an industry breakfast.

Office Administration

The department offered courses in Business Administration, Legal Practice, Legal Services, Human Resources, Project Management, Medical, Community Pharmacy and Retail.

Highlights included:

- new courses from Certificate III to Diploma level in Business Administration with legal or medical specialisations
- students involved in projects organising conferences, launching a newsletter, fund raising for the Smith Family, organising an end of course function and organising the IT industry projects presentation conference
- successful completion of industry practical placements by all students completing Office Administration, Legal Practice and Retail programs with positive employment outcomes.

Business Enterprise Centre

The centre has continued to provide customised consulting and training solutions to meet individual, organisational, industry and government requirements. Traineeships are provided over a range of qualifications. The New Enterprise Incentive Scheme (NEIS) program supports new intending small businesses and the Short Courses program services a number of skill development areas.

Highlights included:

- a one week study tour for 27 participants from Chongqing Vocational Institute of Engineering
- delivery of Certificate IV in Government (Traineeship) program to 280 sworn and unsworn employees of Victoria Police that offered a diverse range of units which allowed participants to select appropriate knowledge sets to meet employer and individual needs
- delivery of Certificate IV in Training and Assessment to Victorian Police; Healthscope (a leading private health care provider operating a number of private hospitals, pathology facilities and diagnostic imaging centres) and K&S Freighters (a national transport distribution company)
- commencement of a dual Diploma qualification in Management and Fisheries, co-delivered with the Faculty of Earth Sciences to over 70 staff from the Department of Primary Industries, Fisheries Victoria
- traineeships delivered to over 50 businesses and organisations across a range of qualifications and levels, with an increase of 50% in numbers despite the economic downturn and increase in unemployment in 2009
- New Enterprise Incentive Scheme (Job Services Australia) program being extended until 2010, providing support and training in the northern region
- Productivity Places Program (PPP) delivered training in Certificate III in Micro Business Operations to 80 eligible applicants seeking to improve business management skills.

Work Education Centre

The centre offered courses in Transition, Work Education, Hospitality and Performing Arts.

Highlights included:

- partnerships with a number of large northern suburbs shopping centres to provide work experience opportunities and achieve employment outcomes for students with disabilities, including Sprout Community Garden, Starrite and Mental Health Fellowship
- community partnership formed with Northland Youth Centre (NYC) improving access to a range of services
- involvement in Put Your Best Foot Forward community road safety project funded by Transport Accident Commission (TAC) in partnership with City of Darebin's Road Engineering and Safety staff
- scripts were developed as part of the Social Story project to cover situations that commonly cause anxiety and discomfort for people with autism to help improve their understanding of social norms and conventions
- It Takes a Village project to develop new industry contacts guided by an advisory committee consisting of employers, employment agencies and the Faculty Development Manager
- successful submission for seed funding from the Australian Flexible Learning Framework for an e-Learning Innovation project titled The Personal Web and Jobseekers with Disabilities, in partnership with NorthStar Specialist Employment Services
- student involvement in Ignition Theatre training at Moomba and Art of Difference festival, including front of house training with Rollercoaster Theatre, puppetry demonstrations and construction; performances at the Bow Wow Theatre and major production, The Final Scene of Jane Dow at Northcote Town Hall.

Higher Education

The faculty's Higher Education program has experienced rapid growth in the delivery of the Associate Degrees in Accounting, International Business and International Business Management. The new Head of Program for Accounting will oversee these programs and the Bachelor of Accounting to be offered in 2010.

Highlights included:

- accreditation of Bachelor of Accounting which focuses on sustainable business management
 - joint delivery and management of the Bachelor of Hospitality Management with the Faculty of Hospitality, Tourism and Personal Services allowing for sharing of resources and enhanced learning experiences for students
 - staffing growth with the appointment of a new Head of Program for Accounting and new sessional staff drawn from industry, academia and the VET sector
 - research and development in the area of sustainable business and Islamic banking and finance
 - initial stages of development of a Bachelor of Information Technology with a number of specialist streams
 - development of a higher education culture with innovative programs being established including a peer to peer mentoring scheme, English language support program and active student involvement in Skills Week events, student newsletters, a multicultural festival and other social and academic activities
- involvement with industry and professional bodies (including SAS and National Institute of Accountants) with a number of industry seminars organised with experts from government agencies, industry and professional bodies
 - academic staff presented at, and attended a number of conferences and seminars including:
 - Carbon: Accounting and forecasting, monitoring, reporting and trading, legal and financial implications
 - Islamic banking and finance symposium
 - Effective teaching for higher learning
 - 5th International conference on environmental, cultural, economic and social sustainability
 - several academic staff were involved in writing refereed journal articles and papers including:
 - Rankin, M, 2009, Sustainability in higher education: The Australian experience, The international journal of environmental, cultural, economic and social sustainability, Volume 5, No 2
 - Wong, S, 2009, Audit pricing in Australia in 2000s, The international journal of business research.

The faculty's Higher Education program has experienced rapid growth in the delivery of the Associate Degrees in Accounting, International Business and International Business Management.

Faculty of Earth Sciences

The faculty includes the departments of Agriculture and Animal Science and Horticulture, and a Higher Education program offering bachelor and associate degree courses. A Head of Program was appointed for the Bachelor of Agriculture and Land Management.

Agriculture and Animal Science

The department offered courses in Animal Technology, Natural Resource Management, Agriculture and Land Management, Wool Handling and Classing, Beef Cattle Production, Meat and Fish Processing, Farriery, Farm Management and Operations, Viticulture and Winemaking, Aquaculture, Equine Studies, Thoroughbred Breeding, Horse Racing, Civil Construction and Earthmoving, Transport and Distribution, Warehousing and Forklift, Veterinary Nursing and Olive Production.

Highlights included:

- commencement of processing of NMIT bred beef through the Meat and Fish Processing and Training Centre which represented a significant part of a vertical integration chain of beef from Yan Yean farm, processed at Epping and consumed through the St Georges restaurant
- export of 750 cases of NMIT produced wine to Nanjing, China comprising a selection of 2003 Strathbogie Shiraz Reserve A and B and 2004 Strathbogie Shiraz, distributed by the Chinese provincial government as corporate gifts during the New Moon holiday period
- establishment of additional fish breeding facilities catering for all Aquaculture programs and bolstering commercial sales
- hosting of the three-day Mustad Asia Pacific Farrier Conference, incorporating a national farriery competition, announcement of the Australian (Farrier) Apprentice of the Year and education sessions presented by renowned US farrier, Chris Gregory and Dr Helen Davies, Senior Lecturer in Veterinary Anatomy, University of Melbourne.



Horticulture

The department offered courses in Arboriculture, Amenity Horticulture, Landscaping, Nursery, Parks and Gardens, Turf Management, Floristry and Pest Management.

Highlights included:

- students featuring prominently in the principle award categories at the 2009 Melbourne International Flower and Garden Show
- establishing an alliance with Seasol International (leading producer of organic soil conditioners and fertilizers) for provision of funding for a series of product research trials at Fairfield campus
- students completing an extensive revegetation project at Furness Park, part of the vital green corridor to Blackburn Lake and significant in the process of stabilizing soil, creating habitats for aquatic animals, weed reduction and removing toxins from the water, in association with the City of Whitehorse and Blackburn Creeklands Committee
- students submitting concept plans to the community of Kinglake West for the development of a new public space with an emphasis on quiet reflection and a focus on moving forward, to symbolize a new beginning after the Black Saturday bushfires
- forming an association with Tiger Turf (one of Australia's leading manufacturers of synthetic grass surfaces) resulting in the establishment of an ongoing opportunity for turf apprentices to learn more about the synthetic surface product range, their specific uses and installation methods.

Higher Education

The faculty's Higher Education program continued to experience growth in student numbers. The Applied Aquaculture and Viticulture and Winemaking courses were re-accredited. The Bachelor of Agriculture and Land Management was accredited with a planned start in 2010.

Highlights included:

- successful production of fertilized eggs from captive Murray cod broodstock by higher education students and staff of the Aquaculture Training and Applied Research Centre, fulfilling a long-term goal of the program to develop its own hatchery for Australian native fish species and to breed and produce fish stocks without reliance on external hatcheries
- a visit by Dr Andrew Thulin, Head of the Animal Science Department, California Polytechnic State University (Cal Poly) and signing of an agreement for student and staff exchanges and cooperation in joint research projects
- agreement on establishing a basic framework for program benchmarking between NMIT and Cal Poly and arrival in second semester of the first two Cal Poly equine students
- the inaugural NMIT Student Wine Awards attended by 72 students, staff, friends and family with 18 wines submitted by Bachelor of Viticulture and Winemaking and Diploma of Viticulture for Wine Production students, with label designs by Bachelor of Illustration students, for judging by an all-star panel of wine judges including Jane Faulkner (The Age) and Martin Williams MW (Master of Wine).

The inaugural NMIT Student Wine Awards attended by 72 students, staff, friends and family with 18 wines submitted by Bachelor of Viticulture and Winemaking and Diploma of Viticulture for Wine Production students, with label designs by Bachelor of Illustration students, for judging by an all-star panel of wine judges...

Faculty of Engineering

The faculty comprises the departments of Computer Systems and Electrotechnology and Mechanical Manufacturing. The departments deliver Vocational Education and Training courses from Certificate I to Advanced Diploma for industry and the community.

Computer Systems and Electrotechnology

The department offered programs in Computer Systems, Electrical Technology, Data and Communications, Electronic Engineering, Power Industry and Renewable Energy.

Highlights included:

- implementation of new industry related training programs in Data Communications and Power Distribution/Substation Fitting
- renewal of articulation agreements with La Trobe University for graduates from Computer Systems, Electrical Power and Electronics programs
- introduction of a two year dual (Certificate III/Diploma) qualification in Electronics (Business Machines) for international students
- a Commonwealth grant for \$9.88 million to establish the Green Skills Centre of Excellence at the Epping Campus
- building new and existing relationships with industry and professional groups including Energy Safe Victoria, Power Industry Consortium, Victorian Electrical Supply Industry, Clean Energy Council, State and National Industry Training Advisory Boards, NIETL and Local Government.

Mechanical Manufacturing

The department offered programs in basic Engineering, Engineering Technology, Jewellery, Manufacturing Engineering, Metal Fabrication and Welding, Security Technology and Locksmithing.

Highlights included:

- growth in inbound international student numbers in Engineering and Security Technology courses
- development of resources with a priority focus on skills assessment materials for joint partnership with Dong An Polytechnics, Vietnam
- participation and leadership on state and national educational and industry networks and committees including State and National Senates, Welding Technology Institute (Victorian Chair), National Locksmithing Educational Committee and TAFE Teachers Training Network
- 450 people attending the opening night of an eight day graduate exhibition of Advanced Diploma Jewellery students' works at Northcote Town Hall
- students winning prestigious State and National awards.

450 people attending the opening night of an eight day graduate exhibition of Advanced Diploma Jewellery students' works at Northcote Town Hall.



Faculty of Further Education

The faculty includes the Foundation Studies and Vocational Pathways departments, the Further Education Industry and Initiatives Unit, the Youth Unit and the International English Language Testing System (IELTS) Test Centre. The faculty's Higher Education program was launched in 2009 with the Bachelor of Writing and Publishing.

Foundation Studies

The department offered courses in English as a Second Language (ESL), Adult Literacy and Basic Education (ALBE), the Adult Migrant English Program (AMEP), the Employment Pathways Pilot program, the Language, Literacy and Numeracy Program (LLNP) and literacy and numeracy support to apprentices and trainees. These programs provided students with opportunities to develop their literacy and numeracy skills and employability skills for work, further education and/or training.

Highlights included:

- successful outcomes in the Employment Pathways Pilot program, with work placements organised in the areas of Retail, Accounting and Finances, Pharmacy, Insurance, Primary School and Kindergarten, Aged Care, Hospitality and Civil Engineering, resulting in many students receiving offers of employment while others enrolled in vocational courses
- collaboration with other departments to facilitate pathways for students into mainstream courses or employment through dual delivery models, as well as increased work and study placements

- involvement of AMEP staff in a national longitudinal study, in cooperation with the AMEP Research Centre (Macquarie and Latrobe Universities) and representation on the National Assessment Task Bank committee
- faculty and student participation in a range of community activities intended to assist refugees and recent arrivals with settlement in Australia
- collaboration with the Department of Hospitality, Tourism and Personal Services to trial a new course, Certificate II in ESL (Employment), running concurrently with a Certificate II in Hairdressing.

Vocational Pathways

The department offered courses in Bridging Science, ESL for vocational and further study, English Language Intensive Courses for Overseas Students (ELICOS), Overseas Qualified Professionals Program, Liberal Arts and Professional Writing and Editing. It was responsible for organising practical placements in the faculty for student teachers from five universities. The Centre of Excellence for Students who are Deaf and Hard of Hearing offered the Certificate IV in Training and Assessment for people who are Deaf. The department provided study skills support to students in other faculties and managed the staffing of off-shore delivery of the Certificate in Business and Global Communication.

... professional writing student's novel accepted for publication by a major publishing house...

Highlights included:

- development and delivery of a support program for international higher education students
- provision of a range of dual ESL and vocational programs in the areas of bilingual health and community work, child care, aged care, hospitality and teacher aides
- student success in the SpArta award for arts student of the year and a professional writing student's novel accepted for publication by a major publishing house
- delivery of a two week course by teachers in the ELICOS program as part of a three week study tour for a group of Chinese teachers from partner institutes
- delivery of off-shore programs to 2,858 students in China by 41 teachers
- 782 students representing 31 countries enrolled in the eight ELICOS intakes throughout the year.

Notable achievements by the Centre of Excellence included:

- Central Auslan Booking Service (CABS) funding for a fourth year to book interpreters for Deaf and Hard of Hearing in TAFE institutes across the state filling 90% of requests
- the coordinator's address to TAFE Equity Managers at a Skills Victoria seminar
- delivery of three DEEWR funded workshops for note takers, that included one day in Benalla in partnership with the National Disability Coordination Officer program
- a forum entitled Navigating TAFE run for secondary school and TAFE students
- development and delivery of a mentoring and support program for deaf students in mainstream courses in TAFE institutes.



Further Education Industry and Initiatives Unit

The unit coordinated the faculty's business activities and provided project management and advice. A significant part of this work included provision of customised training programs and innovative approaches for enterprises and communities with employees with low levels of literacy, numeracy and English language skills. As part of the Adult Migrant English Program (AMEP) contract, the unit provided distance learning courses in ESL and the AMEP Home Tutor Scheme volunteer training.

Highlights included:

- Department of Immigration and Citizenship funding of a successful Employment Pathways Program, as a pilot to the AMEP program, with recruitment of over 152 newly arrived migrants to train in Australian workplace language and culture and to complete work experience in an employment field of their choice
- acquisition and management of six Workplace English Language and Literacy (WELL) projects in the industry sectors of aged care, home and community services, polymer production, process manufacturing and local government
- AMEP and LLNP program delivery partnerships with nine providers in the northern Melbourne region
- training and professional development partnerships with over 40 community agencies working with culturally and linguistically diverse (CALD) communities
- partnerships with NMIT vocational departments for the delivery of innovative training to CALD students in the areas of hospitality, building (energy efficient homes) and to disadvantaged young people in career and vocational preparation training

- consultations with CALD communities to explore effective ways to involve them in TAFE training
- training of 65 volunteer tutors to assist newly arrived community members to learn English and deal with settlement issues
- ongoing partnership with the Victorian Multicultural Commission to develop innovative programs and approaches as part of implementing the Victorian Government Language Services Strategy.

Youth Unit

The unit offered the Young Adult Migrant Education Course (YAMEC) at Preston and Collingwood campuses and the Victorian Certificate of Applied Learning (VCAL) at Epping, Preston, Collingwood, Greensborough, Heidelberg, Fairfield and in partnership with the Salvation Army at Brunswick. Also based in the unit are the Youth Pathways Program, the Equity Support Program and the Managed Individual Pathways (MIPs) service.

Highlights included:

- continuing success of the Ticket to a Trade VCAL at Heidelberg, which enables young people to try out the different trade areas before selecting an area for a pre-apprenticeship
- commencement of a new VCAL in conjunction with the Animal Studies Department at Fairfield campus
- success for VCAL furniture students and the unit in the Consumer Affairs Consumer Stuff! Challenge Competition

- a project initiated by the Inner Northern Local Learning and Employment Network (INLLEN), in conjunction with the Inner Melbourne VET Cluster, to run an Employment Project with YAMEC VCAL students at Collingwood, assisting students to become job ready, gain part-time employment, experience training and mentoring on the job, and visit worksites in the northern suburbs and Bendigo
- partnership with Youthworx, which resulted in students who completed the Certificate II in Creative Industries (Media) presenting their films and video clips at a special presentation, some students continuing on to the Certificate III in Media and as part of this program producing videos for Multicultural Arts Victoria and the Lord Mayors Fund as part of their community projects
- the Connect In Program with Paul Mbenna from the Ecumenical Migration Centre, run in conjunction with the Brotherhood of St. Laurence, involving YAMEC students in writing, photography, music and dance, publication of students' stories and photos in the journal Fine Print, and a celebration and exhibition at the Neighbourhood Justice Centre in Collingwood
- the launch of senior VCAL students' Personal Development Project, an integrated multimedia and literacy project around the issue of Human Rights presented and shown on a public digital screen at the Centre of Adult Education (CAE) Library in Melbourne.

IELTS Test Centre

The centre offered and administered the internationally recognised International English Language Testing Systems (IELTS), jointly owned and managed by British Council, IDP:IELTS Australia (IDP:IA) and University of Cambridge ESOL Examinations (Cambridge ESOL).

Highlights included:

- opening the new NMIT IELTS Test Centre off-site at Collingwood campus, accommodating an additional 150 candidates per test
- upgrading of facilities ensuring the NMIT IELTS Test centre complies with IDP: IELTS Australia regulations
- extending hours in which test can be taken to accommodate candidates working and study times
- recruitment and training of 28 new IELTS examiners, 10 new clerical markers and 20 invigilators.

Higher Education

The Bachelor of Writing and Publishing was launched with its first intake of students, new academic staff and designated facilities at the Greensborough campus.

Highlights included:

- production and launch of the inaugural biannual newspaper Inscribe, a high quality publication produced in collaboration with Darebin City Council
- success of NMIT students in a highly competitive blind selection process for publication in Inscribe.

The Bachelor of Writing and Publishing was launched with its first intake of students, new academic staff and designated facilities at the Greensborough campus.

Faculty of Hospitality, Tourism and Personal Services

The faculty comprises the departments of Hospitality and Tourism and Personal Services. The faculty offers courses from Certificate II to Advanced Diploma level. The faculty offered a bachelor degree course in Hospitality Management.

Hospitality

The department offered courses in Food and Beverage, Accommodation, Cookery and Event Management. Training programs incorporated partnerships with industry, local councils and community groups, schools and the general community. The department delivered cookery apprenticeships, hospitality traineeships, school based apprenticeships and VET in schools. Institute based students utilised external events, St Georges restaurant and Level 3 Bistro for industry experiences.

Highlights included:

- Master Chef television series preliminary heats and auditions held at NMIT Conference Centre and kitchens at the Preston Campus
- hygiene courses delivered as fee-for-service to Latrobe University School of Occupational Therapy
- all butchery classes delivered at the Meat and Fish Processing and Training Centre
- delivering programs to 23 trainees based at Crown Casino in a partnership arrangement with Mint Training
- event management students organising and co-ordinating the Victorian TAFE Administrative Officers' Annual Conference
- 400 people attending the fifth annual Food and Wine Expo held at St Georges restaurant and outdoor marquee, organised and coordinated by event management students and sponsored by Darebin City Council with Rain and Horne providing support with promotional boards
- the Food and Wine and Master Chef Dinner series introducing the public to well respected wineries including NMIT Wines, Buller Wines and Long Gully with featured chefs including Stephen Mercer (Mercer's Restaurant) and Dario D'Agostino (Gran Sasso Ristorante Italiano)
- a Celebrity Cook-off between NMIT and Rydges Bell City hosted by TV personality and former footballer Doug Hawkins and featuring current and former AFL players, Anthony Koutoufides (former Carlton champion), Bryce Gibbs (Carlton star), Martin Pike (four-time AFL Premiership star) and David Teague (Northern Bullants Senior Coach)
- a Pink Breakfast raising over \$10,000 for the McGrath Foundation supporting breast cancer research, held at Argyle Square on Lygon Street Carlton with volunteer chef trainers and students
- Gingerbread Village @ Crown Casino created by Patisserie students on work experience
- commencement of Certificate IV in Hospitality (Commercial Cookery) traineeships exclusively for Spotless
- Industry Morning Tea event to showcase the meat processing, aquaculture and winery facilities at Epping
- Completion of demonstration kitchen for cookery students, industry training programs and common lectures across faculty
- hosting the Victorian Tourism Hospitality Educators Network (VTHEN) conference.

Tourism and Personal Services

The department offered courses in Tourism Operations, Event Management, Tourism Product Development, Retail, International Travel, Tour Guiding, Remedial Massage, Myotherapy, Aromatherapy, Hairdressing, Beauty and Salon Management.

The successful ongoing mentor program for tourism and event courses continued to provide benefits for mentors, students and the tourism and events industries.

Highlights included:

- development of a quality Beauty Salon at Collingwood campus to ensure successful implementation of full time Beauty courses
- a stylist parade held by Certificate III and IV Hairdressing students in conjunction with the events unit and judged by hairdressing industry representatives from Dateline, M&U Imports and De Lorenzo
- commencement of delivery of Certificate III and IV in Beauty with the Diploma to be delivered in 2010
- enhanced student training and skills development at three clinics operating Massage, Myotherapy and Aromatherapy modalities
- successful completion of two Certificate IV groups providing a base for enrolments in the Diploma of Aromatherapy course
- a student receiving a highly commended award from the Developing Tourism Leaders Competition for a tour of Lebanese businesses in Sydney Road for mothers and daughters

- student volunteer and work placements including Victorian Caravan and Camping Leisurefest, Banyule Festival and programs with Darebin Council
- a Tourism Employment seminar managed and run by event management students, showcasing the NMIT conference centre to members of the Tourism and Events industry.
- a Day Tour Program involving students in researching, developing and producing day tours for the entire department
- Green is the New Black event focussing on sustainability in the events industry
- a new customized student portal to enhance e-Learning
- students are currently working on a project with the Melbourne Convention and Visitors' Bureau
- NMIT Tourism and Events continuing to support Oxfam Trailwalker by professionally managing Checkpoint Three.

Higher Education

The faculty's Higher Education program is continuing to grow with the appointment of a new Head of Program and 22 students enrolling for the Bachelor of Hospitality Management. It is anticipated that there will be continuing students across all three year levels of the degree in 2010.

The successful ongoing mentor program for tourism and event courses continued to provide benefits for mentors, students and the tourism and events industries.

International Office

The office manages the international activities of the Institute through the identification and evaluation of international opportunities, professional advice and planning.

Highlights included:

- delivery of the Certificate IV in Training and Assessment in Shanghai to 30 staff from partner institutes in China
- staff continuing to have substantial influence within the international education sector
- development of pathway programs, notably with our priority partner La Trobe University, to enable graduates from our programs in China to articulate to our Associate Degree programs and on to universities to complete a bachelor degree
- completion of study tours at campuses in Melbourne for several groups of students from Hong Kong and Korean partners, and teachers from our China partners.

Research and Development

The department's role is to research, develop and support curriculum in vocational and higher education; support, enhance and extend staff professional capabilities; provide relevant and appropriate information and advice on teaching and learning research, training, resources, technology and policy and provide executive services to internal and external curriculum bodies. The principal activities of the department are in the areas of Higher Education, Staff Development, Primary Industries Curriculum Maintenance, executive services and document preparation. The work of the Research and Development Department ensures that NMIT continues to be a leader in teaching and learning.

Highlights included:

Higher Education

- accreditation of the Bachelor and Associate Degrees in Agriculture and Land Management and the Bachelor of Accounting
- submission for Accreditation of the Bachelor of Education (Early Years), the Bachelor and Associate Degree in Early Years Studies, and the Bachelor of Musculoskeletal Therapy
- re-registration of NMIT as a Higher Education Provider
- re-accreditation of the Bachelor of Applied Aquaculture and the Bachelor of Viticulture and Winemaking
- submission of the Bachelor of Equine Studies for re-accreditation
- submission for CRICOS Approval of the Bachelor and Associate Degree in Agriculture and Land Management, Bachelor of Accounting and re-approval of the Bachelor of Applied Aquaculture, Bachelor of Viticulture and Winemaking and Bachelor of Equine Studies
- initiation of projects leading to Bachelor and Associate Degrees in Information Technology, Arts and Sciences and Creative Arts and the re-accreditation of the Bachelor and Associate Degree in Australian Popular Music.

Staff Development

- collaboration with the Higher Education Office on three Academic Staff Teaching and Learning Forums
- facilitation of staff attendance at 13 TAFE Development Centre Professional Learning Forums, three of which were held at the NMIT Conference Centre
- management of 10 TAFE Development Centre Staff and Organisational Development projects.

Primary Industries Curriculum Maintenance

- accreditation of the Course in Timber Purchasing, the Diploma of Agronomy and the Course in Agriculture (Fodder Conservation and Management)
- completion of a Competency Based Completion Project for Certificate III in Horticulture (Turf), Certificate III in Farriery and Training and Assessment Guides for the Forest and Forest Products Training Package
- completion of mid-cycle reviews for Certificate IV in Animal Welfare, Certificate IV in Applied Design (Landscape) and courses in Grains/Seeds Receival Testing, Coastal Management and Sustainable Management of Water
- completion of four newsletters and PICMM Annual report.

Department

- preparation, submission and distribution of the 2008 Annual Report
- preparation and delivery of six VET Programs Committee Meeting papers.

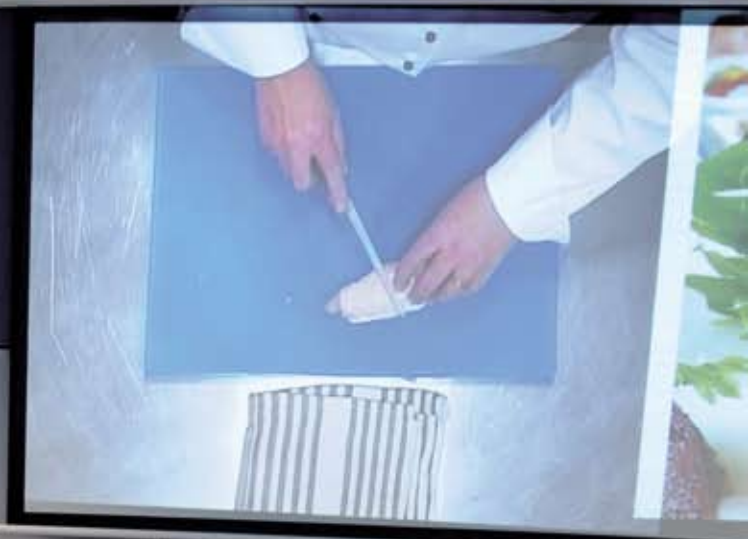


Northern Lodge, Yan Yean



Southern cuts

- Breast
 - wing / weight removed
 - Tenderloin
- Breast with winglet attached - Supreme
- Maryland
 - Thigh
 - Drybrisket



2009 Highlights – Corporate Services

The Corporate Services division comprises the Buildings and Properties (including Capital Works Projects), Finance, Human Resources, IT Services and Quality Assurance departments.

Buildings and Properties

The department provided a range of services including maintenance of buildings and grounds, cleaning, security and capital works.

Major capital works completed in 2009:

Fairfield campus

- refurbishment of Yarra House.

Heidelberg Campus

- completion of Technical Education Centre.

Major capital works begun in 2009 or continuing:

Epping Campus:

- construction of Green Skills Centre of Excellence
- design and documentation of Stage 1 redevelopment

Fairfield campus:

- refurbishment of buildings Q and S.

Preston Campus:

- design for redevelopment funding submission.

Minor works projects completed in 2009:

All campuses:

- main way finding and room numbering signage
- complete upgrade of car park signage
- installation of building management systems
- upgrade of general purpose classroom and PC lab capacities
- replacement of various roofs and general beautification items.

Ararat Campus:

- completion of painting, spouting and roof restoration of houses.

Collingwood Campus:

- levels 5 and 6 toilet refurbishments.

Greensborough Campus

- construction of new Higher Education office space.

Preston Campus:

- relocation of Academic Registry
- refurbishment of Print room
- refurbishment of Finance and Human Resources, building B
- St Georges restaurant toilet refurbishment
- complete refurbishment of lecture theatre, building E
- fit-out and redesign of Visual Arts department
- improved safety signage and walkways for pedestrians on ring road
- relocation of Health and Community Services from Greensborough to building E
- demonstration kitchen, building K.

Minor Works begun in 2009 or continuing:

Eden Park and Yan Yean Training Centres:

- application of planning permit and design of horse shelters
- installation of thoroughbred treadmill and lab including power upgrade.

Epping Campus:

- design and planning of farriery workshop extension

Preston Campus:

- Information Communications Technology services fit out
- refurbishment of Marketing and Corporate Communications offices and studio
- power upgrade - Cramer Street

Finance

The department was responsible for the financial functions of NMIT including accounts payable and receivable, assets, banking and investments, budgets, courier, insurance, management reporting, payroll, printing and risk management. The department had responsibility for implementing legislation through the Financial Management Compliance Framework and Ministerial Directions.

Highlights included:

- implementation of an integrated risk management framework process in compliance with Australian/New Zealand standard AS/NZS 4360:2004 on Risk Management
- preparation of the 2010 Budgets
- preparation and submission of the 2009 Annual Financial Reports, Whole of Government Financial Reports and Commercial Activities Financial Reports.

Human Resources

The department provided all faculties, departments and staff at NMIT with human resource services encompassing recruitment, induction, leave, industrial relations and employee welfare. The department has continued to develop, implement and review policies in the areas of industrial, employment, anti-discrimination and occupational health and safety laws. It also has responsibility for the Freedom of Information, Information Privacy and the Whistleblowers Protection Acts.

Highlights included:

- updating the jobs@NMIT web page to include staff vodcasts
- finalising the NMIT Professional Administrative Clerical Computing and Technical Staff (PACCT) Certified Agreement
- arranging the staff vote for implementation of, and providing advice to faculties on, the Victorian TAFE Teaching Staff Multi-Business Agreement 2009
- completing a project ensuring that policies, procedures and conditions at NMIT are compliant with the National Employment Standards and Modern Awards taking effect on 1 January 2010.

The department has continued to develop, implement and review policies in the areas of industrial, employment, anti-discrimination and occupational health and safety laws.

IT Services

The department is responsible for the development and delivery of all Information and Communication Technology (ICT) services used by NMIT.

IT Services responded to in excess of 8,000 end user requests for assistance during 2009.

Highlights included:

- re-structuring of the IT Services department in order to separate the delivery of existing services from the development of new services
- commencing the implementation of the Course Information System (CIS) module of the Strata system to significantly improve the timeliness and accuracy of the collection and publication of all course information
- management and delivery of e-Learning Grant projects concentrating on enhancement of courses in the student portal and professional development of staff in the use of both the staff and student portals
- commencing production of the Use of the Student Management module of the STRATA system
- starting the rollout of the wireless Local Area Network in all classrooms, offices and most open spaces providing access to the internet and NMIT resources from mobile equipment including laptops, notebooks, Personal Digital Assistants (PDA) and mobile phones
- commencing the provisioning of the TAFE Broadband Hub providing very fast access to TAFE Virtual Campus and other Victorian TAFEs and significantly increased access speed to the Internet
- significant improvement to incorporate Skills Reform changes and VET FEE-HELP to the Student Management module of the Strata system
- replacement of obsolete computing equipment in 18 student laboratories
- implementation of Instant Messaging for all staff in order to improve communication across the Institute
- rollout of a Virtual Private Network (Extranet) to support access to Institute computing resources when staff are off-campus including when they are overseas.

...implementation of the Course Information System (CIS) module of the STRATA system to significantly improve the timeliness and accuracy of the collection and publication of all course information.



NMIT has now achieved 14 years of ISO certification,
which is longer than any other Victorian TAFE institute.

Quality Assurance

NMIT has been certified to international standard ISO 9001 since 1995. The quality system covers the design, development and provision of training programs, including Higher Education, and services provided by all teaching and non-teaching department within NMIT. NMIT has now achieved 14 years of ISO certification, which is longer than any other Victorian TAFE institute.

The Quality Assurance unit was directly involved in a number of external audits:

- ISO 9001:2000
 - External quality audit undertaken in March and September/October by SAI-Global Assurance Services
 - Certification to standard ISO 9001:2008 permitted to continue
 - Nil non-conformances achieved
- Australian University Quality Agency:
 - External audit of NMIT's Higher Education provision undertaken in April 2009
- Cattlecare:
 - External audit by Aus-Meat undertaken September 2009
 - Continued accreditation achieved for activities on Yan Yean farm
 - Nil non-conformances achieved
- Meat and Fish Processing and Training Centre:
 - External HACCP audits in February, June, August, November by SGS Pty Ltd
 - Nil non-conformances achieved

2009 Highlights – Client Services Division

The Client Services division comprises the Academic Registry, Marketing and Corporate Communications, Information Services and Student Services departments.

Academic Registry

The department provides a range of administrative services to support teaching and learning for students and staff, including VTAC selection, enrolments, coordination of timetables, curriculum, results, maintenance of academic records and statements of results, curriculum and recording of the delivery of off-shore education programs, student records and the reporting of student enrolment data internally and externally.

Highlights included

- implementation of STRATA, a new Student Management System
- ongoing development of STRATA, in conjunction with Chisholm Institute, ensuring full compliance with Skills Reform changes, State and Federal reporting requirements, VET FEE-HELP and the Skills Victoria Payment System for Diploma and above courses
- extensive STRATA training for staff across teaching and service areas
- restructure of the department to reflect changing role and needs
- effective off-shore student management with growth in enrolments and graduations.

Information Services

The department is responsible for Campus Libraries and Information Operations. It provides a range services to students and staff including information, reference, loans, information literacy; bookshop; policies and training relating to the Institute's copyright obligations and ongoing support for teaching and learning across VET and Higher Education.

The Information Operations area manages the institute switchboard, enrolments, student records, student award certification administration and Recognition of Prior Learning. It assists in the organisation of the annual NMIT graduation ceremony in association with the Marketing and Corporate Communications Department.

Highlights included:

- development of a strategic plan 2010-2012, focussing on capacity, learning and engagement to deliver best practice services and facilities
- participation in an external InSync national customer satisfaction benchmarking survey
- development and delivery of training programs providing information on the implications of Skills Reform changes
- review of information and enrolment documentation and procedures
- design of new, contemporary pre-sealed certificates
- development of an Academic Writing Style Guide, Harvard Referencing Guide and a subscription to a text matching software program to complement the Institute's commitment to academic integrity.

...development and delivery of training programs providing information on the implications of Skills Reform changes.



Ignition Theatre



...launch of a new website incorporating various social media...



Marketing and Corporate Communications

The department provides a range of services to attract, engage and interact with potential students and retain existing students, while promoting NMIT as a major tertiary institution servicing the education needs of diverse stakeholders and communities. The department is responsible for developing a consistent and memorable brand, ensuring the website evolves to meet the needs and expectations of potential students and preparing and publishing major publications such as the Course and Career Guide and the International Course Guide.

Highlights included:

- launch of a new website incorporating various social media (Facebook, Twitter)
- development of integrated, themed marketing campaigns utilising both online (search engine marketing, microsites, banner ads) and offline (print, collateral, signage) sources
- effective communication with secondary school Career Advisors showcasing courses and facilities
- implementation of systems capturing data (website usage, calls from advertisements, impact of events) and reporting on outcomes.

Student Services

The department provides a comprehensive range of services designed to support the educational achievements of students and enhance their participation in Institute life. The department comprises the Student Support unit, Student Facilities and Services unit and the Koorie Services centre. The department provides services including counselling and disability support, recreational and sporting activities, orientation and transition services, housing assistance, first aid and student support and mentoring.

Highlights included:


- delivery of a pilot International Student Mentoring and Peer Support program
- providing support to bushfire affected students, including granting of fee waivers and assistance with books and resources
- appointing a Student Experience Officer to gain a better understanding of the NMIT student experience and improve programs and services
- achieving a 19% increase from 2008 of 89 Indigenous enrolments across a range of VET programs
- inaugural student exchange with two students from California Polytechnic State University (Calpoly) undertaking studies in the Bachelor of Equine Studies
- appointing Campus Living Village (CLV) to operate Yarra House, the 150 bed student accommodation facility at Fairfield campus.

...inaugural student exchange with two students from California Polytechnic State University (Calpoly)...



A woman with long dark hair, wearing a white lab coat and yellow gloves, is focused on her work in a laboratory. She is leaning over a table with several petri dishes, some containing red agar. A black pen and a pink highlighter are visible on the table in the foreground. The background shows a bright, modern laboratory setting with windows and ceiling lights.

Statutory and Financial Information

 *NMIT guides students in the acquisition of vocational skills and lifelong learning capabilities to enable them to achieve their vocational goals.*

Photograph: Equine Studies

Environmental Performance

NMIT has focused on effective energy management since 1990 and has a successful record in environmental performance. All new and refurbished buildings will have, as part of the planning and construction processes, environmentally sustainable outcomes. Where practicable, such outcomes will also be applied to existing building stock.

In 2009 NMIT:

- installed energy efficient lighting at the Preston and Epping campuses
- continued converting a number of irrigation systems to automated drip irrigation
- installed additional water harvesting tanks with holding capacity of 150,000 litres
- produced a water plan as required by government policy for Epping and Preston campuses and met water reduction requirements with Epping, now no longer requiring a water plan for 2010
- applied for and gained funding for the new Green Skills Centre of Excellence, five star rated and delivering the latest in sustainability, due for opening in Semester two, 2010.

... new Green Skills Centre of Excellence, five star rated and delivering the latest in sustainability, due for opening in Semester two, 2010.



Workforce and Compliance

The following statistics apply as at the last pay in November of the relevant years.

They are staff numbers and not equivalent full-time positions.

2008 - 2009 Staffing Gender Analysis

Year	Male	Female	TOTAL
2009	783	948	1731
2008	576	592	1168

2008 - 2009 Workforce Profile

Executives

		Full Time	Part Time	TOTAL
2009	Female	4	-	4
2009	Male	14	-	14
Total				18

		Full Time	Part Time	TOTAL
2008	Female	4	-	4
2008	Male	12	-	12
Total				16

2008 - 2009 Teaching Staff - Ongoing

		Full Time	Part Time	TOTAL
2009	Female	117	60	177
2009	Male	236	34	270
Total				447

		Full Time	Part Time	TOTAL
2008	Female	117	68	185
2008	Male	251	38	289
Total				474

2008 - 2009 Teaching Staff - Contract

		Full Time	Part Time	TOTAL
2009	Female	42	58	100
2009	Male	35	14	49
Total				149

		Full Time	Part Time	TOTAL
2008	Female	44	53	97
2008	Male	46	14	60
Total				157

2008 - 2009 Teaching Staff - Casual

		TOTAL
2009	Female	257
2009	Male	250
Total		507

		TOTAL
2008	Female	61
2008	Male	71
Total		132

2008 - 2009 Non-teaching Staff - Ongoing

		Full Time	Part Time	TOTAL
2009	Female	137	53	190
2009	Male	116	9	125
Total				315

		Full Time	Part Time	TOTAL
2008	Female	134	62	196
2008	Male	116	6	122
Total				318

2008 - 2009 Non-teaching Staff - Contract

		Full Time	Part Time	TOTAL
2009	Female	18	23	41
2009	Male	10	1	11
Total				52

		Full Time	Part Time	TOTAL
2008	Female	17	21	38
2008	Male	7	4	11
Total				49

2008 - 2009 Non-teaching Staff - Casual

		TOTAL
2009	Female	179
2009	Male	64
Total		243

		TOTAL
2008	Female	20
2008	Male	11
Total		31

Termination of Employment

93 employees ceased employment with NMIT during 2009, for the reasons shown.

Reason for Ceasing Employment	Male	Female	TOTAL
Retirement	3	4	7
Resignation	33	40	73
Redundancy	4	3	7
Performance/ Misconduct	2	2	4
Ill health	1	1	2

Professional Development

During 2009, 916 staff undertook 3,106 professional development activities at a total cost of \$2,174,566.

Employment and Conduct Principles

NMIT's Human Resources policies and practices are underpinned by the public sector employment principles set out in Section 8 of the Public Sector Administration Act 2004. Selection decisions are based on key selection criteria in position descriptions available to all applicants. NMIT has a range of policies that promote fairness and equity in the workplace and are designed to discourage discrimination and harassment against staff, students and visitors.

These policies are:

Institute Code of Practice

Anti-discrimination Policy

Employment Procedures

Prevention of Bullying, Harassment and Sexual Harassment Policy and associated procedures

Policy and Procedures for Employee Grievances

Selection Policy

Whistleblowers Policy and Procedures.

Industrial Relations

Excellent relationships were maintained with all unions with coverage at NMIT. There was no industrial action during 2009.

Application of the Freedom of Information Act 1982

It is NMIT policy to facilitate, where possible and subject to privacy and confidentiality provisions, access to information without recourse to the provisions of the FOI Act.

FOI Access Arrangements

Requests for access to records must be in writing and directed to:

Freedom of Information Officer

Human Resources Department

NMIT

77-91 St Georges Road

Preston 3072

FOI Access Charges

Charges for access to documents were in accordance with the Freedom of Information [Access Charges] Regulations 2004. Charges covered costs incurred in conducting routine searches for documents, supervising document inspections and supplying document copies.

The application fee for FOI requests was \$22.70 until 30 June 2009 and \$23.40 from 1 July 2009 onwards.

FOI Access Claims 2009

There was one request for access to records pursuant to the Act during 2009. This was from a student and full access was granted to the documents sought.

Occupational Health & Safety (OH&S)

The Occupational Health and Safety Committee met four times during the year. The Committee considered staff and student incident reports at each meeting.

Three Occupational Health and Safety Representatives requested and were provided with OH&S refresher training.

Statistics for reported accidents and incidents are tabulated below.

Staff

Total number employed as at the last pay in November 2009	1,731
Number of incidents reported	47
Number of Compensable Claims	7
Time lost (hours)	2,491

Students

Total number of enrolments effective November 2009	72,295
Number of incidents reported	100

Compliance with Whistleblowers Protection Act 2001

No disclosures were made to NMIT. No disclosures were referred to the Ombudsman and there were no requests made to the Ombudsman to investigate matters.

Compliance with Building Act 1993

NMIT ensured that all works requiring building approval had plans certified, works in progress inspected and occupancy permits issued by independent building surveyors engaged on a job-by-job basis. All works are overseen by a registered building practitioner.

A register of building surveyors and the jobs they certified is maintained. NMIT required all building practitioners engaged on its works to show evidence of current registration upon their engagement.

A condition of contracts between NMIT and building contractors requires the maintenance of registration for the duration of the contract. All practitioners engaged by NMIT maintained their registered status throughout the year.

During 2009, the following works and maintenance were undertaken to ensure conformity with the relevant standards:

Building works	Number
Work under construction and the subject of mandatory inspections	5
Certificate of final inspection/ occupancy issued	4

Compliance with National Competition Policy

NMIT has developed a costing model to ensure compliance with competitive neutrality principles. Costings are checked to ensure compliance with:

- competitive neutrality principles
- the Victorian Government Timetable for the Review of Legislative Restrictions on Competition
- any subsequent reforms.

Growth and Achievements

Growth in International student numbers and activities has continued over the last year.

- On-shore enrolments have grown by 20% (from 1569 to 1876)
- Off-shore enrolments have grown by 26.3% (from 19,000 to an estimated 24,000)
- Total revenue has grown by 17% from \$A17.5 million to \$A20.5 million

International students studying in Australia

Nearly 38% of the 2009 International student enrolments came from China, Vietnam, Sri Lanka, Colombia, Pakistan and The Philippines which provides evidence of a broader base of countries providing significant numbers of inbound students for our courses. While India remains our predominant source country with approximately 37%, this figure is down from 50% in 2008.

In 2009 student numbers grew across a range of newly registered CRICOS courses.

A major review of our practices and a survey of student satisfaction has confirmed NMIT's reputation as a high quality ethical provider in a market in which there has been substantial turmoil in the past year. Survey results showed high satisfaction rates in course delivery, student support services, website and the International Office services.

***See Figure 1
Risk Issues and Strategies Page 61***

International students studying outside Australia

NMIT delivered programs outside Australia with 24 partner institutions that involved over 24,000 student enrolments. The majority of these students were studying through partner institutions in China and preceded their main study with English language training provided by NMIT or other providers. Programs in Korea and Hong Kong served several hundred students. A partner program in Vietnam was established; development of resources is underway and recruitment is planned for 2010.

The International Office has reviewed and renewed most agreements with foreign institutions to ensure that all AQTF and ISO 9001 requirements are covered.

NMIT has delivered several staff development programs to selected academic staff at partner institutions in China to enhance our capacity and to ensure compliance.

***See Figure 2
Risk Issues and Strategies Page 62***

Figure 1
Risk Issues and Strategies

Risk Issue	Strategies
<p>Many students have selected courses based on the perceived Permanent Residency outcomes. Strong enrolments in Hospitality (Cookery and Patisserie) and Hairdressing would be threatened by possible changes to the skilled migration rules. The Department of Immigration and Citizenship has clearly indicated that it is concerned about the apparent excessive numbers of international students in certain courses. It is likely that cookery, hairdressing and other courses which have been popular due to perceived migration advantages will have reduced numbers..</p> <p>Government policy changes in late 2009 making it more difficult for students from key countries to meet criteria for obtaining a student visa are likely to see fewer students seeking to study in Australia.</p>	<p>NMIT actively promotes courses to appeal to students seeking to study across a broader range of disciplines.</p> <p>NMIT is well positioned to cater to meet the needs of students who are motivated to study in Australia for a wide variety of reasons.</p> <p>The diverse range of courses available to international students will protect us to some extent from the decline in demand of one or two main course areas.</p> <p>New qualifications in Higher Education are being actively promoted and marketed with an emphasis on establishing pathways from overseas institutions.</p> <p>NMIT International office is monitoring developments in course selection and is diversifying our market across a wider range of disciplines and source countries.</p> <p>Our marketing will continue to leverage off the fact that Melbourne is world renowned as a multicultural city with established communities from a number of our key source countries (India, China, Colombia, Vietnam, Philippines, Pakistan, Sri Lanka)</p>
<p>Other global issues may affect our ability to attract students. The economic downturn across the world may see fewer students studying abroad. The threat of terrorist activities in Pakistan, Sri Lanka, Indonesia, Thailand and Lebanon make it risky to undertake marketing trips to these countries.</p> <p>An appreciating \$AUD affects demand for study in Australia.</p>	<p>Continue to communicate regularly with agents representing us in these countries and work closely with them to help them promote NMIT on our behalf.</p>
<p>The collapse of private colleges and the widely publicised incidences of violence and safety concerns threaten to reduce Melbourne’s desirability as a study destination.</p>	<p>Continue to promote NMIT as a large Government RTO with comprehensive student support services.</p> <p>Continue working closely with selected education agents based in Melbourne and other Australian capital cities.</p>
<p>A high percentage of enrolments are still coming from a limited number of source countries,.</p>	<p>Marketing strategies will focus on emerging and under represented markets in a volatile environment. Thailand, Korea, Lebanon, Brazil, Mauritius, Philippines and Bangladesh are under consideration.</p>

Figure 2
Risk Issues and Strategies

Risk Issue	Strategies
Finance:	
Adequate fees not being recovered due to cost increases and fluctuations in foreign exchange rates	NMIT reviews agreements and fees prior to each intake to ensure the financial viability of programs.
Expenditure which is not closely monitored can lead to budgeted expenses being exceeded.	Each instance of off-shore teaching by NMIT appointed staff is subject to completion of a teaching plan that addresses all cost elements. Increases in travel expenses have been offset by integration of teaching delivery programs and expanded use of known reliable teachers based in the off-shore location.
Strategic engagement:	
Foreign national policies can change giving rise to new opportunities and new risks.	NMIT actively monitors advice on policy development, both through the Australian Government (Australian Education International) and through our network of agents and consultants in various countries.
Activity focussed on too few foreign locations leaves the program vulnerable to changes in one host country.	NMIT has actively pursued new partnerships beyond the existing large involvement in China. New programs in Korea and Hong Kong have grown. Vietnam is the site for a new relationship and other opportunities in that country are being evaluated. India is a source of many invitations for transnational cooperation, but developing a viable business model is difficult.
Staffing:	
International security issues can severely impact on the ability to send teaching staff off-shore.	NMIT is widening the range of nations in which our programs are offered to spread the risk. We maintain good working relationships with our existing partners to ensure that short term disruptions to travel arrangements can be handled by re-scheduling the teaching provided by NMIT and partner institutions.
High growth levels in transnational operations can be limited by the availability of suitably qualified staff.	NMIT maintains an active list of available staff, both within and beyond the Institute. We also favour new agreements where NMIT does not provide teaching resources, focussing our involvement on content and quality assurance. NMIT uses highly experienced locally based organisations where NMIT has a high level of control to source suitably qualified and experienced staff already in the host country. This strategy is subject to strict compliance with NMIT staffing standards.
Quality assurance:	
If suitable quality assurance procedures are not in place and implemented the reputation of the program can be adversely affected either off-shore or in Australia.	NMIT maintains ISO 9001 accreditation of all operations. Requirements of the Australian Quality Training Framework (AQTF) are integrated into our ISO framework and compliance monitored through regular audits. A review of the schedule of regular audits (which ensure systematic auditing of all off-shore operations over a three year cycle) is being conducted and more effort is being allocated to process improvement. A detailed, but simple, manual for transnational operations is being finalised.

International Consultancy

The International Office provides a consultancy and advisory service to senior management and NMIT faculties on all international activities. This includes hosting delegations, briefing senior staff involved in approved visits and identifying opportunities for further development.

The International Office has advised and assisted in the development of articulation agreements aimed at improved pathways for international students studying in Melbourne.

Opportunities for specialised consulting and training in our areas of specialist expertise are actively pursued in close cooperation with the appropriate Faculty.

Performance Measures, Targets and Outcomes

Finance

All NMIT International activities are required to cover costs and make a reasonable return in their own right. No international activity is supported on the basis of 'loss leading' or support of another activity. Each category of activity has its own budget which is carefully monitored. All categories cover costs and return a margin in line with Institute requirements.

Quality

All International NMIT activities which lead to an award are required to produce educational outcomes comparable to those achieved in Melbourne while taking account of the context of delivery. Comparability of outcomes is monitored through our quality assurance program. Professional development activities were conducted in China and Australia for key personnel in off-shore partnerships to improve compliance with AQTF requirements and enhance the quality of course delivery. A regular audit program is in place. NMIT international graduates who choose to articulate to higher education have a high success rate in gaining entry to further study and achieve outstanding success.

Reputation

NMIT has an established reputation and is a highly regarded Institution that operates ethically and responsibly in the international education environment. Through our continued high level involvement in professional activity in the field and the regular stream of international institutions actively seeking partnerships with NMIT we enhance our reputation and contribute to the wider Australian education sector.

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Northern Melbourne Institute of Technical and Further Education

The Statement of Performance

The accompanying statement of performance for the year ended 31 December 2009 of the Northern Melbourne Institute of Technical and Further Education comprises the statement, the related notes and declaration by president of the board, chief executive officer and chief finance officer.

The Board Members' Responsibility for the Statement of Performance

The Board Members of the Northern Melbourne Institute of Technical and Further Education are responsible for the preparation and the fair presentation of the statement of performance in accordance with the *Financial Management Act 1994*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the statement of performance that is free of material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the statement of performance based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the statement of performance is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement of performance. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the statement of performance, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the statement of performance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the overall presentation of the statement of performance.

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

Matters Relating to the Electronic Presentation of the Audited Statement of Performance

This auditor's report relates to the statement of performance published in both the annual report and on the website of the Northern Melbourne Institute of Technical and Further Education for the year ended 31 December 2009. The Board Members are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statement named above. An opinion is not provided on any other information which may have been hyperlinked to or from this statement. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited statement of performance to confirm the information included in the audited statement of performance presented on the Northern Melbourne Institute of Technical and Further Education.

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Level 24, 35 Collins Street, Melbourne Vic. 3000

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Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report published in both the annual report and on the website of the Northern Melbourne Institute of Technical and Further Education for the year ended 31 December 2009. The Board Members of the Northern Melbourne Institute of Technical and Further Education are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Northern Melbourne Institute of Technical and Further Education website.

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Northern Melbourne Institute of Technical and Further Education as at 31 December 2009 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE
15 March 2010


Dr Peter Frost
Acting Auditor-General

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Auditing in the Public Interest

Statement of Performance Management

Northern Melbourne Institute of TAFE Performance Statement for 2009

In our opinion, the accompanying Statement of Performance of Northern Melbourne Institute of TAFE in respect of the 2009 financial year is presented fairly in accordance with the *Financial Management Act 1994*.

The statement outlines the performance indicators as determined by the responsible Minister, pre-determined targets and the actual results for the year against these indicators and an explanation of any significant variance between the actual results and performance targets.

As at the date of signing, we are not aware of any circumstance that would render any particulars in the statement to be misleading or inaccurate.



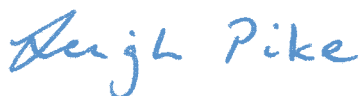
Andrew Giddy
President of Board

DATE: 22/2/2010



Brian MacDonald
Chief Executive Officer

DATE: 22/2/2010



Leigh Pike
Chief Finance Officer

DATE: 22/2/2010

Statement of Performance for the Year Ended 31 December, 2009

Executive Memorandum 2007-48 from Patricia Neden Deputy Secretary Office of Training and Tertiary Education stated:

In 2006 a comprehensive suite of KPIs were approved by the then Minister for Education and Training for inclusion in 2006 Annual Reports by TAFE Institutes. In 2007 a further review was undertaken of the KPIs in consultation with TAFE Business Managers. As a result, three new indicators have been added for inclusion ... FRD 27 (A) requires the disclosure of such information in a concise statement of performance as part of an entity's report of operations.

Executive Memorandum 2008-03 from Philip Clarke Acting Deputy Secretary OTTE restated the advice from Executive Memorandum 2007-48.

Financial Reporting Direction (FRD) 27 (A) stipulates that public entities are 'to present and report any performance information required by the responsible portfolio Minister in an audited statement of performance as part of its report of operations.'

The requirements of FRD 27 (A) are:

- An applicable entity must include in its report of operations an audited statement of performance.
- The statement must contain the details as required by the responsible portfolio Minister.

The statement of performance must include:

- a) the relevant performance targets and indicators as determined by the responsible portfolio Minister;
- b) the actual results achieved for that financial year against pre-determined performance targets and indicators; and
- c) an explanation of any significant variance between the actual results and performance targets and indicators.

The outcomes and targets are detailed in the chart and commentary on the following pages.

Key Performance Indicators and 2009 Performance

KPI	Definition	Actual Performance	Target Performance	
1. Module Load Completion Rate	Scheduled hours assessed and passed or satisfactorily completed / Total scheduled hours reported less hours recorded with Credit Transfer and continuing studies outcomes	76.62%	No Target advised	
2. Student Satisfaction	Proportion of graduates satisfied with the overall quality of training	89.40%	No Target advised	
3. Participation of 15 - 24 Year olds	Number of students within the age group	46,065	No Target advised	
4. Participation of 25 - 64 Year olds	Number of students within the age group	27,961	No Target advised	
5. Total Cost per Student Contact Hour (SCH)	Total funded expenditure (excluding Depreciation) / Total SCH	\$8.29	Targets set for recurrently funded programs only	
6. Working Capital Ratio	Current Assets / Current Liabilities (adjusted for Long Term current Long Service Leave)	1 : 2.57	1 : 1	Target exceeded by 157%
7. Net Operating Margin	Funded Operating Surplus (excluding Depreciation) / Total Revenue (excluding Capital)	8.87%	6.47%	Target exceeded by 37.1%
8. Fee for Service Revenue	Fee for Service Revenue / Total Revenue (%)	31.10%	29.19%	Target exceeded by 6.5%
9. Revenue per EFT Staff	Total Revenue (excluding Capital) / Average EFT Staff	\$122,424	No Target advised	
10. Student Contact Hours	Total number of student contact hours delivered against contracted delivery.	14,613,834	No Target advised	
11. Energy Consumption	Percentage reduction in energy consumption for Electricity, Gas LPG, Green Power and Heating Oil			
	Electricity	9,920,957 (kwhs)	1999 data (for target setting) not available	
	Natural Gas	30,776,964 (megajoules)		
	LPG	20,449 (litres)		
	Electricity purchased from Green Power	2,563,696 (kwhs)	10.00%	Target exceeded by 15.84%

Each key performance indicator is dealt with in turn as the NMIT Statement of Performance.

1. Module Load Completion Rate MLCR

- The actual MLCR was 76.62%.
- No target was set.

Comment

MLCR is considerably lower for some types of programs, especially Further Education programs. The latest information available (2008 statistics) indicated that the MLCR across the Victorian VET system was 63% in Adult, Community and Further Education compared to 78% for all other programs. The percentage of an Institute's total program profile delivered in Further Education programs can therefore have a very significant impact on its MLCR, which would be largely unrelated to performance. Other factors that contribute to variations in MLCR include:

- Different methods of recording enrolments and module completion for students enrolled in modules being delivered across two calendar years give a different MLCR for the same group of students and modules.
- Different methods of recording internal student transfers from one program to another also give a different MLCR for the same group of students and modules.
- Differing pass standards and pass rates between TAFE Institutes will have an impact on respective MLCRs.

Because of the above influences the MLCR as a measure of Institute performance is of little value.

2. Student Satisfaction

- The actual result was 89.4%.
- No target was set.

3. Participation of 15-24 Year Olds

- The actual number of students enrolled in this cohort in government funded places was 46,065.
- No target was set by Skills Victoria in the 2009 Performance Agreement.

4. Participation of 25-64 Year Olds

- The actual number of students enrolled in this cohort in government funded places was 27,961.
- No target for student numbers was set by Skills Victoria in the 2009 Performance Agreement.

Comment

There is no value in these indicators. The cohorts are formed by arbitrary age identifiers. No targets are set in the Performance Agreement and consequently do not impact on Institute performance.

5. Total Cost per Student Contact Hour (SCH)

- NMIT's total cost per student contact hour was \$8.29.
- No target was set by Skills Victoria in the 2009 Performance Agreement.

Comment

Total cost per student contact hour is of little value as a measure of an Institute's performance unless other considerations such as the following are factored into the assessment processes.

- Institutes incur higher cost structures when operating multi-campus structures.
- Higher costs are incurred for small classes required for educational and/or OH&S reasons.
- Essential or preferred quality improvements lead to higher costs per SCH.
- Many staff are employed to generate extraneous earnings and undertake other activities that do not generate SCH but do add to total costs.
- Increased casualisation of staff will lead to decreased costs, but may also lead to much poorer quality provision.

6. Working Capital Ratio

- The actual was 1:2.57 after adjusting for Long Term Current Long Service Leave.
- The target for 2009 was set at 1:1.

Performance was better than target.

7. Net Operating Margin

- The actual percentage was 8.87% (Funded Operating Surplus excluding Depreciation and Total Revenue excluding Capital).
- The target for 2009 was set at 6.47%.

Performance was better than target.

8. Fee for Service Revenue

- The actual performance was 31.10%.
- The target set for 2009 was 29.19%.

Performance was better than target.

Comment

This indicator could show very high revenue for fee for service as a proportion of total revenue, while at the same time the institute could be making significant losses on fee for service because the indicator measures gross revenue and not net profit. On the other hand, a low revenue figure may show a high net profit.

Because of these considerations this KPI is of little value as a measure of performance.

9. Revenue per EFT Staff

- The actual revenue per EFT staff member for NMIT in 2009 was \$122,424.
- No target was set.

Comment

Revenue per EFT staff is not regarded by NMIT as a meaningful or valuable measure of an institute's performance for the following reasons.

- It ignores the costs associated with generating that level of income
- Significant increases in revenue generated at a loss would show a higher revenue/EFT staff figure but could lead to a deficit, therefore net revenue per EFT staff would be a more appropriate measure but with some qualifications
- An institute may wish to concentrate on excellence in delivery to its students rather than concentrate on income generation, which is not necessarily reflective of a poorer performance. Rather a different set of priorities and value and different output quality would reflect such a choice.

10. Student Contact Hours

- Actual student contact hours delivered including fee for service against contracted delivery were 14,613,834.
- No target was set.

Comment

This indicator is suggestive of over delivery that runs counter to an optimal result in the working capital ratio and net operating margin indicators. Similar comments to those made in relation to fee for service revenue also apply.

In the past there have been no rewards for institutes to over deliver compared to the funded target.

Institutes may decide that higher priorities exist for institute-generated funds than SCH over- delivery, such as capital works, professional development, or quality initiatives.

11. Energy Consumption

The following points need to be made in relation to this indicator.

- The benchmark year for this indicator has been determined to be 1999.
- NMIT commenced its major efforts in energy management in 1990 and those efforts were recognised by winning the following awards:
 - Best Educational Institution Award in 1998
 - Energy Achiever of the Year in 2000
 - Service Provider of the Year in 2001
- NMIT is a multi-campus institute and energy reductions are far more difficult to achieve than for monocampus institutes.
- NMIT has aging building stock with inefficient energy systems, in particular heating and cooling.

- Developments since the benchmark year of 1999 make fair comparisons with the current year impossible. These include:
 - the replacement of Johnston St Collingwood and Parkville campuses with the larger Fairfield campus
 - the addition of the Ararat campus
 - the addition of the Primary Industries and Production Training Centre and Roof Tiling and Painting and Plastering facilities at Epping campus
 - the addition of high energy use programs such as Hairdressing, Viticulture and Meat Processing, and the extension of existing facilities in areas such as Hospitality.

Because of the above influences this KPI is of little value as a measure of Institute performance.

Summary

NMIT believes that the raw data used and the KPIs nominated are of very little value when assessing performance unless the KPIs are viewed in the context of other relevant issues, such as the examples given above.

Information about NMIT

The NMIT website is a comprehensive source of information about courses, faculties, campuses, services and history. The website provides public access to the Institute's Annual Reports at:

www.nmit.edu.au/about

Summary of Financial Results

Year	Operating Surplus (Deficit) \$000	Accumulated Surplus (Deficit) \$000
2009	22,561	65,587
2008	6,442	43,026
2007	7,939	36,584
2006	5,545	32,136
2005	5,570	26,591

Summary of Significant Changes in Financial Position

There were no significant changes in financial position for the year ended 31 December 2009.

Events Subsequent to Balance Date

There were no events subsequent to balance date that will have a significant effect on the operations of NMIT in future years.

Consultancies for the Year Ended 31 December, 2009

Consultancies Over \$100,000 (excluding GST)

Alpha West

Wireless local area network	\$2,681,398
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Paul Morgan Architects

Epping campus development - stage 1	\$424,366
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Brand Architects

Heidelberg campus Technical Centre development	\$112,023
--	-----------

Fairfield campus Buildings Q and S	\$207,493
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Preston campus Building A	\$4,320
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Preston campus redevelopment	\$15,673
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Total:	\$339,509
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Blomquist & Wark

Epping campus Green Skills centre	\$336,376
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Perrot Lyon Matheson

Fairfield campus Yarra House development	\$121,840
--	-----------

Total Project Fees Approved:	\$3,903,489
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NMIT has future commitments relating to these consultants of:

\$599,943 - Brand Architects

\$208,694 - Blomquist & Wark

\$152,152 - Paul Morgan Architects

\$35,459 - Perrot Lyon Matheson

for a total of \$996,248.

Consultancies Under \$100,000 (excluding GST)

NMIT engaged thirty-three consultants for a total cost of \$361,078 during 2009

Additional Information

Consistent with the requirements of the Financial Management Act 1994, information on the following items is available on request.

Declarations on pecuniary interest

Shares held beneficially by senior officers as nominees of a statutory authority or subsidiary

Publications

Major external reviews

Major research and development activities

Overseas visits undertaken

Major promotional, public relations and marketing activities

Major committees sponsored by NMIT

2009 Fees and Charges

NMIT charges a range of fees for programs and services offered.

In 2009 the fees and charges included:

- A compulsory tuition fee of \$1.37 per student contact hour for Government funded programs in accordance with Ministerial Directions on fees and charges.

Minimum/Concession \$55 (40 or less student contact hours)

Maximum \$877

- A compulsory student services and amenities fee of \$0.25 per student contact hour.

There was no increase in this fee from 2007.

Minimum/Concession \$45 (Full-fee and Concession)

Full-fee Maximum \$135

Maximum Concession \$101.25

- Class materials and ancillaries fees will be charged on all classes.

Concessions

Concessions that applied to tuition and student services and amenities fees apply to the holder of a Commonwealth Health Care Card, Pensioner Card or Veteran's Gold Card or their dependant spouse or child.

Exemptions

Fee exemptions for government-funded TAFE courses are available to:

- Aboriginal and Torres Strait Islanders
- Persons on remand or attending a course as part of a non-custodial order
- Prisoners.

Skills Reform Fees and Charges

On the 1st of July 2009 Skills Reform was implemented in Victoria. Students enrolling into a new course after the 1st of July are Skills Reform Students. Therefore, a new Tuition Fee Schedule applied to all Skills Reform Students after the 1st of July. Below is a table summarising Tuition Fees under Skills Reform.

		Rate per SCH	Minimum	Maximum
SKILLS REFORM	FOUNDATION SKILLS	1.08	50	250
	SKILLS CREATION	1.37	105	438
	APPRENTICE/ TRAINEES	1.37	57	452
	SKILLS BUILDING	1.37	120	500
	SKILLS DEEPENING	2.20	225*	750

Minimum Tuition Contribution (Health Care Card, Pensioner Card, Veteran's Gold Card Holders) is as above, (includes LI Health Care Cards)

- * Minimum Tuition Contribution not available for Skills Deepening enrolments unless Apprentice/Trainee or Koorie.

Information about changes in fees and charges should be directed to:

Academic Registrar
77-91 St Georges Rd
Preston 3072

Activity Table

NOTE A1 - OPERATING STATEMENT

Total Operating Expenses

	Note	2009 \$000	2008 \$000
Delivery provision and support activity	A2	85,706	77,499
Admin. and general services activity	A3	24,103	23,908
Property plant and equip. services activity	A4	12,930	14,128
Student and other services activity	A5	3,848	3,582
Total Operating Expenses		<u>126,587</u>	<u>119,117</u>

NOTE A2 - OPERATING STATEMENT

Delivery Provision and Support Activity

	2009 \$000	2008 \$000
Salaries, wages, overtime and allowances	60,640	53,161
Superannuation	4,756	4,362
Payroll tax	2,918	2,670
Other salary related costs	886	1,291
Consumables	5,565	5,241
Travel and motor vehicle expenses	435	492
Depreciation	4,371	4,073
Other direct delivery expenses	6,135	6,209
	<u>85,706</u>	<u>77,499</u>

NOTE A3 - OPERATING STATEMENT

Administration and General Services Activity

	2009 \$000	2008 \$000
Salaries, wages, overtime and allowances	12,025	11,716
Superannuation	962	960
Payroll tax	590	587
Other salary related costs	181	159
Consumables	257	155
Communication expenses	951	754
Fees	3,156	3,446
Travel and motor vehicle expenses	1,297	1,261
Depreciation	884	896
Other expenses	3,800	3,974
	<u>24,103</u>	<u>23,908</u>

NOTE A4 - OPERATING STATEMENT

Property, Plant and Equipment Services Activity

	2009	2008
	\$000	\$000
Salaries, wages, overtime and allowances	1,964	1,864
Superannuation	157	153
Payroll tax	96	93
Other salary related costs	30	25
Consumables	27	10
Depreciation	144	142
Equipment	2,516	2,471
Energy costs	1,664	1,511
Contract services	3,193	3,054
Rent/leasing charges	792	542
Repairs and maintenance	2,139	4,040
Other expenses	208	223
	<u>12,930</u>	<u>14,128</u>

NOTE A5 - OPERATING STATEMENT

Student and Other Services Activity

	2009	2008
	\$000	\$000
Salaries, wages, overtime and allowances	1,060	984
Superannuation	85	81
Payroll tax	52	49
Other salary related costs	16	13
Consumables	113	103
Depreciation	79	75
Other expenses	2,443	2,277
	<u>3,848</u>	<u>3,582</u>



Financial Statements



NMIT forges mutually beneficial partnerships with and between community, governments, industry, professions and other education providers.

Photograph: Heidelberg Technical Education Centre

Fees and Charges Statement

Compulsory Non-Academic Fees and Charges Statement as at 31 December, 2009

	2009	2008
	\$	\$
Income		
Compulsory Non- Academic Fees	1,006,743	980,571
Total Income	<u>1,006,743</u>	<u>980,571</u>
Expenditure		
Salaries		
Salaries	798,450	704,605
Salary Oncosts	113,868	106,533
Total Salary Expenditure	<u>912,318</u>	<u>811,138</u>
Non Salaries		
Consumables	8,833	9,038
Subscriptions	628	998
Telephone	2,676	3,009
EDP Equipment Purchases	3,426	1,165
Equipment Purchases	10,127	25,996
Furniture and Fittings	17,219	17,515
Equipment Lease	432	432
Security Services	7,560	0
Travel	874	1,040
Citylink Payments	76	31
Equipment Repairs	0	93
Diaries and Advertising	42,505	61,713
Staff Development	3,647	2,812
Advertising - Recruitment	5,207	36
Software Licences	0	174
Orientation/Recreational Activities	34,361	45,725
Building Repairs and Maintenance	783	855
Uniforms	785	0
Hospitality	0	350
Occupancy Costs	2,020	0
Total Non Salary Expenditure	<u>141,159</u>	<u>170,982</u>
Total Expenditure	<u>1,053,477</u>	<u>982,120</u>
Operating Result for the year	(46,734)	(1,549)
Accumulated Surplus 1 January	115,409	116,958
Accumulated Surplus/(Deficit)	<u>68,675</u>	<u>115,409</u>

Leigh Pike

Leigh Pike
 Chief Finance Officer
 DATE: 2/2/2010

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Northern Melbourne Institute of Technical and Further Education

The Financial Report

The accompanying financial report for the year ended 31 December 2009 of the Northern Melbourne Institute of Technical and Further Education which comprises the comprehensive operating statement, statement of financial position, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the declaration by president of the board, chief executive officer and chief finance and accounting officer has been audited.

The Board Members' Responsibility for the Financial Report

The Board Members of the Northern Melbourne Institute of Technical and Further Education are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

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

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

Auditing in the Public Interest

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion, the statement of performance of the Northern Melbourne Institute of Technical and Further Education in respect of the 31 December 2009 financial year presents fairly, in all material respects, and in accordance with the *Financial Management Act 1994*.

MELBOURNE
15 March 2010


Dr Peter Frost
Acting Auditor-General

Institute Declaration

Northern Melbourne Institute of Technical and Further Education

Financial Report for Year Ended 31 December 2009

Declaration By
President of the Board,
Chief Executive Officer
and Chief Finance Officer

We certify that the attached financial report for the Northern Melbourne Institute of TAFE has been prepared in accordance with Standing Direction 4.2 of the Financial Management Act 1994, applicable Financial Reporting Directions issued under that legislation, Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, statement of financial position, statement of changes in equity, cash flow statement and notes to and forming part of the financial report, presents fairly the financial transactions during the year ended 31 December 2009 and financial position of the Institute as at 31 December 2009.

At the date of signing this financial report, we are not aware of any circumstance that would render any particulars included in the financial report to be misleading or inaccurate. There are reasonable grounds to believe that the Institute will be able to pay its debts as and when they become due and payable.

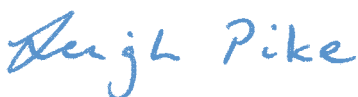
The President of the Board, the Chief Executive Officer and the Chief Finance Officer sign this declaration as delegates of, and in accordance with a resolution of the Board of Northern Melbourne Institute of TAFE.



Andrew Giddy
President of the Board
DATE: 2/3/2010
Place: Preston, Victoria



Brian MacDonald
Chief Executive Officer
DATE: 2/3/2010
Place: Preston, Victoria



Leigh Pike
Chief Finance Officer
DATE: 2/3/2010
Place: Preston, Victoria

Operating Statement

Comprehensive Operating Statement for the year ended 31 December 2009

	Note	2009 \$000	2008 \$000
Continuing Operations			
Income from transactions			
Revenues from continuing operations			
- Government contributions - operating	2.1	73,691	70,099
- Government contributions - capital	2.2	16,248	5,178
- Fee for service	2.3	46,381	37,180
- Student fees and charges	2.5	6,196	5,835
- Sale of goods	2.6	2,964	2,723
- Other income	2.4	3,668	4,544
Total Income from transactions		<u>149,148</u>	<u>125,559</u>
Expenses from transactions			
Employee benefits	3.1	86,418	78,167
Finance costs	3.3	0	57
Other expenses	3.4	33,253	33,916
Depreciation and amortisation	3.2, 9	5,478	5,187
Expenditure using Government contributions - capital	3.5	1,298	1,387
Total expenses from transactions		<u>126,447</u>	<u>118,714</u>
Net result from transactions		<u>22,701</u>	<u>6,845</u>
Other Economic flows included in net result			
Loss on disposal of non-current assets	9	(113)	(217)
Other		(27)	(186)
Comprehensive result		<u>22,561</u>	<u>6,442</u>

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

Financial Position

Statement of Financial Position as at 31 December 2009

	Note	2009 \$000	2008 \$000
ASSETS			
Financial Assets			
Cash and cash equivalents	1.4, 4, 22	42,043	37,235
Trade and other receivables	5, 22	7,638	4,035
Other financial assets	7, 22	0	301
Other assets	8	1,041	1,068
Total Financial Assets		50,722	42,639
Non-Financial Assets			
Property, plant and equipment	9	225,788	207,622
Inventories	6	1,188	1,407
Biological assets - Livestock	10	79	71
Biological assets - Bloodstock and Vineyard	10	4,532	4,038
Total Non-Financial Assets		231,587	213,138
TOTAL ASSETS		282,309	255,777
LIABILITIES			
Current Liabilities			
Payables	11, 22	15,052	12,210
Interest bearing liabilities	12, 22	105	95
Employee benefits	13	13,220	11,971
Total Current Liabilities		28,377	24,276
Non-Current Liabilities			
Interest bearing liabilities	12, 22	34	140
Employee benefits	13	938	962
Total Non-Current Liabilities		972	1,102
TOTAL LIABILITIES		29,349	25,378
NET ASSETS		252,960	230,399
EQUITY			
Reserves	14	155,692	155,692
Contributed capital	14	31,681	31,681
Accumulated surplus	14	65,587	43,026
TOTAL EQUITY		252,960	230,399
Commitments	17	14,533	21,377

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

Changes in Equity

Statement of Changes in Equity for the year ended 31 December 2009

	Note	2009 \$000	2008 \$000
Accumulated surplus/(deficit)	14		
Accumulated surplus/(deficit) at the beginning of the year		43,026	36,584
Comprehensive result for the year		22,561	6,442
Adjustment due to change in accounting policy		0	0
Accumulated surplus/(deficit) at the end of the year		<u>65,587</u>	<u>43,026</u>
Contributions by owners			
Contributions by owners at the beginning of the year		31,681	31,681
Contributed capital		0	0
Withdrawal of equity		0	0
Contributions by owners at the end of the year		<u>31,681</u>	<u>31,681</u>
Asset Revaluation Reserve			
Land		69,979	69,979
Buildings		85,713	85,713
Total Asset Revaluation Reserve at the end of the year		<u>155,692</u>	<u>155,692</u>
Total equity at the end of the year		<u>252,960</u>	<u>230,399</u>

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

Cash Flow Statement

Cash Flow Statement for the year ended 31 December 2009

	Note	2009 \$000	2008 \$000
Cash Flows from Operating Activities			
Receipts			
User fees and charges received (inclusive of GST)		39,332	44,986
Interest received		1,469	2,915
Goods and Services Tax recovered from the ATO		1,208	1,025
Other receipts		176	161
Payments			
Payments to employees		(85,435)	(78,960)
Payments to suppliers (inclusive of GST)		(32,099)	(38,659)
Finance costs	3.3	0	(57)
Goods and Services Tax paid to the ATO			
Other payments		(548)	(568)
Cash flows from government			
Government contributions - operating (including Govt FFS)	2.1, 2.3	88,794	79,534
Government contributions - capital	2.2	16,248	5,178
Net cash provided by operating activities	15	29,145	15,555
Cash Flows from Investing Activities			
Payments for property, plant and equipment	9	(24,100)	(6,480)
Payments for biological assets	10	(485)	(975)
Proceeds from sale of property, plant and equipment	9	343	239
Net Cash used in investing activities		(24,242)	(7,216)
Cash Flows from Financing Activities			
Repayment of finance leases		(95)	(88)
Net Cash used in financing activities		(95)	(88)
Net increase (decrease) in cash and cash equivalents held		4,808	8,251
Cash and cash equivalents at the beginning of the financial year		37,235	28,984
Cash and cash equivalents at the end of the financial year	4	42,043	37,235

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

Notes to and Forming Part of the Financial Statements for Year Ended 31 December, 2009

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Statement of compliance

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, in accordance with the *Financial Management Act 1994* and relevant Financial Reporting Directions (FRDs) issued by the Department of Treasury and Finance.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

1.1 BASIS OF PREPARATION

1.1.1 Reporting basis and conventions

The financial report has been prepared on an accruals basis and is based on historical cost, except for the revaluation of certain non-current assets and financial instruments. Cost is based on the fair values of the consideration given in exchange for assets.

The financial statements and notes of Northern Melbourne Institute of TAFE comply with Australian Accounting Standards, some of which contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements.

1.1.2 Critical accounting estimates and judgments

In the application of AASs, management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

1.1.3 Estimates

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

1.1.4 Judgements

Judgments made by management that have significant effects on the financial statements and estimates with a significant risk of material adjustments in the next year are disclosed throughout the notes in the financial statements.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 31 December 2009 and the comparative information presented for the year ended 31 December 2008.

1.2 SCOPE AND PRESENTATION OF FINANCIAL STATEMENTS

In keeping with AASB 101 (September 2007) this complete set of financial statements includes the following changes:

- (a) the notion of:
 - 'a complete set of financial statements' rather than using 'financial report';
 - 'changes in equity' rather than 'movements in equity'; and
 - 'transactions with owners in their capacity as owners' rather than 'transactions with owners as owners'.
- (b) references to equity holders as owner.

1.2.1 Comprehensive operating statement

The comprehensive operating statement includes items previously included in the statement of changes in equity.

Income and expenses in the comprehensive operating statement are separated into either 'transactions' or 'other economic flows'.

1.2.2 Statement of financial position

Items of assets and liabilities in the statement of financial position are:

- ranked in liquidity order;
- aggregated into financial and non-financial assets;
- classified according to GFS terminology, but retain measurement and disclosure rules under existing accounting standards applicable to the Department; and
- current versus non-current assets and liabilities are disclosed in the notes where relevant.

1.2.3 The Statement of changes in equity

The statement of changes in equity presents reconciliations of each non-owner and owner equity opening balance at the beginning of the year to the closing balance at the end of the year, showing separately movements due to amounts recognised in equity related to transactions with owners in their capacity as owners.

1.2.4 Cash flow statement

The cash flow statement classifies flows by operating, investing and financing activities in accordance with AASB 107 Cash Flow Statements.

1.3 REPORTING ENTITY AND PRINCIPLES OF CONSOLIDATION

1.3.1 The financial statements include all the activities of NMIT. NMIT has one controlled entity, NMIT International Limited, which is dormant and has never traded, therefore consolidation is not warranted.

1.4 CASH AND CASH EQUIVALENTS

Cash and cash equivalents comprise cash on hand and cash at bank, deposits at call and highly liquid investments which are readily convertible to known amounts of cash and are subject to insignificant risk of change in value. For the purpose of the cash flow statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of bank overdrafts. At the reporting date there are no bank overdrafts (2008 - nil).

1.5 RECEIVABLES

Receivables consist predominantly of debtors in relation to goods and services, accrued investment income and GST input tax recoverable. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective rate of interest method, less any accumulated impairment. A provision for doubtful debts is made when there is objective evidence that the debts will not be collected. Bad debts are written off when identified.

1.6 INVENTORIES

Inventories include goods held either for sale or for distribution at nominal cost in the ordinary course of business operations. Inventories held for sale are measured at the lower of cost and net realisable value. Inventories held for distribution are measured at the lower of cost and replacement cost. Cost is measured on the basis of weighted average cost.

Inventories acquired at no cost, or nominal consideration are measured at current replacement cost as at the date of acquisition.

1.7 FINANCIAL INSTRUMENTS

Recognition and initial measurement

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. Trade date accounting (the date on which NMIT commits to purchase or sell the asset) is adopted for financial assets that are delivered within timeframes established by marketplace convention.

Financial instruments are initially measured at fair value plus transactions costs where the instrument is not classified as at fair value through profit or loss. Transaction costs related to instruments classified as at fair value through profit or loss are expensed to profit or loss immediately.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in profit or loss.

Financial instruments are classified and measured as set out below.

Classification and subsequent measurement

(i) Loans and receivables

Trade receivables, loans and other receivables are recorded at amortised cost, using the effective interest method, less impairment. The effective interest method is a method of calculating the amortised cost of a financial asset and allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

(ii) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either designated as such or that are not classified in any of the other categories. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

(iii) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost using the effective interest rate method.

Derivative instruments

Derivative instruments are measured at fair value. Gains and losses arising from changes in value are taken to the comprehensive operating statement unless they are designated as hedges.

Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

Impairment

At each reporting date, the group assesses whether there is objective evidence that a financial instrument or group of financial instruments has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the comprehensive operating statement.

1.8 FOREIGN CURRENCY TRANSACTIONS

All foreign currency transactions during the financial year are brought to account using the exchange rate in effect at the date of the transaction. Foreign monetary items at reporting date are translated at the exchange rate existing at reporting date.

1.8.1 Functional and presentation currency

The functional currency of NMIT is the Australian dollar, which has also been identified as the present currency of NMIT.

1.8.2 Exchange differences

Foreign currency transactions are translated into functional currency using the exchange rates prevailing at the date of the transaction. Foreign currency monetary items are translated at the year-end exchange rate.

Exchange differences arising on the translation of monetary items are recognised in the comprehensive operating statement.

Exchange differences arising on translation of foreign operations are transferred directly to NMIT's foreign currency translation reserve in the statement of financial position. These differences are recognised in the comprehensive operating statement in the period in which the operation is disposed.

1.9 NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE

Non-current assets are classified as held for sale and measured at the lower of their carrying amount and fair value less costs to sell if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. The condition is regarded as met only when the sale is highly probable and is expected to be completed within one year from the date of classification and the asset is available for immediate sale in its present condition.

Non-current assets classified as held for sale are not subject to depreciation.

1.10 PROPERTY, PLANT AND EQUIPMENT

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Property

Freehold land and buildings are shown initially at cost, then subsequently at their fair value.

Crown land is measured at fair value with regard to its highest and best use after due consideration is made for any legal or constructive restrictions imposed on the land, public announcements or commitments made in relation to the intended use of the land. Theoretical opportunities that may be available in relation to the asset are not taken into account until it is virtually certain that the restrictions will no longer apply.

Plant and equipment

Plant and equipment and motor vehicles are measured at fair value in accordance with FRD103D.

The carrying amount of plant and equipment is reviewed annually by NMIT to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

The cost of fixed assets constructed within NMIT includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to NMIT and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the comprehensive operating statement during the financial period in which they are incurred.

Construction contracts and work in progress

The cost of non-current assets constructed by NMIT includes the cost of all materials used in construction, direct labour on the project, and an appropriate proportion of variable and fixed overheads.

Library collections

Library collections are measured at fair value in accordance with FRD103D.

Restrictive nature of cultural and heritage assets, Crown land and infrastructures

During the reporting period, NMIT may hold cultural assets, heritage assets, Crown land and infrastructures.

Such assets are deemed worthy of preservation because of the social rather than financial benefits they provide to the community. The nature of these assets means that there are certain limitations and restrictions imposed on their use and/or disposal.

1.11 REVALUATION OF NON-CURRENT PHYSICAL ASSETS

1.11.1 Non-current physical assets measured at fair value are revalued in accordance with FRD 103D. This revaluation process normally occurs every five years based on the assets Government purposes classification. Revaluation increments or decrements arise from differences between an asset's carrying value, and fair value.

Revaluation increments are credited directly to equity in the revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the net result, the increment is recognised as revenue in determining the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except to the extent that a credit balance exists in the revaluation reserve in respect of the same class of assets, they are debited to the revaluation reserve.

Revaluation increases and revaluation decreases relating to individual assets within a class of property, plant and equipment are offset against one another within that class but are not offset in respect of assets in different classes. Revaluation reserves are not transferred to accumulated funds on derecognition of the relevant asset.

1.12 BIOLOGICAL ASSETS

1.12.1 Bloodstock

Bloodstock used for breeding purposes is measured at fair value based on self assessment conducted in 2009.

Animals are identified as immature assets (natural increase) and mature assets (transformed and marketable) and classified as consumable (transformed and marketable) or bearer (used for breeding). A distinction is also made between current and non-current biological assets.

1.12.2 Vineyard

Land under vine is measured at fair value and stated at valuations conducted at 31 December 2007 by Charter Keck Cramer; and assessed against indexation annually based on Valuer General indexation movements for subsequent years.

Vines are measured at fair value and identified as immature (non grape producing) and mature assets (grape producing).

Grapes harvested are measured at fair value based on tonnes produced.

1.13 IMPAIRMENT OF ASSETS

Assets are assessed annually for indications of impairment.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off by a charge to the comprehensive operating statement, except to the extent that the write down can be debited to an asset revaluation reserve amount applicable to that class of asset.

The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell. It is deemed that, in the event of the loss of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to the contrary has been made.

1.14 PAYABLES

Payables consist predominantly of creditors and revenues in advance for the forthcoming financial year (see note 11).

Payables are initially recognised at fair value, then subsequently carried at amortised cost and represent liabilities for goods and services provided to NMIT prior to the end of the financial year that are unpaid, and arise when NMIT becomes obliged to make future payments in respect of the purchase of goods and services.

1.15 INTEREST BEARING LIABILITIES

1.15.1 Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred.

Interest bearing liabilities are subsequently measured at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in the comprehensive operating statement over the period of the interest bearing liabilities using the effective interest method.

1.15.2 Finance costs

Finance costs are recognised as expenses in the period in which they are incurred.

Finance costs include amortisation of ancillary costs incurred in connection with the arrangement of finance lease charges.

1.16 EMPLOYEE BENEFITS

The calculation of employee benefits includes all relevant on-costs and are calculated as follows at reporting date.

1.16.1 Salaries and wages, annual leave, long service leave and sick leave

Liabilities for salaries and wages, including non-monetary benefits, annual leave and accumulated sick leave expected to be settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

1.16.2 Long Service Leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL representing (7 years service) is disclosed as a current liability even when NMIT does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

present value - component that is not expected to be settled within 12 months

nominal value - component that is expected to be settled within 12 months

Non-current Liability - conditional LSL representing less than (7 years service) is disclosed as a non - current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

The non - current LSL liability is measured at present value.

An award change relating to LSL employee entitlements occurred in 2009, whereby the entitlement period has decreased from 10 years to 7 years service (pro-rata).

1.16.3 Employee Benefits Expense

Employee benefits expense includes all costs related to employment, including wages and salaries, leave entitlements, redundancy payments and superannuation contributions. These are recognised when incurred, except for contributions in respect of defined benefits plans.

1.16.4 Employee benefits on-costs

Employee benefits on-costs (payroll tax, workers compensation, superannuation, annual leave and long service leave accrued while on LSL taken in service) are recognised and included with employee benefits.

1.16.5 Termination Benefits

Termination benefits are paid in accordance with employee enterprise bargaining agreement.

1.16.6 Performance Payments

Performance payments for TAFE Executive Officers are based on a percentage of the annual salary package provided under the contract of employment. A liability is provided for under the term of the contracts at reporting date and paid out in the next financial year. Other performance payments provided for under contracts of employment are recognised as a current liability.

1.16.7 Superannuation

Defined contribution plan

Contributions to defined contribution plans are expensed when incurred.

Defined benefit plans

The amount charged to the comprehensive operating statement in respect of superannuation represents the contributions made by NMIT to the superannuation plans in respect of current services of current Institute staff. Superannuation contributions are made to the plans based on the relevant rules of each plan.

NMIT does not recognise any deferred liability in respect of the plans because NMIT has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation contributions as and when they fall due. The Department of Treasury and Finance recognises and discloses the State's defined benefit liabilities in its financial report.

1.17 PROVISIONS

Provisions for legal claims and service warranties are recognised when there is a present legal or constructive obligation, where as a result of past events, it is more likely than not that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

1.18 LEASES

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Leasehold improvements are capitalised and amortised over the term of the lease. There were no capital improvements to leasehold land and buildings during the year.

1.18.1 Institute as lessor

Rental income from operating leases is recognised on a straight-line basis over the term of the relevant lease.

1.18.2 Institute as lessee

Finance leases are recognised as assets and liabilities at amounts equal to the fair value or, if lower, at the present value of the minimum lease payments, each determined at the inception of the lease. The lease asset is depreciated over the shorter of the estimated useful life of the asset or the term of the lease. Minimum lease payments are allocated between the principal component of the lease liability and the interest expense calculated using the interest rate implicit in the lease, and charged directly to the comprehensive operating statement. Contingent rentals associated with finance leases are recognised as an expense in the period in which they are incurred. The corresponding liability to the lessor is included in the statement of financial position as a finance lease obligation.

Operating lease payments including any contingent rentals are recognised as an expense in the comprehensive operating statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

1.19 DEPRECIATION AND AMORTISATION

1.19.1 Depreciation

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding land. Depreciation is generally calculated on a straight-line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value. Leasehold improvements are depreciated over the period of the lease or estimated useful life, whichever is the shorter, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period.

All library acquisitions are brought to account and depreciated over a five year period.

Depreciation methods and rates used for each class of depreciable assets are:

Class of asset	Method	Rate/Rates
Buildings	Straight line	2% to 4%
Major components - buildings	Straight line	5% to 10%
Plant and equipment	Straight line	6.67% to 50%
Motor vehicles	Straight line	10% to 20%
Library collections	Straight line	20%

The assets' residual values and useful lives are reviewed and adjusted if appropriate on an annual basis. There has been no substantial change in the methodology and rates for 2009.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the comprehensive operating statement. When revalued assets are sold, the amounts included in the revaluation reserve relating to that asset are not transferred to accumulated surplus.

1.19.2 Amortisation

Additions to leasehold buildings are amortised over the term of the lease (20 years).

Finance leases - the discounted minimum lease payments are amortised over the term of the lease (4 years).

1.20 RESOURCES PROVIDED AND RECEIVED FREE OF CHARGE OR FOR NOMINAL CONSIDERATION

Contributions of resources and resources provided free of charge or for nominal consideration are recognised at fair value. Contributions in the form of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not donated.

1.21 GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable from the taxation authority, in which case it is recognised as part of the cost of acquisition of an asset or part of an item of expense. The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Receivables and payables (Debtors and Creditors) are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the statement of financial position.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

1.22 REVENUE RECOGNITION

1.22.1 Government contribution

Government contributions are recognised as revenue in the period when NMIT gains control of the contributions. Control is recognised upon receipt or notification by relevant authorities of the right to receive a contribution for the current period.

1.22.2 Fee for Service

Fee for service revenue is recognised by reference to the percentage completion of each contract, i.e. in the reporting period in which the services are rendered. Where fee for service revenue of a reciprocal nature has been clearly received in respect of programs or services to be delivered in the following year, such amounts are disclosed as Revenue in Advance.

1.22.3 Student fees and charges

Student fees and charges revenue is recognised by reference to the percentage of services provided where student fees and charges revenue has been clearly received in respect of courses or programs to be delivered in the following year. Any non-refundable portion of the fees is treated as revenue in the year of receipt and the balance as Revenue in Advance.

1.22.4 Revenue from sale of goods

Revenue from sale of goods is recognised by NMIT when:

- (a) the significant risks and rewards of ownership of the goods have transferred to the buyer;
- (b) the Institute retains neither continuing management involvement to the degree usually associated with ownership nor effective control over the goods sold;
- (c) the amount of revenue can be reliably measured;
- (d) it is probable that the economic benefits associated with the transaction will flow to the Institute and;
- (e) the costs incurred or to be incurred in respect of the transaction can be measured reliably.

1.22.5 Investment Income

Investment income from cash, short-term deposits and investments is brought to account on a proportional basis taking into account interest rates applicable to the financial assets.

1.22.6 Assets received free of charge

Assets received free of charge are recognised as revenue when NMIT gains control of them. The benefits derived from these assets are recorded at their fair value in the financial statements.

1.22.7 Gain/loss on disposal of property, plant and equipment

Any gain or loss on disposal is recognised at the date control of the asset is passed to the buyer and is determined after deducting from the proceeds the carrying value of the asset at the time.

1.22.8 Rental income

Rental income is recognised on a time proportional basis and is brought to account when NMIT's right to receive the rental is established.

1.23 CONTRIBUTED CAPITAL

Funding that is in the nature of contributions by the State government is treated as contributed capital when designated in accordance with UIG Interpretation 1038 Contribution by Owners Made to Wholly-Owned Public Sector Entities. Commonwealth capital funds are not affected and are treated as income.

Funds generated by NMIT for capital purposes are not "Contributions by the Owner" and are treated as income.

1.24 MATERIALITY

In accordance with Accounting Standard AASB1031 'Materiality', accounting policies need only be identified in the summary of accounting policies where they are considered 'material'. Accounting policies will be considered material if their omission, misstatement or non-disclosure has the potential, individually or collectively, to:

- (a) influence the economic decisions of users taken on the basis of the financial report; and
- (b) affect the discharge of accountability by the management or governing body of NMIT.

1.25 ROUNDING OF AMOUNTS

Amounts in the financial report have been rounded to the nearest thousand dollars, unless otherwise stated.

1.26 COMPARATIVE INFORMATION

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

1.27 COMMITMENTS

Commitments include those operating, capital and other outsourcing commitments arising from non - cancellable contractual or statutory sources and are disclosed at their nominal value.

1.28 CONTINGENT ASSETS and CONTINGENT LIABILITIES

Contingent assets and liabilities are not recognised in the statement of financial position, but are disclosed by way of a note (refer note 19) and, if quantifiable, are measured at nominal value.

1.29 CHANGE IN ACCOUNTING POLICY FOR NON-CURRENT PHYSICAL ASSETS (FRD103D)

In accordance with Victorian Government Financial Reporting Direction 103D 'Non-Current Physical Assets', NMIT measures non-current physical assets at fair value from 1 January 2009. Previously these assets were measured at cost. This change in accounting policy is required to ensure that Victoria's Whole of Government financial report, to which NMIT is consolidated into, complies with the requirements of AASB 1049 Whole of Government and General Government Sector Financial Reporting. As this change is the initial application of a policy to revalue assets in accordance with AASB 116 Property, Plant and Equipment the change is treated as a revaluation in the current year.

1.30 NEW ACCOUNTING STANDARDS AND INTERPRETATIONS

The following Australian Accounting Standards issued or amended which are applicable to the institute but are not yet effective and have not been adopted in preparation of the financial statements at reporting date.

Amending Pronouncements and Errata		Standards Affected		Outline of Amendment	Application date of Standard	Impact on financial statements
2009-4	Amendments to Australian Accounting Standards arising from the Annual Improvements Project	AASB 138	Intangible Assets	Additional consequential amendments arising from revised AASB 3 Measuring the fair value of an intangible asset acquired in a business combination		Not Applicable
2009-5	Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project	AASB 5	Non-current Assets Held for Sale and Discontinued Operations	Disclosure of non-current assets (or disposal groups) classified as held for sale or discontinued operations	1/01/2010	Impact expected to be insignificant
		AASB 8	Operating Segments	Disclosure of information about segment assets		
		AASB 101	Presentation of Financial Statements	Current/non-current classification of convertible instruments		
		AASB 107	Statement of Cash Flows	Classification of expenditures on unrecognised assets		
		AASB 117	Leases	Classification of leases of land and buildings		
		AASB 118	Revenue	Determining whether an entity is acting as a principal or as an agent		
		AASB 136	Impairment of Assets	Unit of accounting for goodwill impairment test		
		AASB 139	Financial Instruments: Recognition and Measurement	Treating loan prepayment penalties as closely related embedded derivatives; Scope of exemption for business combination contracts; and Cash flow hedge accounting.		

Amending Pronouncements and Errata		Standards Affected		Outline of Amendment	Application date of Standard	Impact on financial statements
2009-7	Amendments to Australian Accounting Standards	AASB 107 AASB 136 AASB 139	Statement of Cash Flows Impairment of Assets Financial Instruments: Recognition and Measurement	Amendments reflect changes made by the IASB to its pronouncements. Amendments reflect changes made by the IASB to its pronouncements. Amending errors that occurred in AASB 2008-12 and AASB 2008-13.		Impact expected to be insignificant
2009-9	Amendments to Australian Accounting Standards - Additional Exemptions for First-time Adopters	AASB 1	First-time Adoption of Australian Accounting Standards	The amendments address the retrospective application of Australian Accounting Standards to ensure that entities applying Australian Accounting Standards for the first time will not face undue cost or effort in the transition process in particular situations.	1/01/2010	Not applicable
2009-10	Amendments to Australian Accounting Standards - Classification of Rights Issues	AASB 132	Financial Instruments: Presentation	The amendments clarify that rights, options or warrants to acquire a fixed number of an entity's own equity instruments for a fixed amount in any currency are equity instruments if the entity offers the rights, options or warrants pro rata to all existing owners of the same class of its own non-derivative equity instruments.	1/02/2010	Not applicable

NOTE 2 - INCOME FROM TRANSACTIONS

	2009	2008
	\$000	\$000

Note 2.1 - GOVERNMENT CONTRIBUTIONS - OPERATING

State current specific funded programs	51,938	45,549
Commonwealth current specific funded programs	21,746	23,978
Other contributions	7	572
	<u>73,691</u>	<u>70,099</u>

Note 2.2 - GOVERNMENT CONTRIBUTIONS - CAPITAL

Commonwealth capital	8,009	1,727
State capital	8,239	3,451
	<u>16,248</u>	<u>5,178</u>

Note 2.3 - FEE FOR SERVICE

Fee for service - Government	15,104	9,435
Fee for service - International operations	20,524	17,545
Fee for service - Other	10,753	10,200
	<u>46,381</u>	<u>37,180</u>

Note 2.4 - OTHER INCOME

Donations and contributions	176	161
Investment income	1,542	2,820
Rent	75	72
Other	1,875	1,491
	<u>3,668</u>	<u>4,544</u>

Note 2.5 - STUDENT FEES AND CHARGES

Student fees and charges	6,196	5,835
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Note 2.6 - SALE OF GOODS

Sale of goods	2,964	2,723
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Total revenue from continuing activities	<u>149,148</u>	<u>125,559</u>
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NOTE 3 - EXPENSES FROM TRANSACTIONS

	Note	2009 \$000	2008 \$000
Note 3.1 - EMPLOYEE BENEFITS			
Salaries, wages, overtime and allowances		74,486	67,823
Superannuation		5,960	5,555
Payroll tax		3,656	3,400
Movement in provision for long service leave		821	(273)
Movement in provision for annual leave		382	174
Other salary related costs		1,113	1,488
Total employee benefits		86,418	78,167
Note 3.2 - DEPRECIATION AND AMORTISATION			
Depreciation	1.19.1		
Buildings		2,841	2,818
Plant and equipment		1,761	1,618
Motor vehicles		402	328
Library collections		160	157
		<u>5,164</u>	<u>4,921</u>
Amortisation	1.19.2		
Leasehold improvements		24	24
Plant and equipment under finance leases		290	242
		<u>314</u>	<u>266</u>
Total Depreciation and Amortisation		<u>5,478</u>	<u>5,187</u>
Note 3.3 - FINANCE COSTS			
Finance lease costs		0	57
Total interest expense		<u>0</u>	<u>57</u>

NOTE 3 - EXPENSES FROM TRANSACTIONS (cont.)

	Note	2009	2008
		\$000	\$000
Note 3.4 - OTHER EXPENSES			
Auditors' remuneration	18	138	106
Communication expenses		951	754
Consumables		5,960	5,363
Contract and other services		3,193	3,054
Cost of sale of goods including ancillary trading		2,267	2,087
Equipment (below capitalisation threshold - non Government contribution)		1,583	1,392
Fees and charges		3,018	3,340
Foreign currency translation losses		32	118
Grants and subsidies		64	72
Promotional expenses		1,536	1,317
Rent/leasing charges		792	485
Building repairs and maintenance		2,139	4,040
Staff development		851	1,001
Travel and motor vehicle expenses		1,733	1,753
Utilities		1,664	1,511
Other expenses		7,332	7,523
Total other expenses		<u>33,253</u>	<u>33,916</u>
Total expenses from transactions		<u>125,149</u>	<u>117,327</u>

Note 3.5 - GOVERNMENT CONTRIBUTIONS EXPENDITURE

Plant and equipment		933	1,079
Other		365	308
Total expenses using Government contributions - capital		<u>1,298</u>	<u>1,387</u>

NOTE 4 - CASH AND CASH EQUIVALENTS

	Note	2009 \$000	2008 \$000
Cash at bank and on hand	1.4,22	1,627	1,913
Deposits at call		40,416	35,322
Total cash and cash equivalents		42,043	37,235

(a) The above figures are reconciled to cash at the end of the financial year as shown in the cash flow statement as follows:

Balances as above	42,043	37,235
Balance as per cash flow statement	42,043	37,235

- (b) Refer to Note 22.1 for information on cash at bank and on hand.
- (c) Refer to Note 22.1 for information on the effective interest rate on short term deposits at call. These deposits have an average maturity of 45 days.
- (d) Refer to Note 17 for capital and other significant operating commitments that will effect cash and cash equivalents balance in 2010.

NOTE 5 - RECEIVABLES

	Note	2009 \$000	2008 \$000
(a) Current Receivables	1.5,22		
Contractual			
Trade receivables		3,354	2,264
Allowance for doubtful debts		(62)	(24)
Revenue receivable		3,614	1,408
Statutory			
GST receivable from ATO		732	387
		<u>7,638</u>	<u>4,035</u>
(b) Movement in the provision for doubtful contractual receivables			
Balance at the beginning of the year		24	42
Reversal of unused provision recognised in the net result		0	0
Increase/(Decrease) in provision recognised in the net result		38	(18)
Reversal of provision for receivables written off during the year as uncollectible		0	0
Balance at the end of the year		<u>62</u>	<u>24</u>
(c) Trade Receivables Ageing Analysis			
Less than 30 days		2,534	751
Greater than 30 days, less than 60 days		363	867
Greater than 60 days, less than 90 days		199	142
Greater than 90 days		258	504
		<u>3,354</u>	<u>2,264</u>

(d) Nature and Risk arising from Contractual receivables

A provision for doubtful debts has been recognised.

The trade receivables remaining are expected to be paid in 2010.

NOTE 6 - INVENTORIES

	Note	2009 \$000	2008 \$000
Current	1.6		
Supplies and consumables - at cost			
Printroom supplies		14	13
Hairdressing and beauty products		27	60
Hospitality supplies		40	42
Inventories held for sale - at the lower of cost and the net realisable value			
Nursery		44	59
Wine stock		939	1,108
Bookshop stock		124	125
		<u>1,188</u>	<u>1,407</u>

NOTE 7 - OTHER FINANCIAL ASSETS

	Note	2009 \$000	2008 \$000
	1.7,22		
Available for sale financial assets			
Unlisted shares			
International Training Australia Pty Ltd (ITA)		0	1
English International Pty Ltd (EI)		0	200
International Education Network Pty Ltd (IEN)		0	100
		<u>0</u>	<u>301</u>

NOTE 8 - OTHER ASSETS

	2009 \$000	2008 \$000
Current		
Prepayments	1,041	1,068
	<u>1,041</u>	<u>1,068</u>

NOTE 9 - NON-CURRENT ASSETS: PROPERTY, PLANT AND EQUIPMENT

	Note	2009	2008
	1.10	\$000	\$000
Land			
At Fair Value 31 December, 2007		64,546	64,546
		64,546	64,546
Buildings			
At Cost		2,247	2,247
Accumulated Depreciation		(67)	(22)
Plant and Major Building Components at Cost		2,183	2,078
Accumulated Depreciation		(628)	(476)
Buildings at Valuation 31 December, 2007		128,885	128,885
Accumulated Depreciation		(5,256)	(2,628)
		127,364	130,084
Leasehold Improvements			
At Cost		0	479
At Fair Value		479	0
Accumulated Amortisation		(144)	(120)
		335	359
Work in Progress			
At Cost		23,328	1,968
Plant and Equipment			
At Cost		0	16,707
At Fair Value		17,381	0
Accumulated Depreciation		(9,366)	(8,556)
Net Plant and Equipment		8,015	8,151
Leased Plant and Equipment			
At Cost		0	1,739
At Fair Value		1,739	0
Accumulated Amortisation		(1,416)	(1,126)
Net Leased Plant and Equipment		323	613
Motor Vehicles			
At Cost		0	2,756
At Fair Value		2,900	0
Accumulated Depreciation		(1,416)	(1,249)
Net Motor Vehicles		1,484	1,507
Library Collections			
At Cost		0	3,902
At Fair Value		4,062	0
Accumulated Depreciation		(3,669)	(3,508)
Net Library Collections		393	394
Total Property, Plant and Equipment		225,788	207,622

Restrictive Assets

Freehold land and buildings carried at fair value.

NMIT holds \$ 9,336,000 worth of properties listed as heritage assets. These heritage assets cannot be modified or disposed of without Ministerial approval.

Reconciliations

Reconciliations of the carrying amounts of each class of land, buildings, leasehold improvements, plant and equipment, motor vehicles and other classes of assets at the beginning and end of the current financial year are set out below.

	Land	Buildings	Leasehold Improvements	WIP	Plant and Equipment	Leased Plant and Equipment	Motor Vehicle	Other	Total
2009	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount at 1 January	64,546	130,084	359	1,968	8,151	613	1,507	394	207,622
Additions		167		21,360	1,718		696	159	24,100
Disposals		(46)			(92)		(318)		(456)
Transfers									0
Depreciation/ amortisation expense		(2,841)	(24)		(1,761)	(290)	(402)	(160)	(5,478)
Carrying amount at 31 December	64,546	127,364	335	23,328	8,016	323	1,483	393	225,788
2008	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount at 1 January	64,546	130,801	383	568	7,751	855	1,485	396	206,785
Additions		1,679		1,968	2,047		632	155	6,481
Disposals		(147)			(29)		(282)		(458)
Transfers		569		(568)					1
Depreciation/ amortisation expense		(2,818)	(24)		(1,618)	(242)	(328)	(157)	(5,187)
Carrying amount at 31 December	64,546	130,084	359	1,968	8,151	613	1,507	394	207,622

Profit and/or Loss on Sale of Non-current Assets

Proceeds on sale of property, plant and equipment

Less written down value

Net profit/(loss) on disposal

2009
\$000

2008
\$000

343

239

456

456

(113)

(217)

NOTE 10 - BIOLOGICAL ASSETS

10.1 PLANTS

	Note	2009 \$000	2008 \$000
	1.12.2		
Nature			
Vines			
Activities			
Grape production and harvesting vineyard establishment involving design, construction and management of vineyards for educational purposes			
Bearer assets			
Immature assets			
Vine plantings		0	0
Mature assets			
Aged vines		1,032	1,032
Total bearer assets		<u>1,032</u>	<u>1,032</u>
		2009	2008
		<i>Qty</i>	<i>Qty</i>
Quantities			
Ararat (hectares)		29	29
Eden Park (hectares)		8	8
Yarra Glen (hectares)		2	2
Whittlesea (hectares)		1.5	1.5
Total hectares		<u>40.5</u>	<u>40.5</u>
Output			
Tonnes harvested		<u>6.0</u>	<u>64.8</u>
		2009	2008
		\$000	\$000
Fair value of output was determined at current expected market rates			
Wine grape harvest valued at \$1000 per tonne		<u>6</u>	<u>58</u>

The significant decrease in grape harvest for 2009 was caused by severe frost damage.

10.2 ANIMALS

	Note	2009 \$000	2008 \$000
	1.12.1		
Nature			
Bearer assets			
Bloodstock horses, Charolais and Angus bulls			
Mature assets			
Bloodstock horses, riding horses, cattle, sheep, Charolais and Angus bulls			
Activities			
Equine studies, aquaculture studies and agriculture studies			
		2009 \$000	2008 \$000
Consumable assets			
Immature assets			
Value of natural increases and purchases			
Fish fingerlings		8	8
Horses		30	22
Cattle		2	2
		<u>40</u>	<u>32</u>
Mature assets			
Biologically transformed and marketable assets			
Horses		13	14
Cattle		3	2
Sheep		12	12
		<u>28</u>	<u>28</u>
Total consumable assets		<u>68</u>	<u>60</u>
		2009 No.	2008 No.
Quantities			
Fish fingerlings		4,450	4,450
Horses		88	81
Cattle		238	222
Sheep		182	195
Total quantity of consumable assets		<u>4,958</u>	<u>4,948</u>

NOTE 10 - BIOLOGICAL ASSETS

10.2 ANIMALS (cont.)

	2009	2008
	<i>No.</i>	<i>No.</i>
Output		
Natural increase		
Cattle	115	109
Sheep	240	97
Total quantity of output	<u>355</u>	<u>206</u>
	2009	2008
	\$000	\$000
Fair value of output was determined using a nominal amount at birth	<u>3</u>	<u>3</u>
	2009	2008
	\$000	\$000
Bearer assets		
Mature assets		
Mares, stallions, Charolais and Angus bulls	3,512	3,017
Total bearer assets	<u>3,512</u>	<u>3,017</u>
	2009	2008
	<i>No.</i>	<i>No.</i>
Quantities		
Bloodstock horses	61	47
Angus bulls	2	2
Charolais bull	1	1
	<u>64</u>	<u>50</u>
	2009	2008
	<i>No.</i>	<i>No.</i>
Output		
Foals natural increase	<u>38</u>	<u>34</u>
	2009	2008
	\$000	\$000
Fair value of output was determined at cost to produce		
Natural increase	<u>12</u>	<u>10</u>

10.2 ANIMALS (cont.)

Reconciliation of changes in carrying amount of biological assets

	2009	2008
	\$000	\$000
Carrying amount at 1 January 2009		
Mature Assets	1,032	1,032
Current Asset - Livestock	71	51
Non-current Asset - Bloodstock	3,006	2,186
	<u>4,109</u>	<u>3,269</u>
 Increases due to:		
Purchases - Current	8	13
Purchases - Non-current	477	962
Donations - Non-current	55	0
Births - Current	15	13
Births - Non-current	0	0
Decreases attributable to:		
Sales - Current	(11)	(12)
Sales - Non-current	(10)	(135)
Deaths - Current	(4)	(1)
Deaths - Non-current	(27)	0
Other IFRS impairment	0	0
Aged vine devaluation	0	0
Carrying amount at 31 December 2009	<u>4,612</u>	<u>4,109</u>
 Balance as at 31 December 2009 represented by:		
Mature Assets	1,032	1,032
Current Asset - Livestock	79	71
Non-current - Bloodstock	3,501	3,006
Carrying amount at 31 December 2009	<u>4,612</u>	<u>4,109</u>

NOTE 11 - PAYABLES

	Note	2009 \$000	2008 \$000
Current	1.14,22		
Creditors and accruals		8,268	4,190
Revenue in advance		6,784	8,020
		<u>15,052</u>	<u>12,210</u>

NOTE 12 - INTEREST BEARING LIABILITIES

	Note	2009 \$000	2008 \$000
CURRENT	1.15,22		
Secured			
Finance lease liability	16	<u>105</u>	<u>95</u>
		<u>105</u>	<u>95</u>
NON-CURRENT	1.15,22		
Secured			
Finance lease liability	16	<u>34</u>	<u>140</u>
		<u>34</u>	<u>140</u>
Total current and non-current Finance lease liability		<u>139</u>	<u>235</u>

Secured by the assets leased

NOTE 13 - EMPLOYEE BENEFITS

	Note	2009	2008
	1.16	\$000	\$000
Current Provisions expected to be settled within 12 months			
Employee Benefits			
• Annual Leave		3,703	3,320
• Long Service Leave		492	448
• Sick Leave		51	37
• Performance Payments		295	288
		<u>4,541</u>	<u>4,093</u>
Current Provisions expected to be settled after 12 months			
Employee Benefits			
• Long Service Leave		8,679	7,878
		<u>13,220</u>	<u>11,971</u>
Total Current provisions			
Non-current			
Employee Benefits			
• Long Service Leave		938	962
		<u>14,158</u>	<u>12,933</u>
Total Provisions			
		<u>14,158</u>	<u>12,933</u>
(a) Classification of employee benefits as current or non-current			
Current			
All annual leave and long service leave entitlements, representing 7 years of continuous service:			
- Short term employee benefits that fall due within 12 months after the end of the period, measured at nominal value			
- Other long term employee benefits that do not fall due within 12 months after the end of the period, measured at present value			
Non-current			
Long service leave representing less than 7 years of continuous service measured at present value			
(b) Movements in Provisions			
Balance at 1 January		12,933	12,990
Additional provisions raised during the year		1,530	181
Amounts used		(305)	(238)
Balance at 31 December		<u>14,158</u>	<u>12,933</u>

NOTE 14 - EQUITY AND MOVEMENTS IN EQUITY

14.1 Reserves

	2009 \$000	2008 \$000
Composition of Reserves		
Asset revaluation reserve		
Land	69,979	69,979
Buildings	85,713	85,713
	<u>155,692</u>	<u>155,692</u>
Asset Revaluation Reserve - Land		
Balance 1 January	69,979	69,979
Revaluation increment on non-current assets	0	0
Revaluation decrement on non-current assets	0	0
Balance 31 December	<u>69,979</u>	<u>69,979</u>
Asset Revaluation Reserve - Buildings		
Balance 1 January	85,713	85,713
Revaluation increment on non-current assets	0	0
Balance 31 December	<u>85,713</u>	<u>85,713</u>
14.2 Contributed Capital		
Balance 1 January	31,681	31,681
Capital contributions	0	0
Transfer to Government Department	0	0
Balance 31 December	<u>31,681</u>	<u>31,681</u>
14.3 Accumulated Surplus/(deficit)		
Balance 1 January	43,026	36,584
Net result for the year	22,561	6,442
Balance 31 December	<u>65,587</u>	<u>43,026</u>
Total equity	<u>252,960</u>	<u>230,399</u>

NOTE 15 - CASH FLOW INFORMATION

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

	2009	2008
	\$000	\$000
Operating result for the year	22,561	6,442
Depreciation and amortisation of non-current assets	5,478	5,187
Net loss on disposal of non-current assets	113	217
Write-down of inventories	0	147
Change in operating assets and liabilities:		
Decrease (increase) in trade receivables	(3,602)	1,060
Decrease (increase) in inventories	201	226
Decrease (increase) in other assets	328	(416)
Increase (decrease) in payables	2,841	2,749
Increase (decrease) in other provisions	1,225	(57)
Net cash provided by/(used in) operating activities	<u>29,145</u>	<u>15,555</u>

NOTE 16 - LEASES

	Note	2009 \$000	2008 \$000
LEASE COMMITMENTS	12,22		
Finance lease liabilities			
Finance lease commitments are payable as follows:			
Minimum future lease payments			
Not later than one year		111	111
Later than one year but not later than five years		34	145
Later than five years		0	0
Minimum future lease payment		<u>145</u>	<u>256</u>
Less: Future interest charge provided for in the accounts		<u>6</u>	<u>21</u>
Present value of minimum future lease payments		<u>139</u>	<u>235</u>
Payments due			
Not later than one year		105	95
Later than one year but not later than five years		34	140
Later than five years		0	0
		<u>139</u>	<u>235</u>
Included in the financial statements as:			
Current interest bearing liabilities		105	95
Non-current interest bearing liabilities		34	140
		<u>139</u>	<u>235</u>
Operating lease commitment			
Non cancellable operating leases			
Payments due			
Not later than one year		712	574
Later than one year but not later than five years		1,883	1,973
Later than five years		0	17
		<u>2,595</u>	<u>2,564</u>
LEASED ASSETS			
As at the reporting date NMIT leased out the following assets:			
Educational Facilities		<u>1,285</u>	<u>1,392</u>
Gross amount of leased assets		<u>1,285</u>	<u>1,392</u>
Operating Lease Receivables			
Non cancellable operating lease receivables			
Not later than one year		403	300
Later than one year but not later than five years		522	665
Later than five years		360	427
		<u>1,285</u>	<u>1,392</u>

NMIT leases out certain land, buildings and equipment, which are excess to current requirements, at current market rates.

NOTE 17 - COMMITMENTS FOR EXPENDITURE

	Note	2009	2008
	1.27	\$000	\$000
Capital Commitments			
As at the reporting date NMIT had the following outstanding Capital Commitments:			
Technical Education Centre - Heidelberg		845	6,808
Building Q - Fairfield		2,188	5,813
Green Skills Centre - Epping		8,233	0
Yarra House project - Fairfield		1,743	7,331
Stage 1 development - Epping		208	0
		<u>13,217</u>	<u>19,952</u>

Outstanding Capital Commitments are payable as follows:

Payments due			
Not later than one year		13,041	19,481
Later than one year but not later than five years		176	471
		<u>13,217</u>	<u>19,952</u>

Other Significant Operating Commitments

As at the reporting date NMIT had the following outstanding Significant Operating Commitments:

Contract cleaning		1,316	1,135
Student system development		0	290
		<u>1,316</u>	<u>1,425</u>

Outstanding Significant Operating Commitments are payable as follows:

Payments due			
Not later than one year		1,316	1,425
Later than one year but not later than five years		0	0
		<u>1,316</u>	<u>1,425</u>

NOTE 18 - AUDITORS' REMUNERATION

	2009	2008
	\$000	\$000
Victorian Auditor General's Office		
Audit of the financial report	30	29
Other Assurance Services		
Other Auditors	108	77
	<u>138</u>	<u>106</u>

NOTE 19 - CONTINGENT LIABILITIES AND ASSETS

Details and estimates of maximum amounts of contingent liabilities, classified in accordance with the party from whom the liability could arise and for which no provisions are included in the accounts, are as follows:

	2009 \$000	2008 \$000
In respect of Other Persons/organisations		
- Government	50	0
- Companies	160	0
Total Estimated Contingent Liabilities	<u>210</u>	<u>0</u>

There were no Contingent Assets (2008 - Nil).

NOTE 20 - SUPERANNUATION

NMIT contributes to both defined benefit and defined contribution plans. Contributions are included as part of employee benefits in the Operating Statement. The name and details of the major superannuation funds and contributions made by NMIT are as follows:

	Note	2009 \$000	2008 \$000
State Superannuation Fund of Victoria			
SERB Scheme 12.6%		17	16
Revised Scheme 17.3%		448	540
New Scheme 7.3% - 10.2%		787	816
Victorian Superannuation Fund			
Vic Super Scheme 9%		3,822	3,395
Other Superannuation Schemes			
National Mutual 9%		25	23
Hesta 9%		128	112
Uni Super 9% - 17%		107	69
Other Funds 9%		626	493
Total Contributions to all Funds		<u>5,960</u>	<u>5,464</u>

In accordance with the accounting policy (1.16.7) NMIT does not recognise any defined benefits liabilities.

As at the reporting date there was \$216,566 outstanding contributions payable to the above funds. As at the reporting date there were no loans to NMIT from any fund.

NOTE 21 - RESPONSIBLE PERSONS RELATED DISCLOSURES

The names of persons who were Responsible Persons at anytime during the financial year, were:

The Hon. Jacinta Allan MP, Minister for Skills and Workforce Participation.

(As at 20 January 2010, the Hon. Bronwyn Pike MP, Minister for Education, Skills and Workforce Participation)

A. Giddy (President)	A. Ray
E. Forde (Past President)	C. Watson
N. Shearer (Vice President)	P. Grist
J. Acquaro (Deputy Vice President)	Dr. L. Kilmartin
B. MacDonald (NMIT Chief Executive Officer)	M. Said
A. Budge (staff representative)	M. Carfax-Foster
A. Kuypers (student representative)	Dr. J. Wajsenberg
M. Pettolino (to September 2009)	

Remuneration of Responsible Persons

Amounts relating to Ministers are reported in the financial statements of the Department of Premier and Cabinet.

Other relevant interests are declared in the Register of Members' Interests which each member of the Parliament completes.

Remuneration received, or due and receivable from NMIT in connection with the management of NMIT, includes termination payments and bonuses paid at end of contracts.

Total Remuneration	
2009	2008
\$000	\$000
<u>317</u>	<u>303</u>

Remuneration received, or due and receivable from NMIT in connection with the management of any related party entity.

Base Remuneration		Total Remuneration	
2009	2008	2009	2008
\$000	\$000	\$000	\$000
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

The number of Responsible Persons whose remuneration from NMIT was within the specified bands are as follows:

Income Range	2009	2008
	No.	No.
\$ - \$		
0 - 9,999	12	15
20,000 - 29,999	0	1
30,000 - 39,999	1	1
70,000 - 79,999	1	0
230,000 - 239,999	0	1
240,000 - 249,999	1	0
	<u>15</u>	<u>18</u>

NOTE 21 - RESPONSIBLE PERSONS RELATED DISCLOSURES

Retirement Benefits of Responsible Persons

The retirement benefits paid by NMIT in connection with the retirement of Responsible Persons of NMIT amounted to:

2009	2008
\$000	\$000
<u>0</u>	<u>0</u>

Executive Officers' Remuneration

The number of executive officers, other than Responsible Persons, included under "Remuneration of Responsible Persons" above whose total remuneration exceeded \$100,000 during the financial year are shown in their relevant income bands. The base remuneration is exclusive of bonus payments, long service leave payments, redundancy payments and retirement benefits.

	2009	2008
	No.	No.
Income Range		
\$ \$		
110,000 - 119,999	0	2
120,000 - 129,999	2	2
130,000 - 139,999	0	0
140,000 - 149,999	1	3
150,000 - 159,999	6	6
160,000 - 169,999	4	2
170,000 - 179,999	4	2
	<u>17</u>	<u>17</u>

Total remuneration for the reporting period of executive officers included above amounted to:

Base Remuneration		Total Remuneration	
2009	2008	2009	2008
\$000	\$000	\$000	\$000
<u>2,548</u>	<u>2,419</u>	<u>2,684</u>	<u>2,534</u>

Superannuation

There were no amounts paid by NMIT in connection with the retirement of responsible persons during the financial year.

There were no amounts paid by NMIT in connection with the retirement of responsible persons of any related party during the financial year.

Loans

There were no loans in existence by NMIT to responsible persons at the date of this report.

Shares

There were no shares or share options held by responsible persons in related entities.

Other Transactions

Other transactions between NMIT or a related party with Responsible Persons of the Institute were of the following nature and subject to the terms and conditions shown below.

Disclosure

Three (2008: Three) NMIT Board Directors declared a pecuniary interest in NMIT operations during 2009.

The aggregate amount in respect of the above transactions were :

	2009	2008
	<i>\$000</i>	<i>\$000</i>
Mr A. Ray - Equipment and services provided at commercial rate	6	9
Dr L. Kilmartin - Consultancy on higher education programs	0	27
Mr A. Kuypers - Training services provided	33	5
Mr C. Watson - Consultant, Equine programs	4	0
	<u>43</u>	<u>41</u>

NOTE 22 - FINANCIAL INSTRUMENTS

22.1 FINANCIAL RISK MANAGEMENT

NMIT's financial instruments consist mainly of deposits with banks, local money market instruments, short term investments, accounts receivables and payables and leases.

The main risks NMIT is exposed to through its financial instruments are market risk, foreign currency risk, price risk, funding risk, interest rate risk, credit risk and liquidity risk.

Additional disclosures are shown separately for: interest rate risk (refer to note 22.2) and credit risk (refer to note 22.4, 22.4.1 and 22.4.2).

(i) Financial Risk Management Objectives

NMIT's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of NMIT.

(ii) Financial Risk Exposures and Management

NMIT's risk management is carried out by the chief finance officer within the finance function under policies approved by the Board.

MARKET RISK

NMIT in its daily operations is exposed to a number of market risks. Market risks relate to the risk that market rates and prices will change and that this will have an adverse affect on the operating result and/or net worth of NMIT. e.g. an adverse movement in interest rates or foreign currency exchange rates.

The Board ensures that all market risk exposure is consistent with NMIT's business strategy and within the risk tolerance of NMIT. Regular risk reports are presented to the Board.

There has been no significant change in NMIT's exposure, or its objectives, policies and processes for managing market risk or the methods used to measure this risk from the previous reporting period.

FOREIGN CURRENCY RISK

NMIT is exposed to fluctuations in foreign currencies arising from the delivery of services in currencies other than AU\$.

There has been no significant change in NMIT's exposure, or its objectives, policies and processes for managing foreign currency risk or the methods used to measure this risk from the previous reporting period.

PRICE RISK

NMIT is exposed to price risk in respect of fee for service and contract services which are subject to open market competition.

There has been no significant change in the NMIT's exposure, or its objectives, policies and processes for managing price risk or the methods used to measure this risk from the previous reporting period.

22.1 FINANCIAL RISK MANAGEMENT (cont.)

INTEREST RATE RISK

Interest rate risk arises from the potential for a change in interest rates to change the expected net interest earnings in the current reporting period and in future years. Similarly, interest rate risk also arises from the potential for a change in interest rates to cause a fluctuation in the fair value of the financial instruments.

The objective is to manage the rate risk to achieve stable and sustainable net interest earnings in the long term. This is managed predominately through a mixture of short term and longer term investments.

Interest rate movements have not been sufficiently significant during the year to have an impact on NMIT's year end result.

NMIT's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date are set out in the financial instrument composition and maturity analysis table.

FUNDING RISK

Funding risk is the risk of over reliance on a funding source to the extent that a change in that funding source could impact on the operating result for the current year and future years.

NMIT manages funding risk by continuing to diversify and increase funding from Commercial activities, both domestically and offshore.

There has been no significant change in NMIT's exposure, or its objectives, policies and processes for managing funding risk or the methods used to measure this risk from the previous reporting period.

CONCENTRATIONS OF CREDIT RISK

NMIT minimises concentrations of credit risk in relation to trade accounts receivable by undertaking transactions with a large number of customers. The majority of customers are concentrated in Australia. The major customers relate to the provision of Vocational Education and Training services to industry and the community. NMIT continues to provide ongoing training, consultancy and other services for these customers who adhere to industry trade terms.

Credit risk in trade receivables is managed in the following ways:

- payment terms are 30 days from date of invoice.
- debtors with accounts in excess of 60 days are sent a statement of account, indicating terms of payment.
- debtors with arrears are sent a reminder notice indicating a further 7 days to make payment.
- debtors which represent government departments or agencies are managed by NMIT directly with department or agency contacts.

NMIT minimises concentrations of credit risk in relation to student loans receivable by undertaking transactions with a large number of students, all located in Australia. NMIT is prepared to offer additional loans to those students who adhere to repayment terms and conditions and fully repay their loans.

NOTE 22 - FINANCIAL INSTRUMENTS

22.1 FINANCIAL RISK MANAGEMENT (cont.)

Credit risk in student loans is managed in the following ways:

- specific loan conditions have been established which are applicable to all loans.
- all loan monies are related to the cost of student tuition and amenities fees.
- a schedule of repayment is agreed with the student at the time of making application.
- if a student falls behind in repayments, a process is implemented which includes reminder letters, individual interview, repayment rescheduling and if necessary contacting guarantors.

There has been no significant change in NMIT's exposure, or its objectives, policies and processes for managing credit risk or the methods used to measure this risk from the previous reporting period.

LIQUIDITY RISK

Liquidity risk is the risk of being unable to meet financial obligations as they fall due.

NMIT manages liquidity risk by monitoring cash flows and ensuring that maximum funds are available for investment and payment of financial liabilities.

There has been no significant change in the NMIT's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

22.2 SENSITIVITY ANALYSIS

Sensitivity analysis on interest risk:

The following table summarises the sensitivity of NMIT's financial assets and financial liabilities to interest rate risk:

2009				Interest Rate Risk		
Interest rate exposure	Current interest rate (%)	Carrying Amount (\$'000s)	Annual return at current rate result (\$'000s)	- 1% Possible effect/ Profit or loss (\$'000s)	+ 1% Possible effect/ Profit or loss (\$'000s)	+ 2% Possible effect/ Profit or loss (\$'000s)
Cheque and cash management accounts	3.30	1,621	53	- 16	+ 16	+ 33
Bank Deposits - At Call	3.82	40,416	1,544	- 404	+ 404	+ 808
Possible effect/movement in interest income in profit or loss				- 420	+ 420	+ 841

The sensitivity analysis has been prepared for the next 12 months. NMIT's management does not believe that it is possible to reasonably estimate the variables used (interest rates) further than for 12 months.

2008				Interest Rate Risk		
Interest rate exposure	Current interest rate (%)	Carrying Amount (\$'000s)	Annual return at current rate result (\$'000s)	+ 1% Possible effect/ Profit or loss (\$'000s)	- 1% Possible effect/ Profit or loss (\$'000s)	- 2% Possible effect/ Profit or loss (\$'000s)
Cheque and cash management accounts	4.07	1,906	78	+ 19	- 19	- 38
Bank Deposits - At Call	4.63	35,322	1,635	+ 354	- 354	- 707
Possible effect/movement in interest income in profit or loss				+ 373	- 373	- 745

Interest rate risk arises from the potential for a change in interest rates to change the expected net interest earnings in the current reporting period and in future years. Similarly, interest rate risk also arises from the potential for a change in interest rates to cause a fluctuation in the fair value of the financial instruments.

The objective is to manage the rate risk to achieve stable and sustainable net interest earnings in the long term. This is managed predominantly through a mixture of short term and longer term investments.

Interest rate movements have not been sufficiently significant during the year to have an impact on the NMIT year end result.

NOTE 22 - FINANCIAL INSTRUMENTS

22.2 SENSITIVITY ANALYSIS (cont.)

NMIT's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

Interest Risk on Financial Instruments

NMIT has determined their exposure to interest rate risk, as the possibility that the fair value or future cash flows of their financial instruments could fluctuate as a result of changes in market interest rates.

The objective of managing interest risk is to minimise and control the risks of losses due to interest rate changes and to take advantage of potential profits.

Policy in managing the interest risk:

Interest risk is managed by monitoring the outlook for interest rates and holding cash in cheque and cash management accounts at four banking institutions.

22.3 FINANCIAL INSTRUMENTS COMPOSITION AND MATURITY ANALYSIS

The tables below reflect the undiscounted contractual settlement terms for financial instruments of a fixed period of maturity, as well as management's expectations of the settlement period for all other financial instruments.

	Notes	Weighted average effective interest rate (%)		Floating interest rate (\$'000s)		Non-interest bearing (\$'000s)		Fixed interest within 1 year (\$'000s)		Total per Statement of Financial Position (\$'000s)	
		2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
FINANCIAL ASSETS											
Cash and cash equivalents											
- Cash at bank	4	3.7	5.2	1,621	1,906	6	7	-	-	1,627	1,913
Cash equivalents											
- Deposit at Call	4	4.2	5.9	-	-	-	-	40,416	35,322	40,416	35,322
Receivables											
- Debtors	5	-	-	-	-	3,292	2,240	-	-	3,292	2,240
Receivables											
- Other Debtors	5	-	-	-	-	4,346	1,795	-	-	4,346	1,795
Other Financial Assets											
- Long Term Loan	7	-	-	-	-	-	-	-	-	-	-
Other Financial Assets											
- Unlisted Shares	7	-	-	-	-	-	301	-	-	-	301
Total Financial Assets				1,621	1,906	7,644	4,343	40,416	35,322	49,681	41,571
FINANCIAL LIABILITIES											
Payables											
		-	-	-	-	8,268	4,190	-	-	8,268	4,190
Interest Bearing Liabilities											
		-	-	-	-	139	235	-	-	139	235
Total Financial Liabilities				-	-	8,407	4,425	-	-	8,407	4,425

(i) FAIR VALUE ESTIMATION

The fair value of financial assets and financial liabilities are estimated for recognition and measurement or for disclosure purposes.

NMIT's values of unlisted shares is measured at nominal value.

The carrying value less impairment provisions of NMIT's trade receivables is a reasonable approximation of the fair values due to the short term nature of trade receivables.

For other assets and other liabilities the fair value approximates their carrying value. Financial assets where the carrying amount exceeds fair values have not been written down as NMIT intends to hold these assets to maturity.

NOTE 22 - FINANCIAL INSTRUMENTS

22.3 FINANCIAL INSTRUMENTS COMPOSITION AND MATURITY ANALYSIS (cont.)

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date, are as follows:

	Total carrying amount as per the Statement of Financial Position		Aggregate net fair value	
	2009 \$000	2008 \$000	2009 \$000	2008 \$000
FINANCIAL ASSETS				
• Cash and cash equivalents - Cash at Bank	1,627	1,913	1,627	1,913
• Cash and cash equivalents - Deposits at Call	40,416	35,322	40,416	35,322
• Receivables - Debtors	3,292	2,240	3,292	2,240
• Receivables - Other Debtors	4,346	1,795	4,346	1,795
• Other Financial Assets - Unlisted Shares	-	301	-	301
Total Financial Assets	49,681	41,571	49,681	41,571
FINANCIAL LIABILITIES				
• Payables - Creditors and Accruals	8,268	4,190	8,268	4,190
• Interest Bearing Liabilities - Finance Lease	139	235	139	235
Total Financial Liabilities	8,407	4,425	8,407	4,425

The following methods and assumptions have been applied to determine the net fair values of financial assets and liabilities:

Recognised Financial Instruments (Level 1) Cash at Bank, Deposits at call, Receivables, Creditors and Accruals.	These financial instruments have a short term to maturity. Accordingly, it is considered that their carrying amounts reflect fair values.
Unlisted Shares (Level 3)	Shareholdings are assessed annually and are carried at nominal value, which in the opinion of management also reflect the fair value.
Loans (Level 1) Long term and short term loans	These loans are expected to be fully repaid within two years. The carrying amount reflects fair value.

Definitions -

The fair value hierarchy levels:

- quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1);
- inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices) (Level 2);
- inputs for the asset or liability that are not based on observable market data (unobservable inputs) (Level 3).

22.4 CREDIT RISK

NMIT's maximum exposures to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the statement of financial position.

Summary quantitative data about NMIT's credit risk exposure is based on information provided internally by the Board of Directors as follows:

FINANCIAL INSTRUMENTS	Maximum exposure to Credit Risk	
	2009 \$000	2008 \$000
FINANCIAL ASSETS		
• Cash and cash equivalents - Cash at Bank	1,627	1,913
• Cash and cash equivalents - Deposits at Call	40,416	35,322
• Receivables - Debtors	3,292	2,240
• Receivables - Other Debtors	4,346	1,795
• Other Financial Assets - Unlisted Shares	-	301
Total Credit Risk - Financial Assets	49,681	41,571

NOTE 22 - FINANCIAL INSTRUMENTS

22.4 CREDIT RISK (cont.)

22.4.1 FINANCIAL ASSETS PAST DUE (Not impaired and impaired)

Contractual Maturity Analysis	Carrying	No Past Due No Impairment < 30 days	Past Due No Impairment			Impaired
			30-60 days	60-90 days	> 90 days	
2009	\$000	\$000	\$000	\$000	\$000	\$000
FINANCIAL ASSETS						
• Receivables - Debtors	3,292	2,534	363	199	258	(62)
• Other Financial Assets	-	-	-	-	-	-
• Cash and Cash Equivalents	42,043	42,043	-	-	-	-
Total Financial Assets	45,335	44,577	363	199	258	(62)

Contractual Maturity Analysis	Carrying	No Past Due No Impairment < 30 days	Past Due No Impairment			Impaired
			30-60 days	60-90 days	> 90 days	
2008	\$000	\$000	\$000	\$000	\$000	\$000
FINANCIAL ASSETS						
• Receivables - Debtors	2,240	1,049	569	142	504	(24)
• Other Financial Assets	301	301	-	-	-	-
• Cash and Cash Equivalents	37,235	37,235	-	-	-	-
Total Financial Assets	39,776	38,585	569	142	504	(24)

22.4.2 FINANCIAL ASSETS IMPAIRED

NMIT did not impair financial Assets in 2009 (2008 - Nil).

22.4.3 COLLATERAL

NMIT holds no collateral.

22.5 TERMS, CONDITIONS AND ACCOUNTING POLICIES

NMIT's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at reporting date, are as follows:

Recognised Financial Instruments	Note	Accounting Policies	Terms and Conditions
FINANCIAL ASSETS			
<ul style="list-style-type: none"> Cash and cash equivalents <ul style="list-style-type: none"> - Cash at bank and on hand 	4	Cash at Bank is carried at the nominal amount.	Cash is invested as funds permit at varying interest rates between 4.07% to 3.30% (2008 - 6.35% - 4.07%)
<ul style="list-style-type: none"> Cash and cash equivalents <ul style="list-style-type: none"> - Deposits at call 	4	Deposits at call are carried at their nominal amounts. Interest revenue is recognised in the comprehensive operating statement when it is earned.	Deposits at call have an average maturity of 45 days and effective interest rates of 4.63% to 3.82% (2008 - 7.11% to 4.63%)
<ul style="list-style-type: none"> Receivables <ul style="list-style-type: none"> - Debtors 	5	Trade debtors are carried at amortised cost less any allowance for doubtful debts. An allowance for doubtful debts is maintained to recognise that collection of the full nominal amount is no longer probable.	Credit sales are on 30 day terms
<ul style="list-style-type: none"> Receivables <ul style="list-style-type: none"> - Other debtors 	5	Other debtors are carried at amortised cost less any allowance for doubtful debts. An allowance for doubtful debts is maintained to recognise that collection of the full amount is no longer probable.	
<ul style="list-style-type: none"> Other Financial Assets: <ul style="list-style-type: none"> Long Term Loan 	7	Long term loans are stated at their amortised cost or fair value depending on their classification on original recognition. Interest revenue is recognised in the comprehensive operating statement when it is earned.	
<ul style="list-style-type: none"> Other Financial Assets: <ul style="list-style-type: none"> Unlisted Shares 	7	Unlisted shares are carried at nominal value. Dividends, when declared by the investee, will be recognised in the comprehensive operating statement. Shareholdings have been assessed for impairment.	
FINANCIAL LIABILITIES			
<ul style="list-style-type: none"> Payables <ul style="list-style-type: none"> Creditors and Accruals 	11	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not invoiced to NMIT.	Trade liabilities are settled on 30 day terms
<ul style="list-style-type: none"> Borrowings <ul style="list-style-type: none"> Finance lease 	12	Borrowings are recognised at fair value net of transaction costs, and subsequently measured at amortised cost.	Finance lease term 4 years at an interest rate of 8.29%

NOTE 23 - SUBSEQUENT EVENTS

There are no material subsequent events.

NOTE 24 - ECONOMIC DEPENDENCY

In 2009, NMIT was dependent on 60% of Government Contributions - Operating, compared to 60% in 2008.

NOTE 25 - EX-GRATIA PAYMENTS

There are no ex-gratia payments in 2009 (2008 - Nil).

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Disclosure Index

 NMIT builds human resources, corporate practices and infrastructure to ensure the effective, sustainable and ethical conduct of the core activities of learning and engagement.

Photograph: Northern Estates Wine

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REPORT OF OPERATIONS & STATUTORY AND FINANCIAL INFORMATION

The Institute's Annual Report is prepared in accordance with the Financial Management Act 1994 and the Directions of the Minister for Finance. This index has been prepared to facilitate identification of compliance with statutory disclosure requirements.

Legislation	Requirement	Page	Checklist item/s:
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TAFE Governance Review	Summary of training	8	11
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FRD 27	Audited Statement of Performance including relevant performance targets and indicators, results, and explanations of any variance between targets and results	66-77	37
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FINANCIAL STATEMENTS

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