

Annual ⁺ Report 2006

Northern Melbourne
Institute of TAFE



Northern Melbourne Institute of TAFE



NMIT Charter

To provide vocational education and training and higher education qualifications in accordance with national and state government legislation, priorities, policies and management frameworks.

NMIT Vision

To be a distinctive provider of high quality VET and higher education programs producing graduates who are ready for work and employable.

To provide a working and learning environment that recognises and fosters professionalism and promotes and celebrates vocational education and training as a tertiary option of choice.

To pursue strategic relationships which enhance the profile of NMIT as a leading provider of innovative training targeting both domestic and international markets.

To operate a financially viable and ethical institution that enables both strategic expansions and consolidation with high quality facilities, administration and delivery of its programs and services.

NMIT Strategic Plan 2004-2008

The strategic plan outlines operational objectives for the Institute in:

- Training diversity and quality
- Innovation and applied research
- Ethical values and business efficacy
- Strong diverse and mutually beneficial relationships.

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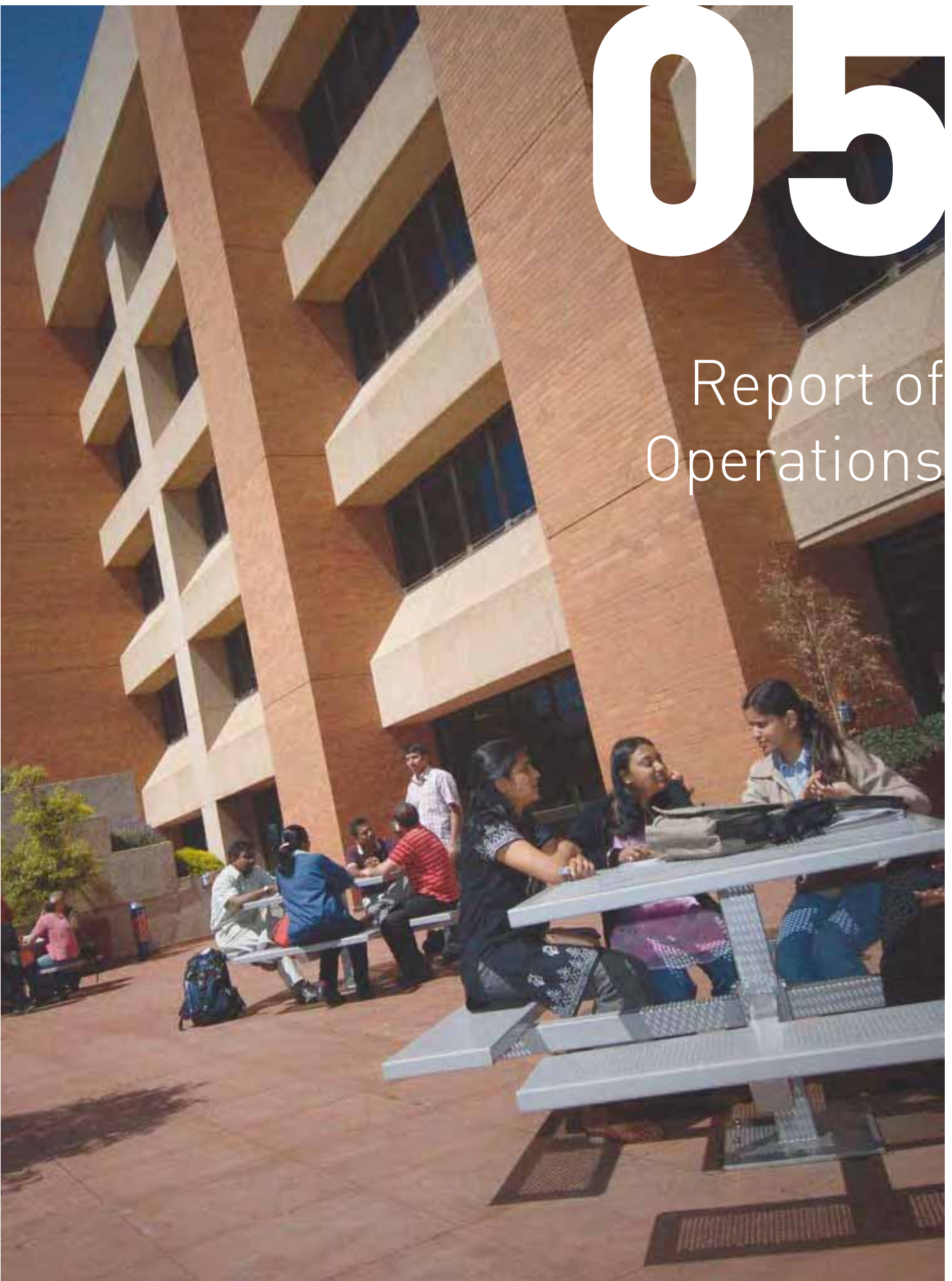
Research and Development Department
NMIT
77-91 St Georges Rd
Preston Vic 3072

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Report of Operations



Council President's Report

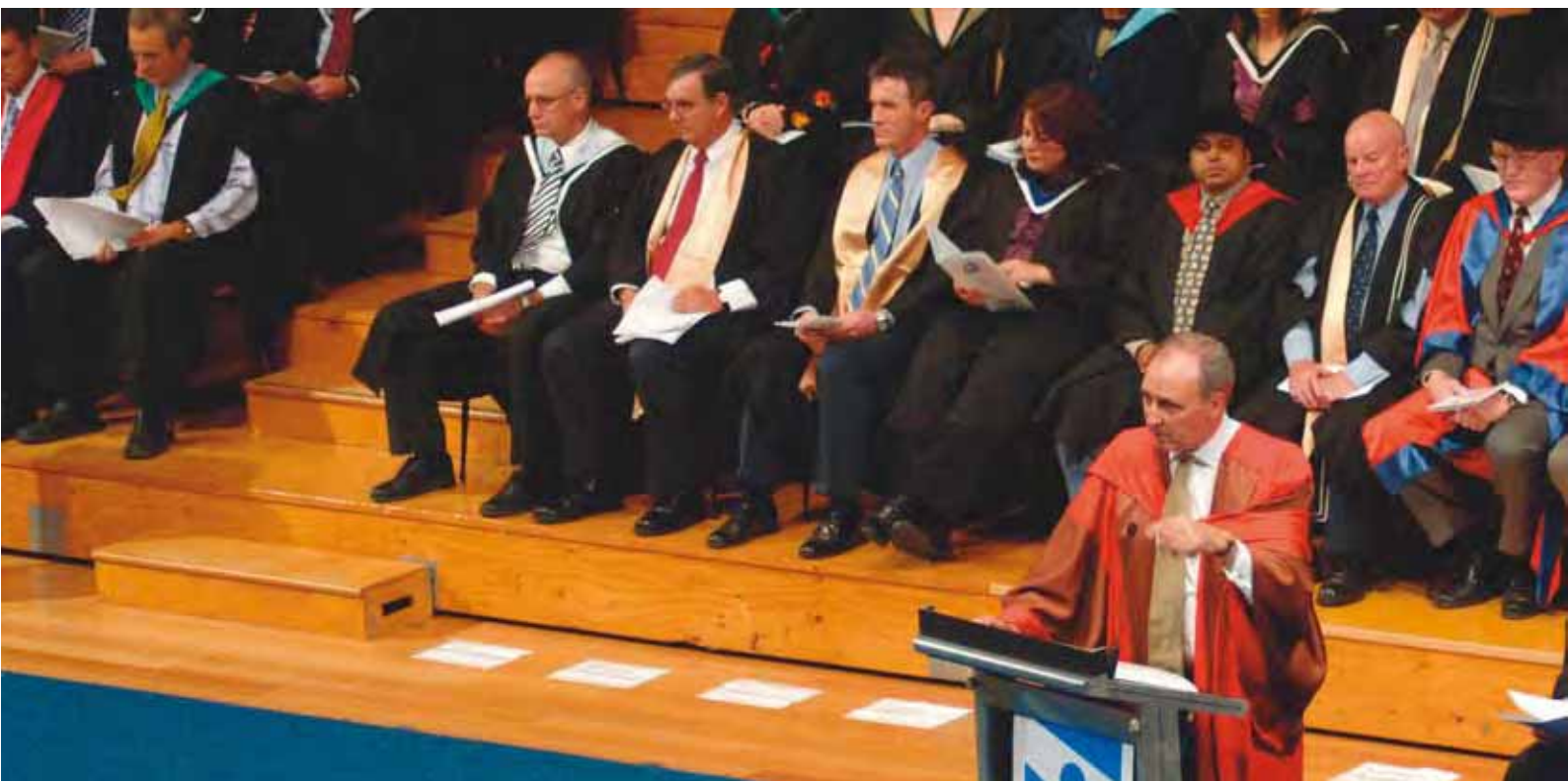
As president of the NMIT Council I am pleased to present the Annual Report 2006. This report provides detail on the strategic, operational and financial initiatives implemented in 2006 and reviews the significant events and achievements of the Institute, its staff and students.

2006 was a challenging and productive year. NMIT met all performance targets set by the Victorian Learning and Employment Skills Commission (VLESC) including the targets for delivery of student contact hours. Additionally NMIT produced a budget surplus and generated income of approximately \$26.5 million in extraneous earnings, with full fee-for-service activities alone generating over \$20 million. With the successful completion of an external audit NMIT achieved a record 11th year of ISO accreditation.

NMIT employed more than 1,200 teaching and support staff to deliver over 450 vocational education and training and higher education courses. NMIT's comprehensive portfolio of certificate to bachelor level qualifications attracted more than 32,000 students from Australia and 47 other countries.

2006 was the first year of delivery of the *Bachelor of Applied Aquaculture*, the *Bachelor of Equine Studies* and the *Bachelor of Viticulture and Winemaking*. The process of higher education curriculum development, resourcing, accreditation and provision takes a number of years, these first enrolments were made possible by the energy and vision of management and staff. This commitment continued with the Institute receiving Ministerial approval to offer the *Associate Degree in International Business*, the *Associate Degree in International Business Management* and the *Bachelor of Australian Popular Music* (including the *Associate Degree in Music*). In October, the *Bachelor of Hospitality Management* was submitted for accreditation.

In 2006 the quality of NMIT programs and student performance was recognised in a number of industry, state and national competitions. NMIT wine won several medals at wine shows. The Visual Arts Department photography section received the prestigious 2006 Australian Tertiary Institution of the Year award. Three NMIT students were selected to represent Australia in its team of twenty-two at the WorldSkills Competition in Japan.



NMIT reinforced its growing international profile and offered qualifications in partnership with institutions in China, Hong Kong, Bangladesh, Sri Lanka, The Republic of Korea and New Zealand. In 2006 22 Chinese partner institutions and five Republic of Korea partner institutions recruited students for NMIT programs. Over 7,000 offshore students studied NMIT programs in those two countries.

To support its continued expansion in education and training over \$6.2 million worth of capital works was undertaken in 2006. The Institute funded over half (\$3.6 million) of this amount. During the year the Fairfield Campus and the Primary Industries Production and Training Centre (PIPTC) at the Epping Campus were officially opened and the Technical Education Centre to be developed on the Heidelberg Campus was launched. Commercial cookery and hairdressing facilities at the Collingwood campus and the Conference Centre at Preston were completed. To service the provision of quality education and training, the Institute expended \$5.5 million on teaching and administrative equipment.

Over the course of the year the NMIT Council discharged their duties with diligence and care and I thank Council members for their valuable contributions. Particular thanks goes to Mr Gerry Maynard who served on the Council for 17 years from its inception in 1988 until his retirement in April 2006.

My thanks goes to the Institute's management and staff. This Annual Report provides insight into how staff worked tirelessly to ensure that the needs of our many communities of learners were best served. I commend this report to you.



Elaine Forde
Council President 2006



Corporate Governance

The NMIT Council is the governing body of NMIT. Members of the Council were appointed or elected because of their specialist knowledge, skills and experience.



Fairfield campus

2006 NMIT Council Members

Ministerial Appointments

Ms Elaine Forde (President)
Local retail and property management knowledge and skills.

Mr Ron Mackay (Vice President)
Senior tourism industry and business development experience.

Ms Antoinette Braybrook, *B Laws*
Experienced legal practitioner with knowledge of educational issues faced by Aboriginal and Torres Strait Islanders.

Mr William Freeman, *
Extensive industrial and senior administrative experience with 19 years as a TAFE College/Institute Council member.

Mr Peter Grist, *B Eng (Mech) Hons*
Extensive experience in agriculture, engineering and business management.

Ms Anne Judd
Extensive experience in employment operations.

Ms Catherine Lamble, *LLB*
Experienced legal practitioner and magistrate with an interest in education, the local community and disadvantaged groups.

Ms Marianna Pettolino, *B Sci Ed*
Local community and tertiary education knowledge.

Mr Andrew Giddy, *B V Sci, Grad Dip Bioethics, MAICD*
Extensive senior management and strategic consultancy experience

Mr Chris Watson, *Dip Teaching*
Senior management experience in racing and education at state and national level.

*Mr Freeman's term as a Ministerial Appointment concluded April 2006, he was a Co-opted Appointment to the Council from August 2006.

Co-opted Appointments

Mr Norm Shearer (Deputy Vice President),
B Bus (Acctg), B Ed, TPTC, MBA,
ISO: 9000 Series Lead Auditor
Experience in state and Institute TAFE
administration at a senior level.

Mr Gerry Maynard, (retired April 06) *B App*
Science, Dip Public Admin FA, Honorary
ACS and Honorary Doctorate Informatics
Information technology and significant
tertiary education administration
experience at a senior level.

Mr Bryant Ham, *Dip Mech Eng,*
Dip Elec Eng
Senior business and management
experience in manufacturing.

Mr Anthony Ray
Extensive small business operational
experience.

Staff Representative

Ms Lois Carlton, *B Ed*
15 years experience at NMIT

Student Representative

Ms Kate Pasinati

NMIT Chief Executive Officer

Mr Brian MacDonald *B Econ, Dip Ed*
Ex officio

The Council objectives are to:

- Provide quality vocational education and training and adult and community education programs and services
- Manage and control the Institute efficiently and effectively and to maximise the use of resources.

The Council duties are to:

- Advance the strategic objectives of NMIT
- Operate in accord with economic and social objectives and public sector management policies
- Provide assistance and information as the Minister, Secretary of the Department of Education and Training and the Director of the Office of Training and Tertiary Education may reasonably require
- Ensure safe custody and proper use of the Common Seal of the Council.

The *NMIT Council Governance Manual* (2006) provides guidance for Council members in decision making.



Collingwood campus

Committees

The Council established the following Committees under Clause 13 of NMIT's Constitution. Each Committee made recommendations to Council and ensured compliance with appropriate statutory requirements.

Board of Studies

The Council members of the Board of Studies were Ms Elaine Forde (Chair) and Mr Norm Shearer. The responsibilities of the Board of Studies are to provide recommendations to Council on:

- Content and standard of programs
- Accreditation of programs
- Students who satisfied the requirements of awards
- Vocational education policies.

Resources Committee

The Council members of the Resources Committee were Mr William Freeman (Chair), Ms Catherine Lamble, Ms Marianna Pettolino and Mr Ron Mackay. The responsibilities of the Resources Committee are to provide advice to Council on finances, facilities, human resources and student services.

Audit Committee

The Council members of the Audit Committee were Mr Ron Mackay (Chair), Ms Elaine Forde and Mr William Freeman. The responsibilities of the Audit Committee, established in compliance with the *Financial Management Act 1994*, are to:

- Report to Council on the accuracy of financial information systems and records
- Ensure compliance with statutory responsibilities relating to financial disclosure, the effective operations of the accounting system and related internal controls.

The relevant Ministers for the operation of NMIT were Lynne Kosky MP, Minister for Education and Training (January – November 2006) and Jacinta Allen MP, Minister for Skills, Education Services and Employment (November – December 2006).

Heidelberg campus



Professional Development

New 2006 Council members participated in a revised NMIT induction program. This program was developed by Corporate Services and provided information regarding the services and programs of the Institute, the policies and issues relating to its governance such as Fraud Prevention and Control and the duties and liabilities of Council Members such as Declarations of Pecuniary Interests.

Ms Forde and Ms Lamble attended the TAFE Governance workshop 2 *Understanding Governance: Culture and Continuous Improvement in a Board Context*

Mr Giddy attended an AICD Company Director's course.

Ms Carlton attended Mercer CED Job Evaluations Systems training.

NMIT Council met six times and operated in accordance with the constitution, rules and committee arrangements designated by Council.

Table 1 Council meetings attended

Member	Attendance
Elaine Forde (President)	5 of 6
Ron Mackay (Vice President)	5 of 6
Norm Shearer (Deputy Vice President)	4 of 6
Antoinette Braybrook	2 of 6
Lois Carlton	5 of 6
William Freeman	5 of 6
Bryant Ham	2 of 6
Catherine Lamble	4 of 6
Brian MacDonald	6 of 6
Kate Pasinati	2 of 6
Marianna Pettolino	6 of 6
Anthony Ray	5 of 6
Anne Judd (retired August 06)	1 of 3
Gerry Maynard (retired April 06)	1 of 2
Peter Grist (appointed June 06)	3 of 3
Christopher Watson (appointed June 06)	3 of 3
Andrew Giddy (appointed October 06)	2 of 2



Epping campus

Senior Management

Chief Executive Officer

Mr Brian MacDonald

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

Director Programs

Mr Bruce Filcock

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, Quality Assurance Unit and the Research and Development Department.

Associate Directors

Faculty of Arts and Social Sciences
Mr Peter Lamburd

Faculty of Building and Construction
Mr Ian Roberts

Faculty of Business
Mr Vic Harris

Faculty of Earth Sciences
Mr David Draper

Faculty of Engineering
Mr Bruce Burns

Faculty of Further Education
Ms Frances Coppolillo

Faculty of Hospitality, Tourism
and Personal Services
Mr Greg Purton

Academic Head Higher Education

Dr Meeuwis Boelen

Managers

International Office
Mr Dino Bettiol

Quality Assurance
Ms Fay Bellis

Research and Development
Mr Chris Corbel

Director Corporate Services

Mr Peter Christie

The Director Corporate Services is responsible for the provision and maintenance of corporate services through the Buildings and Properties, IT Services, Finance, Corporate Communications, Personnel and Student Services Departments.

Managers

Buildings and Properties
Mr David Delaney

Chief Finance Officer
Ms Frances Meiklejohn

Corporate Communications
Ms Liz Koehne

IT Services
Ms Mary Waterhouse

Personnel
Mr Peter Christie

Student Services
Ms Anne Bambrook

NMIT Campuses and Training Centres

Campuses

Ararat
Grano Street
Ararat 3377
Telephone (03) 5355 3555

Collingwood
20 Otter Street
Collingwood 3066
Telephone (03) 9269 1200

Epping
Cnr Cooper Street and Dalton Road
Epping 3076
Telephone (03) 9269 1200

Fairfield
Yarra Bend Road
Fairfield 3078
Telephone (03) 9269 1200

Greensborough
Civic Drive
Greensborough 3088
Telephone (03) 9269 1200

Heidelberg
Cnr Waterdale Road and Bell Street
Heidelberg 3081
Telephone (03) 9269 1200

Preston
77-91 St Georges Road
Preston 3072
Telephone (03) 9269 1200

Training Centres

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

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

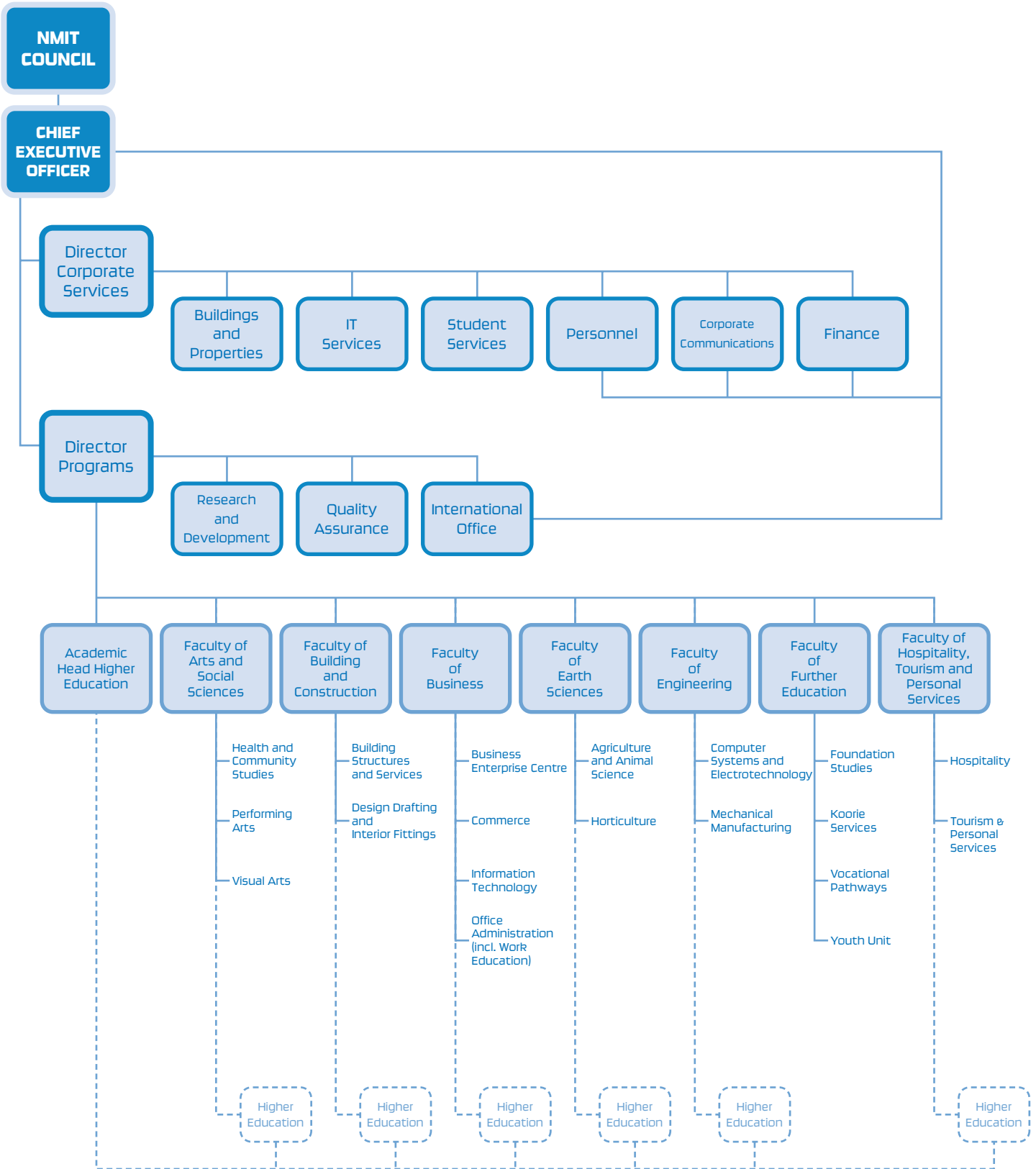
Yan Yean
2005 Plenty Road
Telephone (03) 9716 2354

Yarra Glen
Armstrong Grove
Yarra Glen 3775



Northern Lodge

Organisational Structure



The Year in Review

In 2006, NMIT offered an extensive program of education and training and support services to metropolitan, regional and international students including:

- Nationally recognised certificates, diplomas and advanced diplomas in accordance with the Australian Quality Training Framework (AQTF)
- Pre-apprenticeships, Apprenticeships, Traineeships, VET in Schools, Victorian Certificate in Applied Learning (VCAL) programs
- Institute accredited short courses
- Higher education programs in the *Bachelor of Applied Aquaculture*, the *Bachelor of Equine Studies* and the *Bachelor of Viticulture and Winemaking*
- Offshore courses in English language, business services, information technology, hospitality, equine studies and music
- Commercial services such as customised training, flexible delivery and online training and the production of training resources.

Significant campus-based student services were offered to support and enrich the students' learning including course information, financial assistance such as FEE-HELP financial assistance to Higher Education students, accommodation assistance, campus orientation and induction, bookshop facilities, disability support, personal counselling, childcare, computer facilities, careers advice, library resources and first aid certification.

Summary of performance

In 2006, NMIT achieved the objectives documented in its performance agreement with the Victorian Learning and Employment Skills Commission.

Manage a financially sound organisation with a balanced budget

NMIT produced a budget with an operational surplus.

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 as part of practical placement
- 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.

Expand NMIT's regional and international profile

NMIT expanded its regional and international profile by:

- Packaging a suite of business related diplomas as a Professional Diploma under license Hong Kong Universal Education (Genesis Education Centre) for delivery to 300 plus students
- Conducting a comprehensive review of offshore programs
- Delivery of the Diploma Program in Welfare Studies in China and Korea
- Entering into agreements with five Korean Colleges to deliver dual diploma programs enabling students to gain diplomas from their home institution and from NMIT
- Recruiting four new institute delivery partners in China
- Conducting diploma programs at twenty two partner universities, including the IEN consortium of NMIT and three Australian Universities
- Developing robust practices for approval and management of offshore projects ensuring NMIT and host country requirements and risk management are consistently addressed.

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 2006 external quality audits resulted in the achievement

of certification to the new ISO 9001:2000 standard with nil non-conformances recorded.

Provide access to high quality equipment and facilities

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

- An extensive program of maintenance and development at all campuses
- Refurbishments and upgrades at Collingwood
- Refurbishments and renovations at Preston
- Completion of the Primary Industries Production and Training Centre at Epping
- Beautification and streetscape works at Fairfield
- Implementation of CELCAT timetabling program.

NMIT invested \$5.5 million in new equipment to support program delivery.

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

NMIT was funded to deliver:

- Twelve Learnscope Projects
- An e-Learning Grant
- Three TAFE Development Centre projects, including a Fellowship, Teaching and Learning Excellence projects and a Leadership course developed in conjunction with the University of Melbourne School of Enterprise
- Two Reframing the Future staff development projects
- The OTTE Staff Development Grant.

NMIT funded programs included:

- Delivery of the Certificate IV in Assessment and Workplace Training to NMIT teaching staff
- Administration and management of Recognition of Prior Learning (RPL) for Certificate IV in Assessment and Workplace Training for NMIT teaching staff
- Development and delivery of customised programs to teaching and non-teaching staff including a one-day conference for administrative staff
- Faculty seminars, workshops and conferences
- Teaching and learning projects
- ICT professional development including resource development in online modules, interactive multimedia resources such as student quizzes, databases and the intranet.

The value of professional development funded by NMIT including registration, fees, travel and accommodation, replacement costs and staff time was \$1,114,690.93.

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

NMIT expanded its range of specialist programs and diversified the products and services offered including:

- NMIT accredited short courses developed to meet the needs of the local community
- International English Language Testing System (IELTS) delivery
- Accreditation of the *Bachelor of Australian Popular Music* and the *Associate Degree in International Business*, the *Associate Degree in International Business Management*
- Licensing courses for Hong Kong Universal Education (Genesis Education Centre).

Products developed and sold included:

- Books published by Flat Chat Press
- Thoroughbred yearlings from Northern Lodge
- Eden Park and Australian College of Wine exports
- Primary Industries accredited courses (on behalf of Primary Industries Curriculum Maintenance Manager [PICMM]).

There were no major changes or factors affecting the achievement of NMIT objectives.

Student Awards

National WorldSkills

Gold Medal, Landscape construction
Gold Medal, Jewellery
Silver Medal, Painting and decorating

Simon Buchanan
Joel Drew
Shareena Sloan

Victorian Worldskills

Gold Medal, Painting and decorating

Shareena Sloan

AFL SportsReady

Trainee of the Year (turf)

Kate Torgerson

Apprenticeships Plus

Outstanding Apprentice of the Year 2005/06
Outstanding Apprentice of the Year
(Building and Construction)
Outstanding Apprentice of the Year (Engineering)
Outstanding Apprentice of the Year (Horticulture)

Danae Jeanes
Joel Hennessey
Peter Elovaris
Danae Jeanes

Australian Institute of Professional Photography

Student Photographer of the Year

Calista Lyon

Building Designers Association of Victoria

Best response to a design brief by a student

Rachel Eastwood

Craft Victoria

Filippo Raphael Fresh Award for contemporary
art and design, jewellery

Polly van der Glas

Housing Industry Association (HIA) of Victoria

Victorian Most Outstanding Achievement Award
Best Apprentice in Trade (Painting and decorating)

Shareena Sloane

Master Builders Association of Victoria

Best Apprentice in Trade (Painting and decorating)
Best Apprentice in Trade (Bricklaying)
Best Apprentice in Trade (Plastering)
Best Apprentice in Trade (Wall and floor tiling)

Joel Hennesey
Marco Carusi
David Trimboli
Matthew Coleman

Master Locksmiths Association of Australia

John Andrews Apprentice of the Year

Shane Cook

National Electrical Contractors Association

Victorian Apprentice of the Year (Clipsal electrical division)

Luke Ismail

Royal Melbourne Show

Grand Champion Handler

Erin Smith

Vic TAFE Cookery Challenge

Commercial cookery, Gold Medal

Sophie Cachia (captain)
Dylan Evans
Emma Green

Victorian Furnishing Industry Best Apprentice in Trade

Furniture Making/Cabinet Making (Cert III)

Joel White

Andrew Kossen Memorial Award
Apprentice of the Year

Joel White

Victorian Indigenous Art Awards

National Gallery of Victoria Acquisitive Prize

Brian Birch

Welding Technology Institute of Australia

2006 Linde Gas - WITA National Young
Tradesperson of the Year Award

Shane Comeskey

NMIT students were also recipients of other industry-based and sponsor awards.

Institute Awards

Australian Institute of Professional Photography

Tertiary Institution of the Year

Visual Arts

Community Service and Health Industry Training Board

Innovative Product Award 'Inside & Out!'
Training Materials

Health and Community
Services

TAFE Development Centre

TAFE Teaching Fellowship

Darren Steffen

Ballarat Wine Show

Silver medal, 2004 Strathbogie Cabernet Sauvignon Reserve
Silver medal, 2004 Strathbogie Shiraz Reserve
Bronze medal, 2003 Strathbogie Cabernet Sauvignon
Bronze Medal, 2003 Strathbogie Shiraz Reserve B

Viticulture and
Winemaking

Royal Adelaide Wine Show

Silver Medal, 2004 Strathbogie Cabernet Sauvignon Reserve
Bronze Medal, 2004 Strathbogie Shiraz Reserve
Bronze Medal, 2003 Strathbogie Shiraz

Royal Perth Wine Show

Bronze Medal, 2004 Strathbogie Cabernet Sauvignon Reserve

Royal Queensland Wine Show

Bronze Medal, 2004 Strathbogie Cabernet Sauvignon Reserve
Bronze Medal, 2004 Strathbogie Shiraz Reserve

Royal Sydney Wine Show

Gold Medal, 2003 Strathbogie Shiraz Reserve A
Bronze Medal, 2004 Strathbogie Cabernet Sauvignon Reserve
Silver Medal, 2004 Strathbogie Shiraz Reserve

Royal Melbourne Wine Show

Bronze Medal, 2003 Strathbogie Shiraz Reserve B
Bronze Medal, 2004 Strathbogie Cabernet Sauvignon Reserve
Bronze Medal, 2004 Strathbogie Shiraz Reserve



2006 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:

Higher Education
International Office
Quality Assurance
Research and Development.

Faculty of Arts and Social Sciences

The faculty has three departments, Performing Arts, Visual Arts and Health and Community Studies.

Performing Arts

The department offered courses in music performance, music industry business, sound, theatre arts and television production. One theatre arts programs was a specialised course for students with disability.

Highlights included:

- The 2006 Annual Music Showcase was a combined effort by the students of music performance, television and sound production programs. The showcase was considered the most successful to date. Special guest Brian Cadd praised the high level of NMIT musicianship
- A Reframing the Future grant which enabled staff to explore customised training emphasising industry-focussed delivery for apprentices
- A \$ 2.1 million special grant to provide a high definition upgrade to the TV studio at Collingwood campus
- DVD production for NMIT departments including a new Student Services Induction DVD and Showreel for Corporate Communications
- Student performances at over 60 venues and festivals across Melbourne and 20 schools and universities
- Workshops by some of Melbourne's top jazz musicians.



NMIT Big Band

Visual Arts

The department offered courses in fine art, illustration, applied photography, graphic arts, photomedia and product design/ jewellery.

Highlights included:

- 2006 Australian Institute of Professional Photography (AIPP) Australian Tertiary Institution of the Year award
- Merits with Distinction awards for applied photography students and the Australian Student Photographer of the Year award at the AIPP awards
- The presentation of folios of NMIT students' original prints to the People's Government of Hefei Municipality and Anhui University's Art and Design School. These presentations were part of cultural exchange and sister city partnerships between NMIT Visual Arts, the Economic Development Branch of Darebin City Council and the respective Chinese cities
- Commission of two NMIT Illustration graduates to illustrate two full-colour children's picture books by Lothian Press
- Introduction of Certificate IV in Design, providing pathways to two-dimensional and three-dimensional specialist fields of product and industrial design, graphic arts and illustration
- A series of exhibitions: *Alchemy* showcased the artwork of graduates; *Synthesis* displayed works of the staff; *Taking a line for a walk* was a photographic and illustrative rendition of Melbourne Botanical Gardens flora; *Picturesque* was a unique, provocative and original installation staged by students during the Melbourne Fringe Festival.



ASpace Gallery, Preston campus



Health and Community Studies

The department offered courses in aged care, childcare, disability and youth support and welfare programs such as alcohol and other drugs work.

Highlights included:

- Innovative Product Award from the Community Service and Health Industry Training Board for the development of 'Inside & Out!' training materials for a Sexual Diversity Project
- Successful delivery of induction training to those who work with people affected by family violence. The training exemplified the department's commitment to consistent responses to service users as per the Department of Human Services (DHS) integrated service system model
- A consultative project between Child Studies, the Wondarra Group and Broadmeadows Best Start Aboriginal Partnership Group resulted in the

production of a Diary for Aboriginal or Torres Strait Islanders mothers to use with their young children (birth to two years). The Diary is distributed to mothers attending the Austin Hospital and the Victorian Aboriginal Child Care Agency

- Online delivery of four Alcohol and Other Drugs competencies and one Child Studies competency
- Participation in a pilot project offered by Community Services and Health Industry Training Advisory Board (CS&H ITAB) and DHS for diploma level recognition for current workers
- The award of two 'Signposts for Better Behaviour' projects to assist parents to manage the behaviour of children with an intellectual disability. Project partners were Action on Disability within Ethnic Communities (ADEC) and Victorian Aboriginal Community Services Association Incorporated (VACSAI).

Faculty of Building and Construction

The faculty has two departments, Building Structures and Services and Design, Drafting and Interior Fittings.

Building Structures and Services

The department offered courses in carpentry, bricklaying, painting and decorating, wall and floor tiling, plastering, plumbing and roof tiling.

Highlights included:

- Coordination of the Construction Carpentry category of the National WorldSkills competition by carpentry staff
- Development and implementation of a specialist training program for the Australian Waterproofing Association
- Development and implementation of the new Training Package for the Plumbing Industry
- Management of the 2006 Victoria Building and Construction TAFE Teachers Conference in Albury attended by 230 representatives from Victorian and South Australian TAFE Institutes and the Construction Industry.



Design Drafting and Interior Fittings

The department offered courses in civil engineering, building, architectural drafting, interior decoration and design, furniture design, cabinet making, carpentry, joinery and recreational vehicle manufacturing and servicing.

Highlights included:

- An exhibition of first and second year Furniture Design students at the Telstra Building, Melbourne CBD
- Development and implementation of onsite training and assessment for Civil Engineering workers
- Coordination of the Detailed Joinery category of the National WorldSkills competition by offsite construction staff
- The charity auction of the first NMIT Highlander Caravan, built by Recreational Vehicle Manufacturing apprentices. The auction raised \$30,000 for the Royal Children's Hospital.

Faculty of Business

The faculty has three departments, Commerce, Information Technology and Office Administration and the Business Enterprise Centre (BEC) and the Work Education Centre.

Commerce

The department offered courses in financial services and accounting, marketing, international business, small business management, e-business and sports.

Highlights included:

- Formalisation of pathways from NMIT Associate Degrees in International Business, International Business Management and Accounting into La Trobe University degree courses
- A growing involvement in international education. 36 teachers travelled overseas to teach in NMIT partnered commerce programs
- Student-managed fundraising activities for the Royal Children's Hospital raised \$2,380 for Ronald McDonald House.



Information Technology

The department offered courses in information technology and multimedia.

Highlights included:

- A grant from Multimedia Victoria to develop an industry-based learning initiatives to consolidate or forge new links between the IT department and industry partners
- Special Multimedia Gallery evenings showcasing students' completed work
- The presentation of industry projects by final year students to industry partners.



Business Enterprise Centre (BEC)

The BEC provided consultancy and training services to community, state, national and international clients in the private and government sectors.

Highlights included:

- A New Enterprise Initiative Scheme (NEIS) agreement negotiated for 2006 – 2009
- Successful submissions to Victoria Police and the Department of Human Services
- Customised training for industry partners Adecco Australia, the Victoria Police and the Department of Human Services.

Office Administration

The department offered courses in business administration, business management, human resources, retail operations and legal practice.

Highlights included:

- Customisation of the Certificate III in Business Administration program allowing students to complete the course in one year
- Industry placement programs undertaken by over 350 students
- Participation and leadership in industry networks including project work by The Legal Practice Network with Reframing the Future funding
- Successful pathways for three Advanced Diploma of Business (Legal Practice) students, who were accepted into *Bachelor of Arts Criminal Justice Administration* degrees. Two students enrolled at Victoria University and one student at RMIT University.



Work Education Centre

In 2006 the Work Education Centre offered transition, work education, hospitality and theatre courses to students with disabilities.

Highlights included:

- Supporting eight schools delivering Certificate I in Transition Education and Certificate I Hospitality (Kitchen Operations)
- Successful conduct of OTTE equity funded Building Bridges project entitled Onwards and Upwards – Vertical Movement of People with Disabilities
- Successful minor and major performances by students studying the Certificate I in Live Production, Theatre and Events
- The running of an employment agency expo with representatives from generic and specialist employment centre and apprenticeship centres for 2006 exit students.



Ararat campus

Faculty of Engineering

The faculty has two departments, Computer Systems and Electrotechnology and Mechanical Manufacturing.

Computer Systems and Electrotechnology

The department offered courses in computer systems, electrical technology, electronic engineering and renewable energy.

Highlights included:

- Establishment of formal articulation agreements with La Trobe University for students graduating from the NMIT Advanced Diploma of Computer Systems Engineering, Advanced Diploma of Electronic Engineering and the Advanced Diploma of Electrical Power Systems
- Expansion of industry and vendor specific fee for service programs
- Development of specialist training facilities for the power industry programs.

Mechanical Manufacturing

The department offered courses in basic engineering, engineering technology, jewellery, manufacturing engineering, metal fabrication and welding and security technology and locksmithing.

Highlights included:

- Implementation of Innovative Projects that enabled jewellery and metal fabrication staff to promote training opportunities in visits to industry bodies and employers
- Jewellery and locksmithing staff involvement in the writing of competency units and resources for respective Diploma and Advanced Diploma qualifications
- Community projects undertaken by metal fabrication staff and students for an aged care home and a sheltered workshop facility
- A State Government grant of \$93,000 for the purchase of state of the art industry 'robot'
- Establishment of a formal agreement with Job Network Provider, Employment Focus to develop students' job seeking skills and employment opportunities through job placements
- Recognition of students at state and national awards.



Faculty of Earth Sciences

The faculty has two departments, Agriculture and Animal Science and Horticulture.

Agriculture and Animal Science

The department offered courses in animal technology, natural resource management, agriculture, wool handling and classing, beef cattle production, farriery, farm management and operations, viticulture and winemaking, aquaculture, equine studies, thoroughbred breeding, horse racing, civil construction (plant operators), transport and distribution, veterinary nursing and organic farming.

Highlights included:

- Commencement of the *Bachelor of Applied Aquaculture*, the *Bachelor of Equine Studies* and the *Bachelor of Viticulture and Winemaking*
- The official opening of the Primary Industries Production and Training Centre
- Selection of NMIT's Primary Industries Production and Training Centre as the judging venue for the 2006 Royal Melbourne Wine Show
- Commissioning of the meat and fish processing and packaging plant and associated equipment
- Specialised farriery training as part of an expanded program delivered to the Hong Kong Jockey Club
- New technology introduced to wine marketing programs with resources to design, print and label wine bottles for niche markets.

Horticulture

The department offered courses in arboriculture, general horticulture, horticulture operations, landscaping, parks and gardens, turf management, floristry and pest control.

Highlights included:

- The Wurrundjerri Walk Project in which third year students prepared a large area for planting as part of Parks and Gardens project on weed eradication and weed control
- A federal government grant of \$50,000 to establish an effective storm water recycling system for use on the historical garden at the Fairfield campus
- The Tasmanian Government Tourist Bureau commission to design and develop a floral reproduction of the Spirit of Tasmania for the Melbourne International Flower and Garden Show
- Hosting the International Society of Arboriculture conference at which eminent UK arborist Jeremy Barrel, was the keynote speaker.



Faculty of Further Education

The faculty has the Foundation Studies and Vocational Pathways departments, the Koorie Services Centre, the Youth Unit and the Further Education Industry and Initiatives Unit.

Foundation Studies

The department offered Adult Migrant English Program (AMEP) and Adult Literacy and Basic Education (ALBE) courses in English as a Second Language (ESL) and general education. 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:

- Involvement of AMEP staff in national research projects and interstate trials with the National Centre for English Language Teaching and Research (NCELTR)
- Faculty and student participation in Harmony Day and Refugee Week celebrations, community tree plantings and the Red Cross Leadership Program
- Development of vocationally specific literacy and numeracy pre-training assessment tools for Apprentices and Trainees used through the Institute
- Implementation of the national Language Literacy and Numeracy Program (LLNP) at Collingwood, Epping and Preston.

Vocational Pathways

The department offered courses in professional writing and editing, the liberal arts, science, ESL, English Language Intensive Courses for Overseas Students (ELICOS) and the Victorian Certificate of Applied Learning (VCAL Senior). The department offered courses to deaf and hearing-impaired students through the Centre of Excellence for Students who are Deaf and Hard of Hearing. The department also provided study skills support services to students in other faculties.

Highlights include:

- Successful submission to deliver the International English Language Testing System (IELTS) for four years. By December 2006, 3,000 candidates will have taken the test
- A three-year grant from OTTE to The Centre of Excellence for Students who are Deaf and Hard of Hearing to establish the Central Auslan Booking Service (CABS) an online booking service for Auslan interpreters
- Two-year funding from The Victorian Office of Multicultural Affairs to develop and trial a model of training support for language services
- Programs for clients with special needs offered for the Department of Human Services at The Convent at Abbotsford and grants of \$290,000 from trust funds and the Department of Human Services to renovate a part of that precinct to create a new arts space for the Arts Education program.



Youth Unit

The unit offered Victorian Certificate of Applied Learning (VCAL), the Young Adult Migrant Education Course (YAMEC) and the Academic English Program for Young Adults (AEPYA). The unit operates the Managed Individual Pathways (MIPs), TAFE Pathways and Youth Pathways that support students at NMIT and in the northern region of Melbourne.

Highlights included:

- YAMEC students driving program, a School Focussed Youth Service partnership between Camelot Driving School, Victorian Police and Darebin City Council and NMIT
- Successful partnerships with The Hornery Institute, Vic Urban, Department of Employment and Workplace Relations (DEWR), The Whittlesea Youth Commitment and Northern Area Consultative Committee
- A Learnscope project to support VCAL Curriculum
- Working with CERES to design, build and install a set of stairs onsite.

Koorie Services Centre

The centre offered courses in general education, learning pathways for Aboriginal and Torres Strait Islander peoples, business, multimedia, Aboriginal or Torres Strait Islander cultural arts and community services work.

Highlights included:

- Student exhibits at NMIT Space Gallery and Bundoora Homestead and *Tribal Expressions Art and Craft Market* at Federation Square
- Involvement in live radio broadcasts and radio program production with 3KND Kool and Deadly radio station
- Brian Birch winning the National Gallery Victoria Acquisition Prize. Publicity in Herald Sun, Koori Mail and ABC Radio National
- Participation in Darebin Economic Summit and the Metropolitan Koori Job Fair
- Development and accreditation of the Certificate IV of Aboriginal Family Violence Work for the Aboriginal Family Violence Legal and Prevention Service (Victoria)
- Developing partnerships with City of Darebin for 2007 students' art exhibitions in China
- Working with the NMIT Wurreker Committee to develop courses such as Aboriginal Community Radio.



Further Education Industry and Initiatives Unit

The unit coordinated the faculty's business activities and provided project management and advice. In 2006 a significant part of the work included consultancy, skills assessment and customisation of training programs for enterprises with employees with low levels of literacy, numeracy and English language skills. The unit provided distance-learning courses in ESL and the AMEP Home Tutor Scheme volunteer training.

Highlights included:

- Management of the AMEP Consortium of nine providers over 13 sites
- Management of the new Northern LLANS Consortium of LLNP four providers across six sites
- Training support for students as bilingual workers granted for a second year from the Victorian Office Of Multicultural Affairs

- Successful management of 21 Workplace English Language and Literacy (WELL) projects worth over \$800,000
- Volunteer training and support to 41 community service organisations across the northern region.



Faculty of Hospitality, Tourism and Personal Services

The faculty has two departments, Hospitality and Tourism and Personal Services.

Hospitality

The department offered courses in food and beverages, accommodation, cookery and event management.

Highlights included:

- The opening of a training state of the art kitchen and cafe restaurant at the Collingwood campus
- The fourth annual NMIT Food and Wine Expo organised by second year hospitality and event management students, at which 500 patrons sampled products from 34 producers
- Pursuit of Excellence cookery students received gold in the Victorian TAFE Cookery Challenge
- Community-based training programs and valuable partnerships with Darebin and Banyule Councils
- A Battle of the Bands competition at the East Brunswick Hotel run by event and venue management students
- Participation in the annual Banyule festival and the Home Winemakers Show.



Tourism and Personal Services

The department offered courses in tourism operations, event management, tourism product development, retail, international travel, tour guiding, remedial massage, myotherapy and hairdressing.

Highlights included:

- Offering the Advanced Diploma in Remedial Massage (Myotherapy) in July 2006
- The launch of a mentoring program for second year tourism students
- Work placements and volunteer work by students including the Melbourne Flower and Garden Show, The Victorian Caravan and Camping Leisurefest and the 50th year anniversary and reunion of the Victorian Olympic Council
- The NMIT Tourism Employment seminar which was managed and run by students
- The development of industry partnerships including International Management Group (IMG), Southbound Australia, Trekset Tours, the Australian Institute of Travel Officers, the City of Melton and the City of Whittlesea
- Participation by hairdressing students in the World Skills Try a Trade, Shave for a Cure and Melbourne 50 Years On.



Higher Education

The office has responsibility for higher education delivery, the support of staff, the development and review of academic governance and the establishment of degree committees and quality assurance systems.

Highlights included:

- Ministerial approval to offer the *Associate Degree in International Business*, the *Associate Degree in International Business Management* and the *Bachelor of Australian Popular Music* (including the *Associate Degree in Music*)
- Beginning delivery of the *Bachelor of Applied Aquaculture*, the *Bachelor of Viticulture and Winemaking* and the *Bachelor of Equine Studies*
- Establishment of the NMIT Higher Education Programs Committee (HEPC)
- Submission of the *Bachelor of Hospitality Management*.

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:

- Significant growth in onshore student numbers
- Expansion of courses offered to the international market
- A pilot audit for offshore programs conducted in three locations
- Successful marketing visits to India
- 50 English language and 55 specialist teachers supported offshore
- A four week staff development program for 12 academic staff from the Beijing Information Technology College
- Agreements with five colleges from The Republic of Korea to deliver dual diploma programs.





Quality Assurance

The unit manages and monitors the Quality Assurance (QA) systems for the design, development and provision of programs and services. As part of its continued commitment to quality the unit worked with inter-faculty project teams to develop and implement QA solutions for improved practices and provision.

Highlights included:

- An external audit by SAI-Global Assurance Services resulting in re-certification to the standard ISO 9001:2000
- Continued accreditation by Aus-Meat after a successful Cattlecare program audit at the Yan Yean farm
- Public Transport Safety Victoria, Department of Infrastructure audit of the use and maintenance of the institute buses resulting in continued Bus Operator Accreditation.

Research and Development

The department has 3 units, e-Learning, PICMM and Development.

Highlights included:

- Accreditation of the *Associate Degree in International Business* and *Associate Degree in International Business Management*
- Accreditation of the Course in Racing (Approved Riders at Picnics), Diploma of Ornamental Horticulture and the Diploma of Sustainable Water Management
- Project management of two Reframing the Future, ten Learnscope and three e-Learning Grant projects
- The establishment of the NMIT Teaching and Learning Strategy Project
- A relationship with the University of Melbourne School of Enterprise
- Production of Assessment Strategies, Assessment Tools and RPL resources for a range of Primary Industry qualifications.

Corporate Services Division

The Corporate Services Division includes the departments of:

Building and Properties
Corporate Communications
Finance
IT Services
Personnel
Student Services.



Ararat campus

Building and Properties

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

Major projects completed were:

- New hospitality training facilities in the form of a commercial kitchen and bistro and a hairdressing training facility at the Collingwood campus
- A 450m² extension to the building and construction training centre and the establishment of the David Wills Auditorium at the Heidelberg campus
- The Primary Industries Production and Training Centre and installation of a 400m² wine storage area at the Epping campus
- Streetscape and extensive beautification works at the Fairfield campus
- A Conference Centre at the Preston campus.

Projects begun in late 2006 were:

- The replacement of cooling towers at the Epping and Collingwood campuses
- Resurfacing and upgrade of terraces at the Collingwood campus
- Stage 2 hairdressing facility at the Collingwood campus
- Upgrade of administrative offices at the Preston campus.

Corporate Communications

The department provided a range of services to prospective and current students, staff and the general public. These included reception, course information, administering the enrolment process, coordinating and administering the range of student records functions, event management, media relations, community liaison activities, advertising, publications, graphic design and desktop publishing services, developing and maintaining NMIT's Internet and Intranet websites and managing the Industry Foundation and Student Study Grants programs.

Highlights included:

- An Australian TAFE Marketing Award (ATMA) in the multimedia category for the development of Really Simple Syndication (RSS) and Podcasts on the NMIT website
 - The introduction of a Taster Week across all campuses with 523 secondary school students attending and sampling over 50 trades and courses
 - The design and display of an impressive stand at the Melbourne 50 Years On exhibition at the Melbourne Exhibition Centre. Demonstrations by NMIT staff and students and pictorial and video displays of NMIT's programs added to the success of the event
- Completion of a signage way-finding exercise for each campus and the development of a signage style guide
 - The management of media and Institute events, the openings of the Fairfield campus by the Federal Minister for Vocational and Technical Education, Gary Hardgrave and the Primary Industry Production and Training Centre (PIPTC) at Epping by the Victorian Minister for Education and Training, Lynne Kosky; the unveiling of the Heidelberg Technical Education Centre concept and signage; the NMIT Graduation Ceremony; the Corporate Golf Day and the Careers Advisors day.



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 government legislation through the Financial Management Compliance Framework and Ministerial Directions.

Highlights included:

- Preparation and submission of the 2006 annual financial reports, 2006 whole of Government financial reports and 2006 commercial activities financial reports
- Certification for financial management compliance, tax compliance, credit card compliance and irregularities and losses compliance
- Preparation of 2007 budgets
- The negotiation of new agreements to reduce gas and electricity unit costs
- The restructure of the chart of accounts in preparation for a major finance system upgrade in 2007
- The conduct of fraud prevention awareness training Institute-wide.

IT Services

The department was responsible for the planning, acquisition and support of all information and communication technology used by NMIT.

Highlights included:

- The success of a \$2.2million joint submission with the Faculty of Arts to upgrade the TV studio with a state of the art high-definition facility with an IP TV /streaming video infrastructure
- Submission and acceptance of a detailed business case for the replacement of the SHAPE Student Management System
- Deployment of 26 portable multimedia trolleys including internet, projection and audio-visual capabilities across NMIT campuses
- Completion of a departmental, Technical Disaster Recovery Plan
- Over 5,000 routine service requests completed with surveyed 98% satisfaction results.





Preston campus

Personnel

The department provided personnel services to all faculties, departments and staff at NMIT. These services encompass recruitment, induction, leave, industrial relations and employee welfare. The department develops, implements and reviews policies in the areas of industrial, employment, anti-discrimination and occupational health and safety law and has responsibility for Freedom of Information, Privacy and the Whistleblowers Protection Acts.

Highlights included:

- Reduction in the WorkCover Premium from approximately \$588,000 to \$482,000
- Preparation of draft enterprise agreements for teaching, miscellaneous workers and storage services staff, in readiness for 2007 negotiations
- A total review of the Occupational Health and Safety Manual
- A verified history of commencement dates and time fraction changes submitted to the Government Superannuation Office for all members of the statutory (Revised and New) schemes of superannuation at NMIT.

Student Services

The department provided sport, recreation, information, library and welfare-oriented services to NMIT students. The library is the focal point of student services at each campus and offered students a one-stop point for information, first aid support, enrolments and bookshop services as well as comprehensive reference and research support.

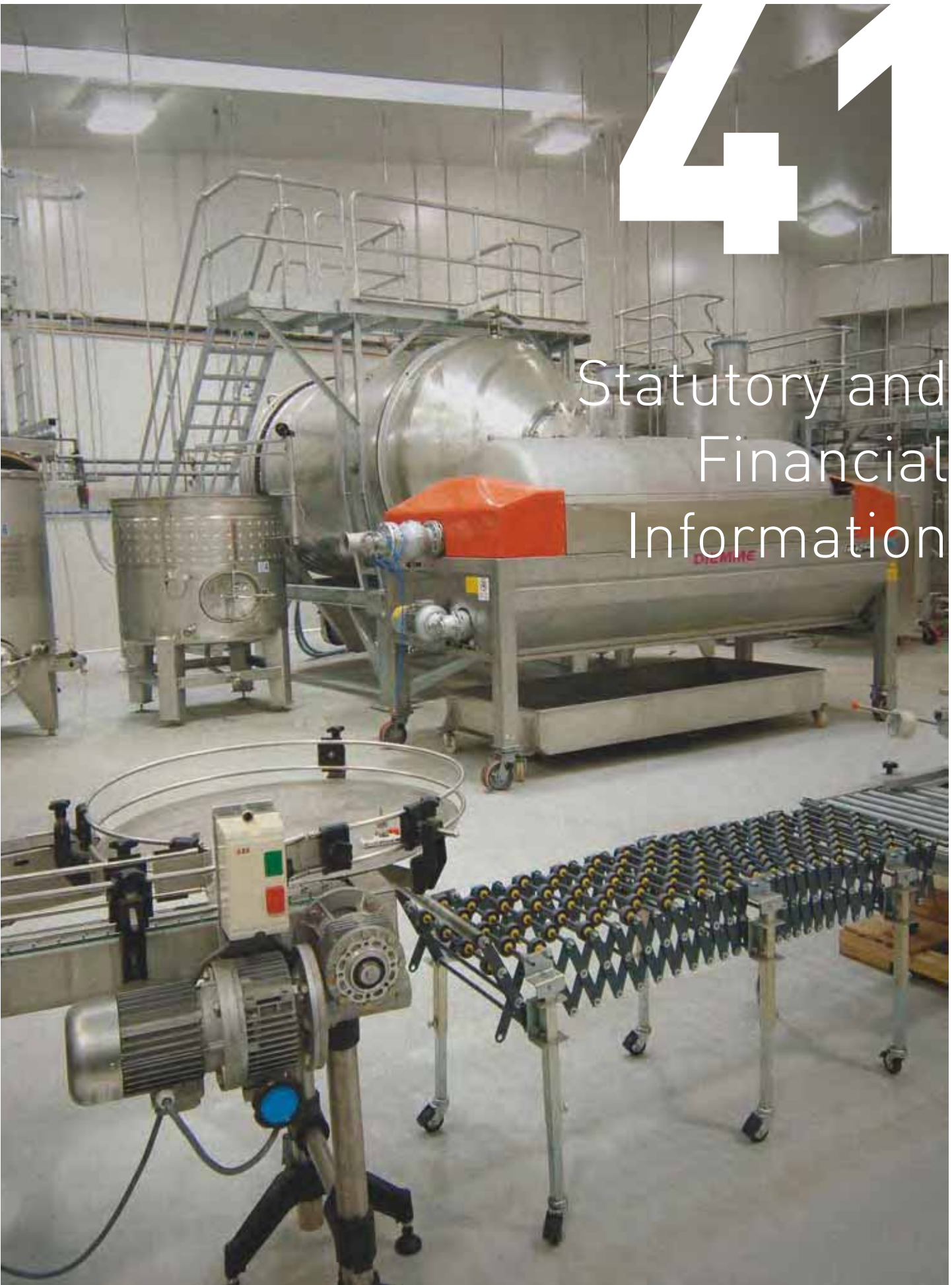
Highlights included:

- Refurbishment of the technological and building facilities at the Collingwood Campus library
- Hosting international guest Dr Mary Somerville from the California Polytechnic State University. In a series of workshops Dr Somerville provided information and mentoring on global trends in the development of library services
- Development of the Library Strategic Plan 2006-2009, which redefines the roles of current campus librarians as both faculty and specialist librarians
- Development of the Disability Action Plan 2007-2010 to enhance the education experience for students with disabilities
- Two successful information programs run by the Student Welfare Unit, *Building Resilience for Mental Wellbeing in Young People* provided students with basic lifestyle, social and personal skills to promote and sustain good mental health. *Responding to Emotionally Distressed Students* equipped teachers with the relevant information and skills to respond appropriately to students suffering emotional, psychological or behavioural disturbances
- Orientation and entertainment events held at each campus throughout the year.



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Statutory and Financial Information



Environmental Performance

NMIT has focussed 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 possible, such outcomes will also be applied to existing building stock.

In 2006 NMIT installed:

- Energy efficient zone heating and cooling systems in the NMIT Conference Centre at Preston
- Energy efficient lighting in a number of buildings at each campus
- Eco-lighting at the Collingwood campus
- Gas cooking appliances (as opposed to electrical appliances) in the Institute's commercial kitchens.

In addition NMIT:

- Recycled furniture for use in Power Industry Training Centre at the Heidelberg campus
- Ordered Mueller 3C replacement cooling towers for the Collingwood and Epping campuses. These water storage units

will provide significant water savings and eradicate the potential for legionnaires disease. They will be installed in early 2007.

Workforce Data

The total number of staff employed at NMIT as at 30 June 2006 was 1,227 compared with 1,303 as at 30 June 2005. The following statistics have been prepared in accordance with the reporting requirements of the Public Sector Management and Employment Act. The statistics reflect staff numbers (not equivalent full-time positions) and provide a gender analysis.

Refer to Table 2 Staffing categories

Definitions:

ASCO	Australian Standard Classification of Occupations
PWD	Person with a disability
NESB	Person from a Non-English Speaking Background
ATSI	Aboriginal and Torres Strait Islander

Table 2 Staffing categories

ASCO Category	Male	Female	Total	PWD	NESB	ATSI
Managers	27	17	44	-	3	-
Professionals	471	434	905	9	39	-
Associate Professionals	40	28	68	-	4	-
Tradespersons and Related Workers	15	4	19	-	2	-
Advanced Clerical, Intermediate Clerical and Service Workers	16	135	151	2	31	1
Intermediate Production and Transport Workers	10	1	11	-	2	-
Elementary Clerical, Sales and Service, Security Guards	5	2	7	-	-	-
Labourers/Cleaners/Trade Assistants	16	6	22	-	-	-
TOTAL	600	627	1,227	1	82	11

Merit and Equity

NMIT's personnel policies and practices are underpinned by the principles of merit and equity. 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
- Prevention of Bullying, Harassment and Sexual Harassment Policy and associated procedures
- Policy and Procedures for Employee Grievances
- Selection Policy.

Table 3 Staffing gender analysis

Year	Male	Female	Total
2006	600	627	1,227
2005	745	558	1,303
2004	589	660	1,249

Industrial Relations

During 2006, 13 staff participated in an industrial dispute. The action taken was in response to the WorkChoices legislation introduced in the Federal Parliament. Excellent relationships were maintained with all unions with coverage at NMIT.

Application of the Freedom of Information Act 1982

It is NMIT policy to facilitate, 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
Personnel 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 \$21.00 until June 30, 2006 and \$21.50 from July 1, 2006 onwards.

FOI Access Claims 2006

There were no formal requests for access to records pursuant to the Act.

Occupational Health and Safety

The Occupational Health and Safety (OHS) Committee endorsed a recommendation to establish campuses as designated work groups so that all OHS representatives at that campus could represent the whole campus. Implementation of the recommendation improved the OHS committee's consultative process reducing the reliance on representatives from a particular building or group of buildings.

Eight new representatives were trained and fourteen representatives received refresher training. There were also 29 fire wardens trained. The Personnel Department carried out and coordinated a full review of the OHS Manual.

Table 4 Statistics for reported accidents and incidents

Staff	
Total number employed 31/12/06	1,153
Number of incidents reported	55
Number of compensable claims	6
Time lost (hours)	2,537.6
Students	
Total number enrolled	25,815
Number of incidents reported	116

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 the Building Act 1993

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.

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 contractors engaged by NMIT maintained their registered status throughout the year.

During 2006, works and maintenance conformed to the relevant standards.

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 these principles.

International Education

NMIT conducted programs offshore in a number of host countries and recruited international students to its Melbourne campuses. One of the prime functions of the NMIT International Office is to identify risk factors and strategies to ameliorate those risks and this was a major focus in 2006. As part of the annual planning and business operations, operational risks were identified; strategies were then implemented to manage those risks.

Table 5 Works and maintenance

Building works	Number
Work under construction and the subject of mandatory inspections	5
Occupancy Permits issued	5



Offshore delivery

Risk	Management Strategy
Finance	
Adequate fees not be recovered due to cost increases and of fluctuations in foreign exchange rates	NMIT reviewed the financial viability of all offshore agreements. Where profitability was at risk, either the fee was increased or the program terminated, without prejudice to any students in progress.
Expenditure which is not closely monitored can lead to budgeted expenses being exceeded	Each instance of offshore teaching by NMIT appointed staff is subject to completion of a teaching plan that addressed all cost elements. When costs are in excess of budgeted resources the plan is subject to revision.
Strategic engagement	
Foreign national policies can change giving rise to new opportunities and new risks.	NMIT actively monitored advice on policy development, both through the Commonwealth Government (Australian Education International) and through our networks of agents and consultants.
Activity focussed on too few foreign destinations leaves the program vulnerable to changes in one host country.	NMIT pursued new partnerships. New programs began in Korea and Hong Kong and the introduction of programs in two other countries is being investigated.
Staffing	
International security issues can severely impact on the ability to send teaching staff offshore.	NMIT maintained good working relationships with partner countries to ensure that short-term disruptions were re-scheduled. As a part of ongoing contingency planning, NMIT sought to increase the number of countries in which programs were offered and introduce flexible service arrangements with current host countries.
High growth levels in transnational operations can be limited by the availability of suitably qualified staff.	NMIT maintained a register of available staff and brokered new agreements whereby the Institute had responsibility for content provision and quality assurance. NMIT investigated the use of established local agents to recruit (in compliance with NMIT staffing standards) suitably qualified and experienced staff in the host country.

Offshore delivery

Risk

Management Strategy

Quality assurance

If suitable quality assurance procedures are not in place and implemented the reputation of the program can be adversely affected either offshore or in Australia

NMIT maintains ISO 9001 accreditation of all operations. Australian Quality Training Framework requirements are integrated into our ISO framework and compliance monitored through regular audits. In 2006 NMIT conducted a series of pilot audits of transnational programs as part of a project funded by DEST. A schedule of regular audits has been put in place to ensure systematic audit of all offshore operations over a three-year cycle. This will be implemented from 2007 onwards.

Onshore delivery

Many students are selecting courses based on the perceived permanent residency outcomes. Strong enrolments in hospitality could drop dramatically if the residency outcomes are diminished through a change of status with the Department of Immigration and Citizenship.

NMIT proactively promoted a broad range of courses. Marketing for 2007 aimed for higher numbers of students in courses such as hairdressing, community welfare, patisserie and horticulture.

A high percentage of enrolments are coming from a limited number of source countries, especially India.

Marketing strategies were implemented for Thailand, Vietnam, Malaysia and China. Marketing activities have been planned with recruitment agencies in Brazil.

Demand for some courses may be greater than current facilities can accommodate.

New facilities are being planned for commercial cookery and hairdressing.



AUDITOR GENERAL
VICTORIA

INDEPENDENT AUDIT REPORT

Northern Melbourne Institute of Technical and Further Education

To the Members of the Parliament of Victoria and Members of the Council of the Institute

Matters Relating to the Electronic Presentation of the Audited Performance Statement

This audit report for the financial year ended 31 December 2006 relates to the performance statement of Northern Melbourne Institute of Technical and Further Education included on its web site. The Members of the Council of the Northern Melbourne Institute of Technical and Further Education are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The audit report refers only to the statements named below. 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 performance statement to confirm the information included in the audited performance statement presented on this web site.

Scope

The Statement of Performance

The accompanying statement of performance for the year ended 31 December 2006 of the Northern Melbourne Institute of Technical and Further Education consists of the statement, the related notes and the supporting declaration.

Members' Responsibility

The Members of the Council of the Northern Melbourne Institute of Technical and Further Education are responsible for the preparation and presentation of the statement of performance and the information it contains.

Audit Approach

As required by the *Audit Act 1994*, an independent audit has been carried out in order to express an opinion on the statement of performance. The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the statement of performance is free of material misstatement.



AUDITOR GENERAL
VICTORIA

Independent Audit Report (continued)

The audit procedures included:

- examining information on a test basis to provide evidence supporting the amounts and disclosures in the statement
- obtaining written confirmation regarding the material representations made in conjunction with the audit
- reviewing the overall presentation of information in the statement of performance.

These procedures, which did not extend to an assessment of the relevance or the appropriateness of the performance indicators contained within the statement, have been undertaken to form an opinion as to whether, in all material respects, the statement of performance is presented fairly in accordance with the *Financial Management Act 1994*.

The audit opinion expressed in this report has been formed on the above basis.

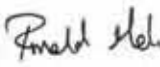
Independence

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. The Auditor-General and his staff and delegates comply with all applicable independence requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the statement of performance of the Northern Melbourne Institute of Technical and Further Education in respect of the 2007 financial year is presented fairly in accordance with the *Financial Management Act 1994*.

MELBOURNE
16 March 2007


D.D.R. Pearson
Auditor-General

Statement of Performance Management

Northern Melbourne Institute of TAFE Performance Statement for 2006

In our opinion, the accompanying Statement of Performance of Northern Melbourne Institute of TAFE in respect of the 2006 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.



Elaine Forde
President of Council

DATE: 19/2/2007



Brian MacDonald
Chief Executive Officer

DATE: 19/2/2007



Frances Meiklejohn
Chief Finance & Accounting Officer

DATE: 19/2/2007

Statement of Performance

In May 2004 the Minister for Finance issued Financial Reporting Direction (FRD) 27A Presentation and Reporting of Performance Information. It required certain agencies to prepare statements of performance and include them in their Annual Reports.

This includes performance targets and indicators determined by the responsible Minister, reporting actual results for the financial year against the targets and indicators and an explanation of any significant variances between actual results and the performance targets and indicators.

The Minister for Education and Training has approved disclosures for the Key Performance Indicators (KPI) as listed and defined in Table 7 Statement of Performance for the Year Ended December 31 2006.

Module Load Completion Rate (MLCR)

- Actual Module Load Completion Rate was 68.92%.
- No Module Load Completion Rate was set by OTTE in the 2006 Performance Agreement. The 2006 MLCR will become the baseline for measuring performance in subsequent years.

Comment

When assessing the worth of the MLCR as an indicator of performance some influences need to be taken into consideration before arriving at any conclusion from the raw data, for example

Table 6 Recommended Key Performance Indicators (KPI)

KPI	Definition
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
Participation of 15-24 Year olds	No. of students within the age group
Participation of 25-64 Year olds	No. of students within the age group
Total Cost per Student Contact Hour (SCH)	Total funded expenditure (excluding Depreciation) / Total SCH
Working Capital Ratio	Current Assets/Current Liabilities (adjusted for non-current LSL)
Net Operating Margin	Funded Operating Surplus / Total Revenue (excluding Capital)
Revenue per EFT Staff	Total Revenue (excluding Capital) / Average EFT Staff
Energy Consumption	Percentage reduction in energy consumption for Electricity, Gas, LPG, Green Power and Heating Oil

- MLCR are considerably lower for some types of programs especially further Education programs. The latest information available (2005 statistics) indicated that the MLCR across the Victorian VET system was 57.95% compared to 77.85% 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.
- Different methods of recording enrolments and module completion for students enrolled in modules being delivered across two calendar years also gives 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 MLCR.

Participation 15-24 Year Olds

- The actual number of students enrolled in this age cohort was 9,789.
- No target was set by OTTE in the 2006 Performance Agreement. The 2006 delivery outcome will represent the baseline for subsequent years.

Participation 25-64 Years Olds

- The actual number of students enrolled in this age cohort was 8,378.
- No target for student numbers was set by OTTE in the 2006 Performance Agreement. The 2006 delivery outcome will represent the baseline for subsequent years.

Total Cost per Student Contact Hour (SCH)

- NMIT's total cost per student contact hour was \$8.96.
- No target was set by OTTE in the 2006 Performance Agreement.

Comment

Total cost per student contact hour is of little value as a measure of an Institution's performance unless other considerations 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 OHS reasons
- Essential or preferred quality improvements lead to higher costs/SCH
- Many staff are employed to generate extraneous earnings and undertake other activities that do not generate SCH but do add to total costs
- Casualisation of staff will lead to decreasing costs, but may also lead to much poorer quality provision.

Working Capital Ratio

The actual was 1: 2.46 after adjusting for Long Term Current Liability Long Service Leave.

The target for 2006 was 1: 2.11.

Performance was better than target.

Net Operating Margin

The actual percentage was 11.72%.

Funded Operating Surplus excludes Depreciation and Total Revenue excluded Capital.

The target for 2006 was set at 3.63%.

Revenue per EFT Staff

The actual revenue per EFT staff for NMIT in 2006 was \$106.83.

NMIT put forward a target figure to OTTE for 2006 of \$99.95/EFT.

Performance exceeded target by 6.9%.

Comment

- Revenue per EFT staff is not regarded by NMIT as a meaningful or valuable measure of an institute's performance because 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.

Energy Consumption

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

1. The benchmark year for this indicator has been determined to be 1999.

2. 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.

3. NMIT is a multi-campus Institute and energy reductions are far more difficult to achieve than for mono-campus Institutes.

4. NMIT has aging building stock with inefficient energy systems, in particular heating and cooling.

5. Developments since the benchmark year of 1999 make fair comparisons with the current year impossible. These include:

- (a) the replacement of Johnston St Collingwood and the Parkville campus with the larger Fairfield campus
- (b) the addition of the Ararat campus
- (c) the addition of the Primary Industries and Production Training Centre and Roof Tiling at Epping campus
- (d) the addition of high energy use programs such as Hairdressing and Viticulture and the extension of existing facilities e.g. Hospitality.

Summary

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

Table 7 Statement of Performance for the year ended December 31 2006

Key Performance Indicator (KPI)	Definition	Actual Performance	Target performance	Comment
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	68.92%	No target advised	
2. Participation of 15-24 year olds	Number of students in the age range	9,789	No target advised	
3. Participation of 25 – 64 year olds	Number of students in the age range	8,378	No target advised	
4. Total cost per student contact hour (SCH)	Total funded expenditure (excluding depreciation)/Total SCH	\$8.96	Targets set for recurrently funded programs only	
5. Working Capital Ratio	Current assets/Current Liabilities (adjusted for long-term current Long Service Leave)	1:2.46	1:2.11	Target exceeded by 16.6%
6. (i) Net Operating Margin	Funded operating surplus (excluding depreciation)/Total revenue (excluding capital)	11.72%	3.63%	Target exceeded by 222.9%
OR				
6. (iii) Net Operating Margin	Funded operating surplus (including depreciation)/Total revenue (excluding capital)	5.80%	3.63%	OTTE request 'funded' but the measure included depreciation which is unfunded
7. Revenue per EFT staff	Total revenue (excluding capital)/Average EFT staff	\$106.83	\$99.95	Target exceeded by 6.9%
8. Energy consumption	Percentage reduction in consumption of:			
	Electricity	8,829,927 (kwhs)	1999 data (for target setting) not available	
	Natural Gas	31,000,220 (megajoules)		
	LPG	22,298 (litres)		
	Electricity purchased from Green Power	428,138.83 (kwhs)		Green power purchase agreement was in place on 22nd June 2006 and commenced in the second semester 2006 (4.84% of total kwhs). This is slightly under the target of 10% for a full year.

Information about NMIT

The NMIT website www.nmit.vic.edu.au is a comprehensive source of information about NMIT courses, faculties, campuses, services and history.

The website provides public access to the Institute's Annual Reports at:

www.nmit.vic.edu.au/about

Summary of Financial Results

NMIT's 2006 Financial Statements were prepared in accord with applicable Australian equivalents of International Financial Reporting Standards (A-IFRS) and other mandatory professional reporting requirement and complies with the *Financial Management Act 1994*.

Table 8 Summary of Financial Results

Year	Operating Surplus (Deficit) \$000	Accumulated Surplus (Deficit) \$000
2006	5,543	32,136
2005	5,570	26,591
2004	1,987	21,021
2003	15,395	19,105
2002	3,716	3,716

Summary of Significant Changes in Financial Position

There was no significant change in financial position for the year ended 31 December 2006.

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.

Ex Gratia Payments

There were no ex gratia payments made in 2006.

Consultancies

There were no consultancies over \$100,000.

NMIT engaged eighteen consultants for a total cost of \$247,015 during 2006.

Additional Information

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

- Declarations of 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.

2006 Fees and Charges

NMIT charges a range of fees for programs and services offered. In 2006 the fees and charges included:

- A compulsory tuition fee of \$1.31 per student contact hour for Government funded programs in accordance with Ministerial Directions on fees and charges. This represented a \$0.03 per student contact hour increase from the 2005 tuition fee.

Minimum/Concession	\$52 (40 or less student contact hours)
Maximum	\$839

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

There was no increase in this fee from 2005.

Minimum	\$ 40 (Full-fee and Concession)
Full-fee Maximum	\$130
Maximum Concession	\$ 97.50

- Class materials and ancillaries fees.

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.

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

Academic Registrar
Corporate Communications
NMIT
77-91 St Georges Rd
Preston 3072

Activity Table

The following activity table is unaudited and does not form part of the Financial Statements.

NOTE A1 - INCOME STATEMENT

Total Operating Expenses

	Note	2006 \$000	2005 \$000
Delivery provision and support activity	A2	63,444	60,574
Admin and general services activity	A3	13,533	12,481
Property plant and equip services activity	A4	10,867	8,816
Student and other services activity	A5	5,229	5,016
Total Operating Expenses		93,073	86,887

NOTE A2 - INCOME STATEMENT

Delivery Provision and Support Activity

	2006 \$000	2005 \$000
Salaries, wages, overtime and allowances	43,531	41,872
Superannuation	3,765	3,627
Payroll tax	2,382	2,290
Other salary related costs	1,340	1,244
Consumables	3,931	2,646
Travel and motor vehicle expenses	492	417
Depreciation	4,554	4,907
Other direct delivery expenses	3,449	3,571
	63,444	60,574

NOTE A3 - INCOME STATEMENT

Administration and General Services Activity

	2006 \$000	2005 \$000
Salaries, wages, overtime and allowances	6,449	6,015
Superannuation	558	520
Payroll tax	353	328
Other salary related costs	197	168
Consumables	167	64
Communication expenses	655	788
Fees	841	543
Travel and motor vehicle expenses	1,289	1,104
Depreciation	674	704
Other expenses	2,350	2,247
	13,533	12,481

Activity Table (cont)

NOTE A4 - INCOME STATEMENT

Property, Plant and Equipment Services Activity

	2006	2005
	\$000	\$000
Salaries, wages, overtime and allowances	1,607	1,587
Superannuation	139	138
Payroll tax	88	87
Other salary related costs	50	47
Consumables	20	19
Depreciation	168	186
Equipment	914	182
Energy costs	1,324	1,341
Contract services	2,798	2,653
Rent/leasing charges	601	528
Repairs and maintenance	3,031	1,913
Other expenses	127	135
	10,867	8,816

NOTE A5 - INCOME STATEMENT

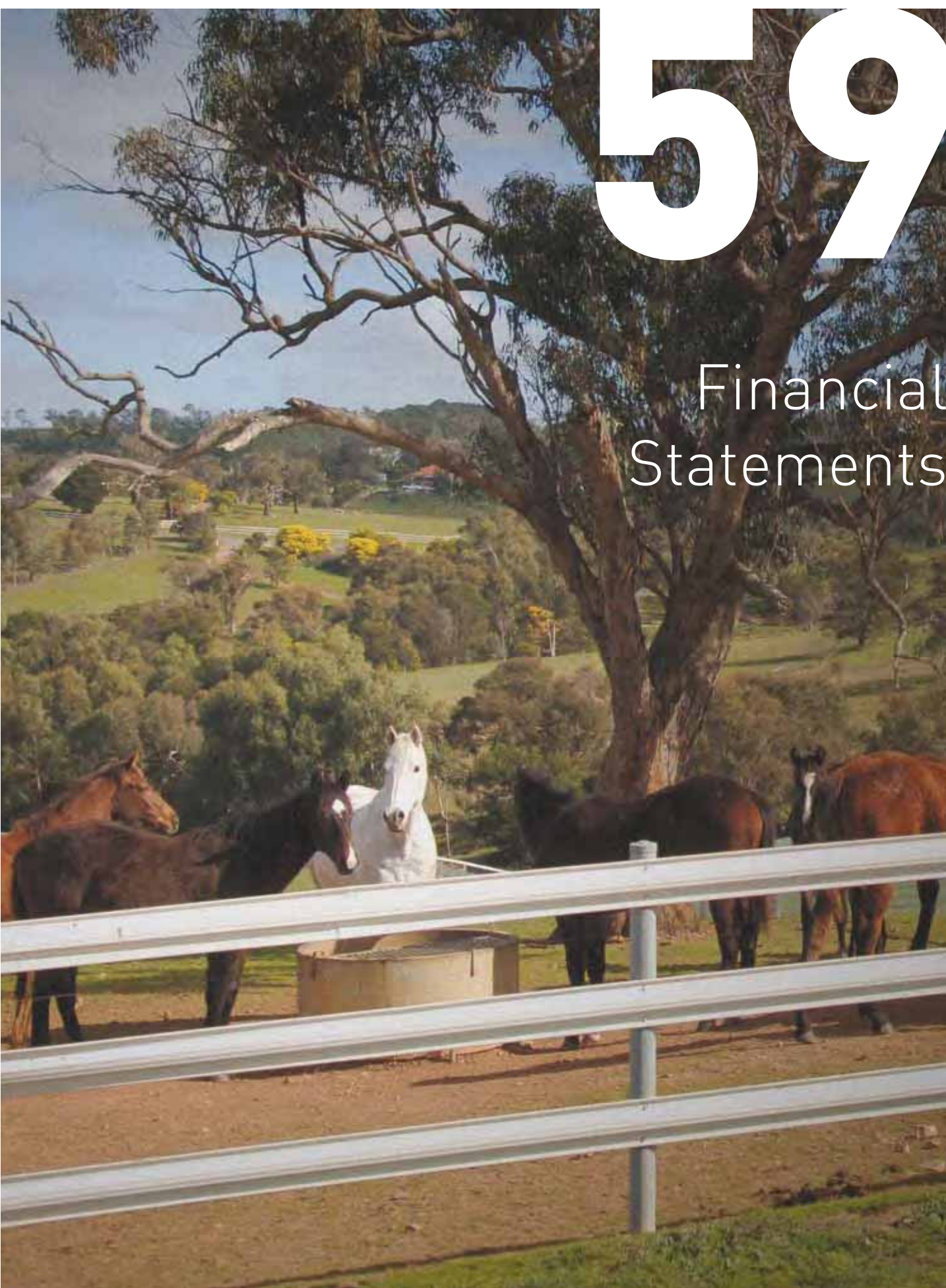
Student and Other Services Activity

	2006	2005
	\$000	\$000
Salaries, wages, overtime and allowances	2,501	2,390
Superannuation	216	207
Payroll tax	137	131
Other salary related costs	77	71
Consumables	160	126
Depreciation	262	280
Other expenses	1,876	1,811
	5,229	5,016



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Financial Statements



Compulsory Non-Academic Fees and Charges Statement as at 31 December, 2006

	Note	2006 \$	2005 \$
Income			
Compulsory Non- Academic Fees		972,941	977,734
Total Income		<u>972,941</u>	<u>977,734</u>
Expenditure			
Salaries			
Salaries		639,070	568,599
Salary Oncosts		98,848	89,943
Total Salary Expenditure		<u>737,918</u>	<u>658,542</u>
Non-Salaries			
Consumables		17,316	10,175
Subscriptions		333	636
Telephone		1,995	740
EDP Equipment Purchases		44,538	9,030
Equipment Purchases		39,218	28,321
Furniture & Fittings		70,057	40,819
Equipment Lease		432	432
Security Services		6,447	0
Travel		1,432	1,166
Citylink Payments		24	907
Equipment Repairs		686	198
Diaries & Advertising		36,852	34,841
Staff Development		1,912	0
Advertising - Recruitment		581	0
Computer Software Development		587	192
Orientation/Recreational Activities		34,356	39,813
Porterage		2,109	0
Minor Works		26,519	15,000
Building Repairs & Maintenance		5,675	27,925
Uniforms		1,286	1,295
Total Non-Salary Expenditure		<u>292,355</u>	<u>211,490</u>
Total Expenditure		<u>1,030,273</u>	<u>870,032</u>
Operating Deficit for the Year	1	(57,332)	107,702
Accumulated Surplus 1 January		268,198	160,496
Accumulated Surplus/(Deficit)	2	<u>210,866</u>	<u>268,198</u>

Note:

- 1 Due to an increase in the accumulated surplus carried forward into 2006 additional funds were allocated for the following expenditures: Equipment, EDP Equipment and minor works. This resulted in an operating deficit of \$57,332 for the year to 31 December, 2006.
- 2 Additional expenditure will take place in 2007 to upgrade the gymnasium facilities at Preston Campus. In addition a three year plan to upgrade library and Student Services centres at Fairfield, Epping and Heidelberg Campuses is being developed.

Frances Meiklejohn

Frances Meiklejohn
Chief Finance Officer
1/3/07



AUDITOR GENERAL
VICTORIA

INDEPENDENT AUDIT REPORT

Northern Melbourne Institute of Technical and Further Education

To the Members of the Parliament of Victoria and Members of the Council of the Institute

Matters Relating to the Electronic Presentation of the Audited Financial Report

This audit report for the financial year ended 31 December 2006 relates to the financial report of the Northern Melbourne Institute of Technical and Further Education included on its web site. The Members of the Council of the Northern Melbourne Institute of Technical and Further Education are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The audit report refers only to the statements named below. 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 this web site.

Scope

The Financial Report

The accompanying financial report for the year ended 31 December 2006 of the Northern Melbourne Institute of Technical and Further Education consists of operating statement, balance sheet, statement of changes in equity, cash flow statement, notes to and forming part of the financial report, and the supporting declaration.

Members' Responsibility

The Members of the Council of the Northern Melbourne Institute of Technical and Further Education are responsible for:

- the preparation and presentation of the financial report and the information it contains, including accounting policies and accounting estimates
- the maintenance of adequate accounting records and internal controls that are designed to record its transactions and affairs, and prevent and detect fraud and errors.

Audit Approach

As required by the *Audit Act* 1994, an independent audit has been carried out in order to express an opinion on the financial report. The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement.



AUDITOR GENERAL
VICTORIA

Independent Audit Report (continued)

The audit procedures included:

- examining information on a test basis to provide evidence supporting the amounts and disclosures in the financial report
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the members
- obtaining written confirmation regarding the material representations made in conjunction with the audit
- reviewing the overall presentation of information in the financial report.

These procedures have been undertaken to form an opinion as to whether the financial report is presented in all material respects fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the Institute's financial position, and its financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

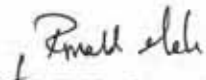
Independence

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. The Auditor-General and his staff and delegates comply with all applicable independence requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, the financial position of the Northern Melbourne Institute of Technical and Further Education as at 31 December 2006 and its financial performance and cash flows for the year then ended.

MELBOURNE
16 March 2007


D.D.R. Pearson
Auditor-General

Financial Report for Year Ended 31 December, 2006

Declaration By President of Council, Chief Executive Officer And Chief Finance and Accounting 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 operating statement, balance sheet, 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 2006 and financial position of the Institute as at 31 December 2006.

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



Elaine Forde
President of Council

DATE: 19/2/2007
Place: Preston



Brian MacDonald
Chief Executive Officer

DATE: 19/2/2007
Place: Preston



Frances Meiklejohn
Chief Finance & Accounting Officer

DATE: 19/2/2007
Place: Preston

Operating Statement for the year ended 31 December, 2006

	Note	2006 \$000	2005 \$000
Income			
Revenues from continuing operations	2		
Operating activities			
-Government contributions - operating	2.1	63,902	59,609
-Government contributions - capital	2.2	3,018	5,101
-Fee for service	2.3	20,994	17,901
-Student fees and charges		5,141	5,019
-Sale of goods		2,492	2,426
Non operating activities			
-Other income	2.4	<u>3,071</u>	<u>2,401</u>
		<u>98,618</u>	<u>92,457</u>
Expenses from continuing operations			
	3		
Employee benefits	3.1	63,390	60,722
Depreciation and amortisation	10	5,658	6,077
Finance costs		49	71
Other	3.2	<u>23,976</u>	<u>20,017</u>
		<u>93,073</u>	<u>86,887</u>
Net result from continuing operations			
		<u>5,545</u>	<u>5,570</u>
Operating result from discontinued operations		<u>0</u>	<u>0</u>
Net result for the year		<u>5,545</u>	<u>5,570</u>

Balance Sheet as at 31 December, 2006

	Note	2006 \$000	2005 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	4, 29	20,452	16,625
Trade and other receivables	5, 29	4,531	2,550
Inventories	6	1,780	1,626
Biological assets	11	51	60
Other financial assets at fair value through profit & loss	7, 29	0	112
Other assets	9	421	480
Total Current Assets		<u>27,235</u>	<u>21,453</u>
Non-Current Assets			
Other financial assets at fair value through profit & loss	7, 29	413	301
Property, plant and equipment	10	180,775	180,033
Biological assets	11	3,173	2,840
Total Non-Current Assets		<u>184,361</u>	<u>183,174</u>
TOTAL ASSETS		<u>211,596</u>	<u>204,627</u>
LIABILITIES			
Current Liabilities			
Payables	15, 29	6,730	5,631
Interest bearing liabilities	16, 29	400	356
Employee benefits	17	11,975	11,914
Total Current Liabilities		<u>19,105</u>	<u>17,901</u>
Non-Current Liabilities			
Interest bearing liabilities	16, 29	72	471
Employee benefits	17	949	858
Total Non-Current Liabilities		<u>1,021</u>	<u>1,329</u>
TOTAL LIABILITIES		<u>20,126</u>	<u>19,230</u>
NET ASSETS		<u>191,470</u>	<u>185,397</u>
EQUITY			
Reserves	20	127,653	127,125
Contributed capital	20, 1.1, 1.22	31,681	31,681
Accumulated surplus	20	32,136	26,591
TOTAL EQUITY		<u>191,470</u>	<u>185,397</u>

Statement of Changes in Equity for the year ended 31 December, 2006

	Note	2006 \$000	2005 \$000
Total equity at the beginning of the year	20	185,397	179,176
Gain on revaluation of land and buildings	10	<u>528</u>	<u>651</u>
Net income recognised directly in equity		<u>528</u>	<u>651</u>
Net operating result for the year		<u>5,545</u>	<u>5,570</u>
Total recognised income and expense for the year		6,073	6,221
Total equity at the end of the year	20	<u>191,470</u>	<u>185,397</u>

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

Cash Flow Statement for the year ended 31 December, 2006

	Note	2006 \$000	2005 \$000
Cash Flows from Operating Activities			
Payments			
Employee benefits		(63,684)	(59,396)
Suppliers (inclusive of GST)		(25,071)	(22,976)
Finance costs			
Goods and Services Tax paid			
Other payments		(453)	(685)
Receipts			
User fees and charges (inclusive of GST)		22,412	19,626
Interest received		1,251	888
Goods and Services Tax recovered		869	707
Other receipts		95	150
Cash flows from government			
Government contributions - operating		72,179	67,990
Government contributions - capital	2.2	<u>3,018</u>	<u>5,101</u>
Net cash provided by operating activities	21	<u>10,616</u>	<u>11,405</u>
Cash Flows from Investing Activities			
Payments for property, plant and equipment		(6,253)	(6,409)
Payments for biological assets	11	(416)	(335)
Proceeds from sale of property, plant and equipment	10	<u>236</u>	<u>339</u>
Net Cash used in Investing Activities		<u>(6,433)</u>	<u>(6,405)</u>
Cash Flows from Financing Activities			
Repayment of finance leases		<u>(356)</u>	<u>(334)</u>
Net Cash used in Financing Activities		<u>(356)</u>	<u>(334)</u>
Net increase (decrease) in cash held		3,827	4,666
Cash and cash equivalents at the beginning of the financial year		16,625	11,959
Effects of exchange rate changes on cash and cash equivalents		<u>0</u>	<u>0</u>
Cash at the end of the financial year	4	<u>20,452</u>	<u>16,625</u>

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Statement of compliance

The financial report is a general purpose financial report which has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, Australian Accounting standards and Urgent Issues Group Interpretations. Accounting Standards include Australian equivalents to International Financial Reporting Standards (A-IFRS).

The financial statements were authorised for issue by Frances Meiklejohn, Chief Finance Officer of Northern Melbourne Institute of TAFE on 19 February 2007.

The financial report consists of the financial statements of the Institute. The accounting policies adopted in preparing the financial report have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Institute in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

1.1 BASIS OF PREPARATION

Reporting basis and conventions

The financial report has been prepared on a historical cost basis, 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.

Critical accounting estimates and judgments

In the application of A-IFRS, 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.

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.

Judgments

Judgments made by management in the application of A-IFRS 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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.2 REPORTING ENTITY AND PRINCIPLES OF CONSOLIDATION

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

1.3 CASH AND CASH EQUIVALENTS

Cash and cash equivalents comprise cash on hand and cash in banks and investments in money market instruments. There are no bank overdrafts.

1.4 RECEIVABLES

Trade receivables are carried at nominal amounts due 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.

1.5 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.

1.6 OTHER FINANCIAL ASSETS

Recognition

Investments are recognised and derecognised on trade date where purchase or sale of an investment is under a contract whose terms require delivery of the investment within the timeframe established by the market concerned, and are initially measured at fair value, net of transaction costs.

The Institute classifies its other investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition.

1.6.1 Financial assets at fair value through profit and loss

Investments held for trading purposes are classified as current assets and are stated at fair value, with any resultant gain or loss recognised in profit or loss.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.6.2 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 of 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.

1.6.3 Held-to-maturity investments

Where the Institute has the positive intent and ability to hold investments to maturity, they are stated at amortised cost less impairment losses.

1.6.4 Available-for-sale financial assets

Other investments held by the Institute are classified as being available-for-sale and are stated at fair value. Gains and losses arising from changes in fair value are recognised directly in equity until the investment is disposed of or is determined to be impaired, at which time the cumulative gain or loss previously recognised in equity is included in profit or loss for the period.

1.7 FOREIGN CURRENCY TRANSACTION

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.

1.7.1 Functional and presentation currency

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

1.7.2 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 operating statement.

1.8 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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.9 INVESTMENTS IN ASSOCIATES

There are no investments in Associates.

1.10 INVESTMENT IN JOINT VENTURE

There are no interests in joint venture.

1.11 NON-CURRENT PHYSICAL ASSETS

1.11.1 Non-current assets constructed by the Institute

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

1.11.2 Non-current physical assets

Land and buildings are measured at fair value. Plant, equipment and vehicles are measured at cost less accumulated depreciation and impairment.

Land is measured at fair value with regard to the property's 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.

1.11.3 Subsequent costs

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 the Institute and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the operating statement during the financial period in which they are incurred.

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

During the reporting period, the Institute 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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.12 BIOLOGICAL ASSETS

1.12.1 Bloodstock

Bloodstock used for breeding purposes is measured at fair value and stated at valuations conducted by Mr R Higgins, MBE of RH Consultancies Pty Ltd at 31 December 2000.

Subsequent purchases are at cost.

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 2003 by Charter Keck Cramer and indexed annually based on Valuer General indexation movements for subsequent years.

Vines are measured at cost 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 REVALUATION OF NON-CURRENT PHYSICAL ASSETS

1.13.1 Non-current physical assets measured at fair value

Non-current physical assets measured at fair value are revalued with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value. This revaluation process normally occurs every five years. Revaluation increments or decrements arise from differences between an asset's depreciated cost or deemed cost 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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.13.2 Capital works in progress

Capital works in progress are valued at cost.

1.13.3 Motor vehicles

Motor vehicles are valued at cost.

1.13.4 Library collections

Library collections are valued at cost.

1.14 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 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.

1.15 INTANGIBLE ASSETS

Not applicable.

1.15.1 Goodwill

Not applicable.

1.15.2 Research and Development

Not applicable.

1.15.3 Internal-use software

Not applicable.

1.16 PAYABLES

Payables are recognised when the Institute becomes obliged to make future payments resulting from the purchase of goods and services.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.17 INTEREST BEARING LIABILITIES

1.17.1 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 Profit and Loss over the period of the interest bearing liabilities using the effective interest method.

1.17.2 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.

1.18 EMPLOYEE BENEFITS

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

1.18.1 Wages and Salaries, Annual Leave, Long Service Leave and Sick Leave

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave, and long service leave when it is probable that settlement will be required and they are capable of being measured reliably.

Provisions made in respect of employee benefits are to be measured based on their expected settlement. Provisions which are expected to be settled within 12 months are measured at their nominal values using the remuneration rate expected to apply at the time of settlement. Provisions which are not expected to be settled within 12 months are measured as the present value of the estimated future cash outflows to be made by the Institute in respect of services provided by employees up to reporting date.

Regardless of the expected timing of settlement, provisions made in respect of employee benefits are classified as a current liability unless there is an unconditional right to defer the settlement of the liability for at least 12 months after the reporting date, in which case it would be classified as a non-current liability. Provisions made for annual leave and unconditional long service leave would be classified as a current liability where the employee has a present entitlement to the benefit. A non-current liability would include long service leave entitlements accrued for employees with less than 7 years of continuous service.

1.18.2 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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.18.3 Superannuation

Defined contribution plan

Contributions to defined contribution plans are expensed when incurred

Defined benefit plans

The amount charged to the operating statement in respect of superannuation represents the contributions made by the Institute 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.

The Institute does not recognise any deferred liability in respect of the plans because the Institute 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.

1.18.4 Termination Benefits

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

1.19 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.

1.20 LEASED ASSETS

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.

1.20.1 Institute as lessor

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

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.20.2 Institute as Lessee

Assets held under finance leases are recognised as assets of the Institute at their fair value or, if lower, at the present value of the minimum lease payments, each determined at the inception of the lease. The corresponding liability to the lessor is included in the balance sheet as a finance lease obligation.

Lease payments are apportioned between finance charges and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged directly against income.

Finance lease assets are amortised on a straight-line basis over the estimated useful life of the asset.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

1.21 DEPRECIATION AND AMORTISATION

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.

1.21.1 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/Ranges
Buildings	Straight line	2% to 4%
Major components – buildings	Straight line	5% to 10%
Plant & 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 2006.

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

1.21.2 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).

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.22 INVESTMENT PROPERTIES

Not applicable

1.23 ONEROUS CONTRACTS

Not applicable

1.24 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.

1.25 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.

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.

1.26 REVENUE RECOGNITION

Government contributions are recognised as revenue in the period when the Institute 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.

- 1.26.1 **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.
- 1.26.2 **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.
- 1.26.3 **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.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

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

1.27 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 the Institute for capital purposes are not "Contributions by the Owner" and are treated as income.

1.28 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 the Institute.

1.29 ROUNDING OF AMOUNTS

All amounts shown in the Financial Report are expressed to the nearest thousand dollars, where applicable.

1.30 COMPARATIVE INFORMATION

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

1.31 CHANGES IN ACCOUNTING POLICY

A change in Accounting Policy has been made to reclassify employee benefits – long service leave between current short term, current long term and non-current liabilities. (Refer notes 1.18.1; 17)

There are no other material changes in Accounting Policy for the year ending 31 December, 2006.

Note 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont)

1.32 AUSTRALIAN ACCOUNTING STANDARDS ISSUED BUT NOT YET EFFECTIVE

AASB 7 Financial Instruments: Disclosure

The Australian Accounting Standards Board (AASB) issued AASB 7 Financial Instruments: Disclosures in August 2005 for application to annual reporting periods beginning on or after 1 January, 2007 with early adoption permitted for annual reporting periods beginning on or after 1 January, 2005. The Institute has decided not to early adopt AASB 7 and will adopt the standard when required.

On the adoption of AASB 7, the Institute will be required to apply the disclosure requirements in relation to financial instruments in accordance with AASB 7, however the presentation requirements of AASB 132 Financial Instruments: Disclosure and Presentation will continue to apply. AASB 7 requires further balance sheet and income statement disclosures about the Institute's exposures to risks arising from financial instruments. In addition, the Institute will not be able to apply the relief from making parent entity disclosures that is currently available under AASB 132.

NOTE 2 – REVENUE FROM CONTINUING ACTIVITIES

	Note	2006 \$000	2005 \$000
Note 2.1 - GOVERNMENT CONTRIBUTIONS - OPERATING			
State/C'wealth current specific funded programs		62,897	58,958
Other contributions		<u>1,005</u>	<u>651</u>
		<u>63,902</u>	<u>59,609</u>
Note 2.2 - GOVERNMENT CONTRIBUTIONS - CAPITAL			
C'wealth capital		1,123	3,362
State capital		<u>1,895</u>	<u>1,739</u>
		<u>3,018</u>	<u>5,101</u>
Note 2.3 - FEE FOR SERVICE			
Fee for service - Government		8,277	8,382
Fee for service - International operations		6,899	4,421
Fee for service - other		<u>5,818</u>	<u>5,098</u>
		<u>20,994</u>	<u>17,901</u>
Note 2.4 - OTHER INCOME			
Donations & contributions		95	150
Investment income		1,338	905
Rent		67	62
Other		<u>1,571</u>	<u>1,284</u>
		<u>3,071</u>	<u>2,401</u>
Total revenue from continuing activities		<u>90,985</u>	<u>85,012</u>

NOTE 3 – EXPENSES FROM CONTINUING OPERATIONS

	Note	2006 \$000	2005 \$000
Note 3.1 - EMPLOYEE BENEFITS			
Salaries, wages, overtime and allowances		53,779	51,069
Superannuation		4,678	4,492
Payroll tax		2,960	2,836
Movement in provision for long service leave		0	453
Movement in provision for annual leave		309	342
Other salary related costs		1,664	1,530
Total employee benefits		63,390	60,722
Note 3.2 - OTHER EXPENSES			
Auditors' remuneration		44	40
Bad and doubtful debts		14	44
Communication expenses		655	788
Consumables		4,278	2,855
Contract and other services		2,798	2,653
Cost of sale of goods including ancillary trading		1,621	1,558
Equipment (below capitalisation threshold)		914	182
Fees & charges		797	503
Foreign currency translation losses		10	2
Impairment of non current assets		0	39
Grants & subsidies		57	49
Promotional expenses		1,280	1,091
Rent/leasing charges		552	457
Building repairs and maintenance		3,031	1,913
Staff development		399	348
Travel and motor vehicle expenses		1,781	1,521
Utilities		1,324	1,341
Loss on disposal of non-current assets	10	146	252
Other expenses		4,275	4,381
Total other expenses		23,976	20,017
Total expenses from continuing activities		87,366	80,739

NOTE 4 – CASH AND CASH EQUIVALENTS

	Note	2006 \$000	2005 \$000
Cash at bank and on hand	1.4, 29	1,222	1,300
Deposits at call		<u>19,230</u>	<u>15,325</u>
Total cash and cash equivalents		<u>20,452</u>	<u>16,625</u>

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

Balances as above	<u>20,452</u>	<u>16,625</u>
Balance as per cash flow statement	<u>20,452</u>	<u>16,625</u>

(b) Cash at bank and on hand - these are non-interest bearing.

(c) The effective interest rate on short term deposits at call was 6.2% (2005 - 5.2%).

These deposits have an average maturity of 45 days.

NOTE 5 - RECEIVABLES

	Note	2006 \$000	2005 \$000
Current	29		
Trade receivables		3,366	1,959
Provision for doubtful debts		(45)	(48)
Revenue receivable		1,053	456
GST receivable		<u>157</u>	<u>183</u>
		<u>4,531</u>	<u>2,550</u>

NOTE 6 - INVENTORIES

	Note	2006 \$000	2005 \$000
Current			
Supplies and consumables - at cost			
Printroom supplies		11	12
Hairdressing and beauty products		64	38
Hospitality supplies		39	30
Inventories held for sale - at cost			
Nursery		49	46
Wine stock	1.91	1,493	1,353
Bookshop stock		124	147
		<u>1,780</u>	<u>1,626</u>

NOTE 7 - OTHER FINANCIAL ASSETS

	Note	2006 \$000	2005 \$000
Available for sale		413	413
Less non-current portion		<u>413</u>	<u>301</u>
Current portion		<u>0</u>	<u>112</u>
Current	29		
Available for sale financial assets			
Loans to other parties : English International Pty Ltd		<u>0</u>	<u>112</u>
Non-current	29		
Available for sale financial assets			
Loans to other parties : English International Pty Ltd		112	0
Unlisted shares			
International Training Australia Pty Ltd (ITA)		1	1
English International Pty Ltd (EI)		200	200
International Education Network Pty Ltd (IEN)		<u>100</u>	<u>100</u>
		<u>413</u>	<u>301</u>

NOTE 8 - INVESTMENTS ACCOUNTED FOR USING THE EQUITY METHOD

Not applicable

NOTE 9 - OTHER ASSETS

	Note	2006 \$000	2005 \$000
Current			
Prepayments		<u>421</u>	<u>480</u>
		<u>421</u>	<u>480</u>

NOTE 10 - NON-CURRENT ASSETS: PROPERTY, PLANT AND EQUIPMENT

	Note	2006 \$000	2005 \$000
Land	1.14.1		
At Fair Value 31 December, 2005		0	49,037
At Fair Value 31 December, 2006		<u>49,565</u>	<u>0</u>
		<u>49,565</u>	<u>49,037</u>
Buildings	1.14.1		
At Cost		11,448	10,164
Accumulated Depreciation		(451)	(341)
At Fair Value 31 December, 2003		114,293	114,293
Accumulated Depreciation		<u>(7,077)</u>	<u>(4,562)</u>
Net Buildings		<u>118,213</u>	<u>119,554</u>
Leasehold Improvements at cost			
At Cost		479	479
Accumulated Amortisation		<u>(72)</u>	<u>(48)</u>
		<u>407</u>	<u>431</u>
Work in Progress	1.15.2		
At Cost		<u>1,514</u>	<u>86</u>
Plant & Equipment	1.14.2		
At Cost		21,943	20,570
Accumulated Depreciation		<u>(13,203)</u>	<u>(12,152)</u>
Net Plant & Equipment		<u>8,740</u>	<u>8,418</u>
Leased Plant & Equipment	1.13		
At Cost		1,484	1,484
Accumulated Amortisation		<u>(623)</u>	<u>(411)</u>
Net Leased Plant & Equipment		<u>861</u>	<u>1,073</u>
Motor Vehicles	1.15.3		
At Cost		2,195	1,998
Accumulated Depreciation		<u>(1,113)</u>	<u>(968)</u>
Net Motor Vehicles		<u>1,082</u>	<u>1,030</u>
Library Collections	1.15.4		
At Cost		3,584	3,438
Accumulated Depreciation		<u>(3,191)</u>	<u>(3,034)</u>
Net Library Collections		<u>393</u>	<u>404</u>
Total Property, Plant and Equipment		<u>180,775</u>	<u>180,033</u>

Restrictive Assets

Freehold land and buildings carried at fair value.

The Institute holds \$ 20,831,000 worth of properties listed as heritage assets. These heritage assets cannot be modified or disposed of without Ministerial approval.

NOTE 10 - NON-CURRENT ASSETS: PROPERTY, PLANT AND EQUIPMENT (cont)

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 & Equipment	Leased Plant & Equipment	Motor Vehicle	Other	Total
2006	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount at start of year	49,037	119,554	431	86	8,418	1,073	1,030	404	180,033
Additions	0	1,252		1,461	2,742		652	146	6,253
Disposals	0				(21)		(360)		(381)
Revaluation increments (decrements)	528								528
Transfers	0	33		(33)					0
Depreciation/ amortisation expense	0	(2,626)	(24)	0	(2,399)	(212)	(240)	(157)	(5,658)
Carrying amount at end of year	49,565	118,213	407	1,514	8,740	861	1,082	393	180,775
2005	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount at start of year	48,386	120,604	455	257	7,244	1,285	1,014	395	179,640
Additions		1,211		86	4,266		679	165	6,407
Disposals					(151)		(437)		(588)
Revaluation increments (decrements)	651								651
Transfers		257		(257)					0
Depreciation/ amortisation expense		(2,518)	(24)		(2,941)	(212)	(226)	(156)	(6,077)
Carrying amount at end of year	49,037	119,554	431	86	8,418	1,073	1,030	404	180,033

NOTE 10 - NON-CURRENT ASSETS: PROPERTY, PLANT AND EQUIPMENT (cont)

	Note	2006 \$000	2005 \$000
Depreciation and amortisation expense for the year			
Depreciation			
Buildings		2,626	2,518
Plant & Equipment		2,399	2,941
Motor Vehicles		240	226
Library Collections		157	156
		<u>5,422</u>	<u>5,841</u>
Amortisation			
Leasehold improvements		24	24
Plant and equipment under finance leases		212	212
		<u>236</u>	<u>236</u>
Total Depreciation and Amortisation		<u>5,658</u>	<u>6,077</u>
Profit and/or Loss on Sale of Non Current Assets			
Proceeds on sale of property, plant & equip.		236	339
Less written down value		382	591
Net profit/(loss) on disposal	3	<u>(146)</u>	<u>(252)</u>

NOTE 11 - BIOLOGICAL ASSETS

	Note	2006 \$000	2005 \$000
11.1 PLANTS			
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	6
Mature assets			
Aged vines		<u>1,080</u>	<u>1,074</u>
Total bearer assets		<u>1,080</u>	<u>1,080</u>
Quantities			
		2006	2005
		Qty	Qty
Ararat (hectares)		38	38
Eden Park (hectares)		8	8
Yarra Glen (hectares)		2	2
Whittlesea (hectares)		<u>1.5</u>	<u>1.5</u>
Total hectares		<u>49.5</u>	<u>49.5</u>
Output			
Tonnes harvested		<u>40</u>	<u>495</u>
		2006	2005
		\$000	\$000
Fair value of output was determined at current expected market rates			
Wine grape harvest valued at \$900 per tonne		<u>36</u>	<u>495</u>

11.2 ANIMALS

Nature

Bloodstock horses, riding horses, cattle, sheep, deer, goats, fish fingerlings

Activities

Equine studies, aquaculture studies and agriculture studies

NOTE 11 - BIOLOGICAL ASSETS (cont)

11.2 ANIMALS (cont)

	Note	2006 \$000	2005 \$000
Consumable assets			
Immature assets			
Value of natural increases and purchases			
Fish fingerlings		8	8
Horses		20	16
Cattle		1	3
Sheep		0	1
		<u>29</u>	<u>28</u>
Mature assets			
Biologically transformed and marketable assets			
Horses		14	14
Cattle		4	6
Sheep		4	7
Deer		0	5
		<u>22</u>	<u>32</u>
Total consumable assets		<u>51</u>	<u>60</u>
Quantities			
		2006	2005
		No.	No.
Fish fingerlings		4,450	4,450
Horses		78	63
Cattle		205	273
Sheep		98	100
Deer		0	34
Goats		0	18
Total quantity of consumable assets		<u>4,831</u>	<u>4,938</u>
Output			
Natural increase			
Cattle		148	157
Sheep		102	109
Deer		16	6
Goats		0	15
Total quantity of output		<u>266</u>	<u>287</u>
		2006	2005
		\$000	\$000
Fair value of output was determined using a nominal amount at birth		<u>4</u>	<u>4</u>

NOTE 11 - BIOLOGICAL ASSETS (cont)

11.2 ANIMALS (cont)

	2006 \$000	2005 \$000
Bearer assets		
Mature assets		
Mares, stallions and angus bull	2,093	1,760
Total bearer assets	<u>2,093</u>	<u>1,760</u>
	2006 No.	2005 No.
Quantities		
Bloodstock horses	48	41
Angus bull	0	1
	<u>48</u>	<u>42</u>
	2006 No.	2005 No.
Output		
Foals natural increase	30	29
	<u>30</u>	<u>29</u>
	2006 \$000	2005 \$000
Fair value of output was determined at costs to produce		
Natural increase	9	9
	<u>9</u>	<u>9</u>
Reconciliation of changes in carrying amount of biological assets		
	2006 \$000	2005 \$000
Carrying amount at 1 January, 2006	2,900	2,588
Increases due to:		
Purchases	416	335
Births	13	13
Decreases attributable to:		
Sales	(71)	(34)
Deaths	(34)	(2)
Other IFRS impairment	0	0
Carrying amount at 31 December, 2006	<u>3,224</u>	<u>2,900</u>

NOTE 12 – INVESTMENT PROPERTIES

There are no investment properties.

NOTE 13 - INTANGIBLE ASSETS

There are no intangible assets.

NOTE 14 - NON CURRENT ASSETS CLASSIFIED AS HELD FOR SALE

Not applicable

NOTE 15 - PAYABLES

	Note	2006 \$000	2005 \$000
Current	29		
Creditors and accruals		4,080	3,809
Revenue in advance		<u>2,650</u>	<u>1,822</u>
		<u>6,730</u>	<u>5,631</u>

NOTE 16 - INTEREST BEARING LIABILITIES

	Note	2006 \$000	2005 \$000
CURRENT	29		
Secured			
Finance lease liability	23	<u>400</u>	<u>356</u>
		<u>400</u>	<u>356</u>
NON-CURRENT	29		
Secured			
Finance lease liability	23	<u>72</u>	<u>471</u>
		<u>72</u>	<u>471</u>
Total current and non-current			
Finance lease liability		<u>472</u>	<u>827</u>
Secured by the assets leased			

NOTE 17 - EMPLOYEE BENEFITS

	2006 \$000	2005 \$000
Current		
Employee benefits:		
. Long service leave	8,630	8,724
. Annual leave	3,071	2,761
. Sick leave	25	15
. Performance payments	249	414
	<u>11,975</u>	<u>11,914</u>
Non-current		
Employee benefits:		
. Long service leave	949	858
	<u>949</u>	<u>858</u>
Total employee benefits	<u>12,924</u>	<u>12,772</u>
Balance at 1 January	12,772	12,012
Additional provisions raised during the year	382	1,138
Amounts used	(230)	(378)
Balance at 31 December	<u>12,924</u>	<u>12,772</u>
Classification of employee benefits as current or non-current	2006	2005
	\$000	\$000
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	3,942	3,591
- Other long term employee benefits that do not fall due within 12 months after the end of the period, measured at present value	8,033	8,323
	<u>11,975</u>	<u>11,914</u>
Non-current		
Long service leave representing less than 7 years of continuous service measured at present value	949	858
	<u>949</u>	<u>858</u>

NOTE 18 - PROVISIONS

There are no other provisions.

NOTE 19 - OTHER LIABILITIES

There are no other liabilities.

NOTE 20 – EQUITY AND MOVEMENTS IN EQUITY

	2006 \$000	2005 \$000
Composition of Reserves		
Asset revaluation reserve		
Land	55,046	54,518
Buildings	<u>72,607</u>	<u>72,607</u>
	<u>127,653</u>	<u>127,125</u>
Asset Revaluation Reserve - Land		
Balance 1 January, 2006	54,518	53,867
Revaluation increment on non-current assets	<u>528</u>	<u>651</u>
Balance 31 December, 2006	<u>55,046</u>	<u>54,518</u>
Asset Revaluation Reserve - Buildings		
Balance 1 January, 2006	<u>72,607</u>	<u>72,607</u>
Balance 31 December, 2006	<u>72,607</u>	<u>72,607</u>
Contributed Capital		
Balance 1 January, 2006	31,681	31,681
Capital contributions	0	0
Transfer to Government Department	<u>0</u>	<u>0</u>
Balance 31 December, 2006	<u>31,681</u>	<u>31,681</u>
Accumulated Surplus/(deficit)		
Balance 1 January, 2006	26,591	21,021
Net result for the year	<u>5,545</u>	<u>5,570</u>
Balance 31 December, 2006	<u>32,136</u>	<u>26,591</u>
Total equity	<u>191,470</u>	<u>185,397</u>

NOTE 21 - CASH FLOW INFORMATION

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

	2006	2005
	\$000	\$000
Operating result	5,545	5,570
Depreciation & amortisation of non-current assets	5,658	6,077
Impairment of non-current assets	0	39
Provision for doubtful debts	(3)	20
Increase (decrease) in employee benefits	(445)	564
Net profit on sale of non-current assets	146	252
Change in operating assets and liabilities		
Decrease (increase) in trade receivables	(1,978)	(559)
Decrease (increase) in inventories	(62)	(1,094)
Decrease (increase) in other operating assets	59	(115)
Increase (decrease) in creditors	1,545	(109)
Increase (decrease) in other provisions	151	760
Net cash provided by / (used in) operating activities	<u>10,616</u>	<u>11,405</u>

NOTE 22 – NON-CASH FINANCING AND INVESTING ACTIVITIES

There are no non-cash financing and investing activities.

NOTE 23 - LEASES

	Note	2006 \$000	2005 \$000
LEASE COMMITMENTS			
Finance lease liability	16, 29		
Finance lease commitments are payable as follows			
Minimum future lease payments			
Not later than one year		405	356
Later than one year but not later than five years		<u>72</u>	<u>476</u>
Minimum lease payment		477	832
Less: Future interest charge provided for in the accounts		<u>5</u>	<u>5</u>
		<u><u>472</u></u>	<u><u>827</u></u>
Present value of minimum future lease payments			
Not later than one year		400	356
Later than one year but not later than five years		<u>72</u>	<u>471</u>
		<u><u>472</u></u>	<u><u>827</u></u>
Included in the financial statements as:			
Current interest bearing liabilities		400	356
Non-current interest bearing liabilities		<u>72</u>	<u>471</u>
		<u><u>472</u></u>	<u><u>827</u></u>
Operating lease commitment			
Non-cancellable operating leases			
Not later than one year		247	275
Later than one year but not later than five years		<u>246</u>	<u>475</u>
		<u><u>493</u></u>	<u><u>750</u></u>
LEASED ASSETS			
As at the reporting date NMIT leased out the following assets:			
Collingwood - roof space		66	96
Epping - roof space		1,040	1,092
Greensborough - roof space		1,060	1,110
Preston - roof space		1,039	1,091
Childcare centre - Epping		8	8
Canteen operations		<u>110</u>	<u>220</u>
Gross amount of leased assets		<u><u>3,323</u></u>	<u><u>3,617</u></u>
Operating Lease Receivables			
Non-cancellable operating lease receivables			
Not later than one year		311	302
Later than one year but not later than five years		764	871
Later than five years		<u>2,248</u>	<u>2,444</u>
		<u><u>3,323</u></u>	<u><u>3,617</u></u>

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

NOTE 24 – COMMITMENTS FOR EXPENDITURE

	2006 \$000	2005 \$000
Capital Commitments		
As at the reporting date NMIT had the following outstanding Capital Commitments:		
Fairfield refurbishment	0	46
Epping Primary Industries Production and Training Centre	0	57
Collingwood - commercial cookery facility	0	416
- hairdressing	0	44
Horse float/truck	0	80
Eden Park	0	90
Voice over internet protocol project (VOIP)	0	67
TV studio upgrade - Collingwood	1,829	0
Cooler units - Collingwood and Epping	108	0
	<u>1,937</u>	<u>800</u>

Outstanding Capital Commitments are payable as follows:

Payments due - one year or less	<u>1,937</u>	<u>800</u>
	<u>1,937</u>	<u>800</u>

Other Significant Operating Commitments

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

Contract cleaning	1,251	1,159
Animal upkeep - Fodder	59	0
Building repairs and maintenance	171	0
	<u>1,481</u>	<u>1,159</u>

Outstanding Significant Operating Commitments are payable as follows:

Payments due - one year or less	<u>1,481</u>	<u>1,159</u>
	<u>1,481</u>	<u>1,159</u>

NOTE 25 - CONTINGENT LIABILITIES AND ASSETS

There are no contingent liabilities or assets.

NOTE 26 - SUPERANNUATION

NMIT made contributions for employees who contribute to the funds, as follows:

	Note	2006 \$000	2005 \$000
State Superannuation Fund of Victoria	1.18.3		
SERB Scheme 12.8%		18	23
Revised Scheme 17%		678	808
New Scheme 7.5% - 10.5%		976	1,012
Victorian Superannuation Fund			
Vic Super Scheme 9%		2,737	2,547
Other Superannuation Schemes			
National Mutual 9%		21	20
Hesta 9%		68	57
Uni Super 9%		43	12
Other Funds 9%		<u>154</u>	<u>39</u>
Total Contributions to all Funds		<u>4,695</u>	<u>4,518</u>

As at the reporting date there were no outstanding contributions payable to the above funds.

As at the reporting date there were no loans to NMIT from any fund.

NOTE 27 - AUDITORS' REMUNERATION

	Note	2006 \$000	2005 \$000
Victorian Auditor General's Office			
Audit of financial report		<u>24</u>	<u>23</u>

NOTE 28 - RESPONSIBLE PERSONS RELATED DISCLOSURES

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

The Hon. Lynne Kosky MP, Minister for Education and Training to 25 November, 2006

The Hon. Jacinta Allen MP, Minister for Skills, Education Services and Employment from 25 November, 2006

E. Forde (President)	M. Pettolino
R. Mackay (Vice President)	A. Ray
N. Shearer (Deputy Vice President)	C. Lamble
B. MacDonald (NMIT Chief Executive Officer)	A. Judd (to August 2006)
L. Carlton (staff representative)	G. Maynard (to April 2006)
K. Pasinati (student representative)	P. Grist (from June 2006)
W. Freeman	C. Watson (from June 2006)
A. Braybrook	A. Giddy (from October 2006)
B. Ham	

Remuneration of Responsible Persons

Remuneration paid to Ministers is reported in the Annual Report 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	
2006	2005
\$000	\$000
<u>293</u>	<u>396</u>

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

Base Remuneration		Total Remuneration	
2006	2005	2006	2005
\$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:

	2006	2005
Income Range		
\$ 0 - \$ 9,999	15	12
70,000 - 79,999	1	0
170,000 - 179,999	0	1
220,000 - 229,999	<u>1</u>	<u>1</u>
	<u>17</u>	<u>14</u>

NOTE 28 - RESPONSIBLE PERSONS RELATED DISCLOSURES (cont.)

Retirement Benefits of Responsible Persons

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

2006	2005
\$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 \$115,499 during the financial year are shown in their relevant income bands. Remuneration includes long service leave, bonus and termination payments made during the year.

Income Range	2006	2005
\$ \$	No.	No.
110,000 - 119,999	0	1
120,000 - 129,999	1	2
130,000 - 139,999	1	1
140,000 - 149,999	10	8
160,000 - 169,999	<u>2</u>	<u>2</u>
	<u>14</u>	<u>14</u>

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

Base Remuneration		Total Remuneration	
2006	2005	2006	2005
\$000	\$000	\$000	\$000
<u>1,925</u>	<u>1,759</u>	<u>2,036</u>	<u>2,019</u>

Superannuation

There were no amounts paid by NMIT in connection with the retirement of responsible persons 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

There were no other transactions with responsible persons related entities.

NOTE 29 - FINANCIAL INSTRUMENTS

29.1 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	Notes	Accounting Policies	Terms and Conditions
FINANCIAL ASSETS			
• Cash assets Cash at bank	4	Cash at Bank is carried at the principal amount.	Cash is invested as funds permit at varying interest rates between 4.85% to 5.45% (2005 - 4.6% - 5.43%)
• Cash assets - Deposits at call	4	Deposits at call are carried at their principal amounts. Interest revenue is recognised in the income statement when it is earned.	Deposits at call have an average maturity of 45 days and effective interest rates of 5.51% to 6.2% (2005 - 5.2% to 5.51%)
• Receivables - Debtors	5	Trade receivables are carried at nominal amounts due less any provision for doubtful debts. A provision 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
• Receivables - Other debtors	5	Other debtors are carried at the nominal amounts.	
• Other Financial Assets: Long Term Loan	7	Long term loan to English International Pty Ltd is carried at its principal amount of \$112,183 and represents operational and implementation expenses paid by NMIT. Interest revenue is recognised in the income statement when it is received.	Long term loan to English International Pty Ltd is receivable within two years at an interest rate of 8%.
• Other Financial Assets: Unlisted Shares	7	Unlisted shares are carried at cost and valuation. Dividends, when declared by the investee, will be recognised in the income statement. Shareholdings have been assessed for impairment.	
FINANCIAL LIABILITIES			
• Payables Creditors and Accruals	15	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
• Payables Revenue in advance	15	Liabilities are recognised for amounts paid in advance for future services to be delivered.	Individual student fees and charges are to be paid prior to commencement of program delivery
• Borrowings Finance lease	16	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 6.04%

29.2 INTEREST RATE RISK

NMJT'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:

FINANCIAL INSTRUMENTS	FLOATING INTEREST RATE	FIXED INTEREST RATE MATURED IN:						Non-Interest Bearing	Total Carrying Amount per Balance Sheet
		Less than 1 year	1-2 years	2-3 years	3-4 years	4-5 years	5+ years		
2006	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
FINANCIAL ASSETS									
• Cash and cash equivalents- Cash at Bank	1,222	-	-	-	-	-	-	-	1,222
• Cash and cash equivalents- Deposits at Call	19,230	-	-	-	-	-	-	-	19,230
• Receivables-Debtors	-	-	-	-	-	-	3,321	-	3,321
• Receivables-Other Debtors	-	-	-	-	-	-	1,210	-	1,210
• Other Financial Assets: Long Term Loan	-	112	-	-	-	-	-	-	112
• Other Financial Assets: Unlisted Shares	-	-	-	-	-	-	301	-	301
Total Financial Assets	20,452	-	112	-	-	-	4,832	-	25,396
FINANCIAL LIABILITIES									
• Payables: Creditors & Accruals	-	-	-	-	-	-	4,080	-	4,080
• Payables: Revenue in Advance	-	-	-	-	-	-	2,650	-	2,650
• Interest Bearing Liabilities: Finance Lease	-	400	72	-	-	-	-	-	472
Total Financial Liabilities	-	400	72	-	-	-	6,730	-	7,202

29.2 INTEREST RATE RISK (cont)

FINANCIAL INSTRUMENTS	FLOATING INTEREST RATE	FIXED INTEREST RATE MATURED IN:							Non-Interest Bearing	Total Carrying Amount per Balance Sheet
		Less than 1 year	1-2 years	2-3 years	3-4 years	4-5 years	5+ years			
2005	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
FINANCIAL ASSETS										
• Cash and cash equivalents-Cash at Bank	1,300	-	-	-	-	-	-	-	-	1,300
• Cash and cash equivalents-Deposits at Call	15,325	-	-	-	-	-	-	-	-	15,325
• Receivables-Debtors	-	-	-	-	-	-	-	-	1,911	1,911
• Receivables-Other Debtors	-	-	-	-	-	-	-	-	639	639
• Other Financial Assets: Long Term Loan	-	112	-	-	-	-	-	-	-	112
• Other Financial Assets: Unlisted Shares	-	-	-	-	-	-	-	-	301	301
Total Financial Assets	16,625	112	0	0	0	0	0	0	2,851	19,588
FINANCIAL LIABILITIES										
• Payables: Creditors & Accruals	-	-	-	-	-	-	-	-	3,809	3,809
• Payables: Revenue in Advance	-	-	-	-	-	-	-	-	1,822	1,822
• Interest Bearing Liabilities: Finance Lease	-	356	-	471	-	-	-	-	-	827
Total Financial Liabilities	0	356	0	471	0	0	0	0	5,631	6,458

29.3 NET FAIR VALUES

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 Balance Sheet		Aggregate net fair value	
	2006 \$000	2005 \$000	2006 \$000	2005 \$000
FINANCIAL ASSETS				
• Cash and cash equivalents - Cash at Bank	1,222	1,300	1,222	1,300
• Cash and cash equivalents - Deposits at Call	19,230	15,325	19,230	15,325
• Receivables - Debtors	3,321	1,911	3,321	1,911
• Receivables - Other Debtors	1,210	639	1,210	639
• Other Financial Assets:				
Long Term Loan	112	112	112	112
• Other Financial Assets:				
Unlisted Shares	301	301	301	301
Total Financial Assets	25,396	19,588	25,396	19,588
FINANCIAL LIABILITIES				
• Payables:				
Creditors & Accruals	4,080	3,809	4,080	3,809
• Payables:				
Revenue in Advance	2,650	1,822	2,650	1,822
• Interest Bearing Liabilities:				
Finance Lease	472	827	472	827
Total Financial Liabilities	7,202	6,458	7,202	6,458

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

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

29.4 FINANCIAL RISK MANAGEMENT

The Institute'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 the Institute is exposed to through its financial instruments are interest rate risk, foreign currency risk, credit risk and liquidity risk and price risk.

29.4.1 INTEREST RATE RISK

Interest rate risk is managed predominately through a mixture of short term and longer term investments. It is generally government policy for the Institute not to incur borrowings. For further details on interest rates refer to Note 29.1.

29.4.2 FOREIGN CURRENCY RISK

The Institute is exposed to fluctuations in foreign currencies arising from the delivery of services in currencies other than \$A. This risk is managed by natural hedging where possible.

29.4.3 CREDIT RISK

The Institute'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.

Concentrations of credit risk

The Institute 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. The Institute 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 the Institute directly with department or agency contacts.

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

29.4.3 CREDIT RISK (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.

29.4.4 LIQUIDITY RISK

The Institute manages liquidity risk by monitoring cash flows and ensuring that maximum funds are available for investment.

29.4.5 PRICE RISK

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

NOTE 30 – SUBSEQUENT EVENTS

There are no material subsequent events.

NOTE 31 – ECONOMIC DEPENDENCY

Not applicable.

NOTE 32 - EX GRATIA PAYMENTS

Not applicable.

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NMIT's Annual Report was prepared in accordance with the *Financial Management Act 1994*, applicable Australian equivalents to International Financial Reporting Standards and the Directions of the Minister for Finance.

This index has been prepared to facilitate identification of compliance with statutory requirements.

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National Provider No. 3075		Northern Melbourne Institute of TAFE

CAMPUSES

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77-91 St Georges Rd, Preston VIC 3072

COLLINGWOOD

20 Otter St, Collingwood VIC 3066

EPPING

Cnr Cooper St & Dalton Rd, Epping VIC 3076

FAIRFIELD

Yarra Bend Rd, Fairfield VIC 3078

GREENSBOROUGH

Civic Drive, Greensborough VIC 3088

HEIDELBERG

Cnr Waterdale Rd & Bell St,
Heidelberg West VIC 3081

ARARAT

Grano St, Ararat VIC 3377

TRAINING CENTRES

NORTHERN AMEP CENTRE

Cnr Belfast & Blair St, Broadmeadows VIC 3047

NORTHERN LODGE

Glen Robin Court, Eden Park VIC 3757

YAN YEAN

2005 Plenty Rd, Yan Yean VIC 3755

YARRA GLEN

Yarra Valley Racing Centre, Armstrong Gve,
Yarra Glen VIC 3775

Website:

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