



BOX HILL
INSTITUTE



Box Hill Institute
ANNUAL REPORT
2024

Acknowledgement of Country

Box Hill Institute (BHI) proudly acknowledges that our learning sites at Box Hill, Lilydale and in Melbourne CBD are situated on the ancestral lands of the Wurundjeri people of the Kulin Nations.

For tens of thousands of years, the Wurundjeri people have been innovators, keenly aware of their environment. The Wurundjeri's connection to land is underpinned by cultural and spiritual values. They recognise the value of knowledge and pass this on to future generations through words, dance and art, preserving this rich history and culture.

We recognise Aboriginal people as Victoria's first teachers, artists and scientists, and we value the ongoing contribution of First Nations people and communities to Victorian life and how this enriches us all.

We acknowledge Aboriginal people as Australia's first peoples and as the Traditional Owners and Custodians of the land and waters on which we rely. We pay respect to Elders past and present, and we work to support emerging Aboriginal leaders.

We embrace the spirit of reconciliation as we work together to deliver the Victorian Government's commitment to treaty, supporting Aboriginal and Torres Strait Islander people so they can build a brighter future.



About this report

The BHI 2024 Annual Report is a report to the Parliament of Victoria required under Section 45 of the Financial Management Act 1994 Standing Directions and Instructions, applicable Australian Accounting Standards and Financial Reporting Directions.

This document describes the operations of BHI during 2024, including consolidated financial statements, performance statements and other information required. In preparing this report, BHI has followed the reporting guidelines issued by the Department of Jobs, Skills, Industry and Regions (DJSIR).

This report is based on the model annual report and guidelines issued, in accordance with the Financial Management Act 1994, Australian Accounting Standards, Statement of Accounting concepts, authoritative pronouncements of the Australian Accounting Standards Board and other legislative requirements.

All financial information presented is consistent with the audited consolidated financial report for BHI.

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Our employees care about connecting with students and the community

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Message from our Board Chair and Chief Executive Officer



Tracey Cooper
Board Chair

We are proud to reflect on a remarkable year – 2024 marked our 100-year anniversary, as well as the beginning of a new chapter of growth and transformation.

Our legacy is defined by the lives we have changed. We reached out to our past and present students and employees, inviting them to share their stories. What we discovered was truly inspiring.

Our students told us how much their education at Box Hill Institute changed their lives. From the nurse who spent 47 years helping children gain the ability to walk, to the chefs who built thriving restaurant empires, our students transformed the knowledge they gained into successful careers where they went on to inspire, influence and change the lives of others.

Many of our teachers have built enduring legacies in their sector of expertise. We heard of former students, now leaders, who send their employees to train under the same teacher they had, showing how deeply they valued their education at Box Hill Institute.

Our 100th year also marked the first year of our 2024-2028 Strategic Plan. Our vision is skilled people shaping a better world and our role is connecting people to life changing learning.

The progress made in our Education Strategy was pivotal in advancing these goals. We developed course planning tools to ensure our courses meet student and industry needs. We conducted internal and external research to promote foundation courses and strengthen pathway options, all contributing to improving student progression and education and employment outcomes.

A key focus throughout the year was enhancing support for both students and employees, fostering lifelong learning, and positioning ourselves as a leader in the evolving economy. Notable initiatives included the introduction of a fully online application and enrolment process, significantly improving the student experience, and investments in core IT systems to boost operational efficiency.

Our commitment to employee support was evident in the 2024 People Matter Survey, which achieved an 89% participation rate - the highest to date. The results showed improvement across the majority of survey indicators, with our scores surpassing the average TAFE score in almost all categories. Additionally, our inaugural Professional Development Day, attended by over 800 employees, was a resounding success.



Grant Radford
Chief Executive Officer

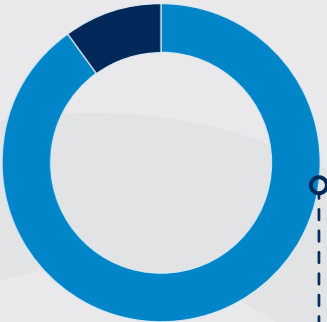


We help the community see the benefits of pursuing vocational education and training

We were proud to be named a finalist for Large Training Provider of the Year at the 2024 Victorian Training Awards, an honour that highlights the stewardship of our Board and Executive Leadership Team and the outstanding contributions of our people at every level of the organisation. These achievements are a testament to the dedication and commitment of our employees and their engagement with our strategic goals.

It is important to recognise our achievements but there is still much work to be done. As we look towards the future with our shared vision and clarity of our role in achieving it, we are more committed than ever to delivering exceptional outcomes for our students, community and industry partners. As a proactive participant in the Victorian TAFE Network, we will put our best foot forward to ensure Box Hill Institute continues to train the skilled people who will help shape a better world.

On behalf of Box Hill Institute and the Board, we are pleased to present the 2024 Annual Report.



Our commitment to employee support was evident in the 2024 People Matter Survey, which achieved an 89% participation rate - the highest to date.

Who we are

Our vision

**Skilled people shaping
a better world**

Our role

**Connecting people with
life changing learning**

Our values

Curious

We are driven to learn, grow
and evolve

Trustworthy

We build trust by being honest
and accountable

Compassionate

We are kind and respectful



What we do

For over 100 years, we've been changing lives for the better, continuing to make this world a better place for all. By providing people with opportunities to expand their knowledge, experience and understanding of the world, we empower them to change their lives.

Our students can pursue everything from short courses through the Centre for Adult Education (CAE), Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM), Victorian Pathways Certificate (VPC), pre-apprenticeships to certificates, diplomas, and higher education degrees.

We support our students' ambitions to study through our well-equipped classrooms at the Box Hill, Lilydale and Melbourne CBD campuses, as well as remotely with blended and online courses.

To ensure our education meets Victoria's workforce needs, we maintain strong connections with industry partners. We continue to establish pathways into, and after TAFE, by connecting with schools and universities, so we can support students on their lifelong learning journey.

We also attract and retain people who are passionate about our vision and role, empowering them through support and training, and creating a diverse and inclusive workplace. We recognise that our employees are critical to our success, and that achieving our goals requires collective effort.

Following the objectives set in our 2024-2028 Strategic Plan, we are strengthening our foundations, so we can continue connecting people with life changing learning over the next 100 years and beyond.



Students are drawn to our industry-leading facilities, such as our onsite professional recording studio

BHI Strategic Plan – year one in review

Our vision for the future is one where skilled people can help shape a better world. To realise this, we must do our part by connecting people with life changing learning.

In late 2023, we introduced a new Strategic Plan designed to guide us toward this future. The plan outlines key focus areas and objectives required to reach our goals.

By prioritising our employees, building strong foundations, fostering lifelong learning, and positioning ourselves as leaders in the evolving economy, we are confident that Box Hill Institute will continue to thrive and succeed in the years ahead.

Highlights

In 2024, we implemented a range of projects against the goals in our Strategic Plan.

We partner with our networks to create a seamless learning experience

- › There were significant **updates to our website** to make it more accurate and easier for prospective students to use. This included earlier publication of course offerings and delivery locations, and a ‘notify me’ button to let website visitors know when courses re-open.
- › All **qualification pathways** were mapped as a first step towards better-supported educational pathways and are now displayed on the website with easy-to-understand visuals.
- › As part of our Student Experience Project, a new application management system was launched to **provide a better enrolment experience for prospective students**. This seamless, digital-first approach makes the process more convenient for students and allows us to track full customer attribution data from advertisements right through to enrolment. This has also made us the first Victorian TAFE where students can enquire, apply and complete their enrolment fully online via their mobile phones.
- › Changes to our student intake process now allow **pre-enrolment identification of students who may need additional support**. This includes those from First Nations backgrounds, living with disabilities, experiencing financial hardship, needing language, literacy or numeracy support, or requiring career advice. As a result, 100% of these students are connected with the relevant services, improving their chances of success.

Our employees are skilled, inspired and proud

- › As part of our refreshed Recruitment and Attraction approach, we implemented an Employee Referral Program. This allows us to engage and encourage current employees to promote us to their networks and help us find high-calibre prospective talent.
- › Years of Service acknowledgements continued to be rolled out at our CEO Forums. This initiative acknowledges employees for their ongoing commitment to the organisation, from 12 months to over 50 years.
- › A strong focus on uplifting capability saw new initiatives such as our first all-employee Professional Development Day, emerging leader development, Indigenous cultural awareness training workshops and manager intensive programs. We also invested in educator-specific development through training, our Educator Passport and teacher pathways.

We build strong foundations to strategically innovate and grow

- › As part of our Business Enablement Program, significant work was put into uplifting core software applications to improve operations, such as finance, student management, asset management, HR and payroll systems.
- › We completed Phase One of our Net Promoter Score (NPS) project, allowing us to establish a baseline NPS. This will help us track our progress with our stakeholders as we continue delivering to our 2024-2028 Strategic Plan.
- › An increased focus on school engagement and outreach resulted in a 100% increase in campus visits and a 125% increase in school expo attendance compared to 2023.

- › Work began on our student engagement and retention strategy, with four primary goals focused on information availability, course design and student experience, teaching delivery and data insights. This work has helped deliver great outcomes, integral to achieving a 16% increase in 2024 enrolments compared to 2023.
- › Solid progress was made against our Education Strategy. This includes the development of a sophisticated Course Planning Tool to improve the management of our VET portfolio, commencing assessment of our Higher Education portfolio's readiness for Self-Accreditation Authority in 2025, research into student support and promoting foundation courses and pathway options.

We are leaders in our approach to the environment, society and the economy

- › A new program was developed to uplift the financial capability of managers across the organisation, with greater support and accountability through Business Partners, and the creation of new tools to manage course pricing and costs.
- › To ensure our campuses continue meeting student and employee needs, master planning for our Elgar campus is now well underway. This includes catering for the expected population growth in Box Hill and surrounds, including the impact of the Suburban Rail Loop and associated precinct and structure plans. Environmental scans have also informed our master planning, looking at future demand for courses and workforce needs to ensure we can support the ongoing growth of Victoria.

2024 in numbers



25,947 enrolments



6,987,054 student contact hours



11,139 students born overseas



89% participation rate in our employee engagement survey



8,349 Culturally and Linguistically Diverse (CALD) students



2,358 people received assistance from our Skills and Jobs Centre



Over \$87,000 awarded to students in hardship scholarships and study grants

Awards and achievements

In 2024, we began implementation of our new Education Strategy. Developed through rigorous, data-led analysis of the market and our competitive position, the new strategy supports our aspiration to grow our student cohort and partnerships with industry and community.

Student achievements

Our annual BHI Student Awards recognised 14 high achievers, with each category winner receiving a prize to help them pursue their professional goals. Seetali Mack, our Higher Education Student of the Year, received a new recording kit to support her budding career in the music industry.

Other students also consistently showcased their skills and imagination, making their mark at several high-profile events throughout the year.

- › Third-year Fashion Design student Lilly Cavalin won the Digital Design Award and overall Runway Award at the 2024 BHI Fashion Runway event. Inspired by sustainable fashion practices, she salvaged leather from scrap yard car seats to create her award-winning collection.
- › Electronics and Communications student Zelman Wilkinson won the Indigenous Student of the Year award at the annual Victorian Apprentice Employment Network (AEN) Awards.



Seetali Mack, our Higher Education Student of the Year

2024 BHI Student Award winners



Lilly Cavalin, Digital Design Award and overall Runway Award, 2024 BHI Fashion Runway event

- › A clutch bag design created by two Graphic Design students, Carlyn Van Der Made and Matthew Dusk, was selected by the Hon. Gayle Tierney MP, Minister for Skills and TAFE as part of her outfit for this year's Victorian Training Awards. The bag was then sewn by one of our Vocational Education Training Delivered to School Students (VDSS) Fashion Design and Technology students.
- › For the second year running, our Floristry team won a bronze medal at the Melbourne International Flower and Garden Show, and apprentice Jaz Watson received bronze in the Advanced Student category.

In addition, our Cyber Security students delivered an outstanding performance at the 2024 PECAN+ events, placing second in the intermediate category and becoming the first Victorian team in the event's history to win place medals.



Graphic Design students Carlyn Van Der Made and Matthew Dusk were proud to design Minister Tierney's clutch



Zelman Wilkinson, Indigenous Student of the Year, Victorian Apprentice Employment Network (AEN) Awards



Archie Snelling tests his skills under the watchful eye of trainer, Leslie Cetoupe

Students shine at WorldSkills

In 2024, 25 students proudly represented us at regional WorldSkills competitions across six disciplines: refrigeration and air conditioning, floristry, automotive, carpentry, graphic design, and landscape construction.

Nearly half of our students placed in the top three for the region, earning an impressive total of two gold medals, four silver medals, and five bronze medals.

Among our gold medal winners was Steven Morgan, a 28-year-old refrigeration and air conditioning apprentice. A qualified electrician, Steven returned to TAFE to become dual-qualified, and since completing his course, has launched his own business.

While winning is a remarkable achievement, the true spirit of WorldSkills lies in its inclusivity, encouraging participation from students of all abilities. A notable example is VDSS automotive student, Archie Snelling, who lives with autism, ADHD, and partial deafness. With the support of his teachers, Archie overcame these challenges to compete in the event.

Archie's parents have seen a significant transformation in him since his time at TAFE. "He's more willing to talk to people, wears his uniform with pride, and walks a little taller," said Mrs. Snelling.

We look forward to seeing our students and teachers continue demonstrating why Box Hill Institute is an educator of choice.

Employee achievements

In 2024, several employees accomplished noteworthy achievements:

- › Our annual awards program celebrated excellence across the organisation, recognising over 30 finalists, including eight for outstanding performance. The winners received a grant to fund equipment or professional development to further their careers.
- › Teaching and Learning Specialist, David Atkinson was accepted into the VET Development Centre Fellowship Program for experienced vocational educators.
- › Higher Education lecturer, Cheryl Durongpisitkul won the Australasian Performing Right Association Limited/ Australasian Mechanical Copyright Owners Society Limited Work of the Year. Her work 'Jazz! A Pinky Promise' reflects on her experience as a woman of colour in the jazz community.
- › Outdoor Leadership Coordinator and Lead Fitness Teacher, Jonathon Kloester was awarded the Catapult Master of Applied Sport Science Student of the Year from Deakin University.



2024 BHI Employee Award recipients



Teacher, Jonathan Kloester receives his award

Employees celebrate together at the 2024 BHI Employee Awards





Trainers from the Pacific Islands visit our Refrigeration and Climate Control Centre of Excellence

Organisation achievements

Victorian Training Awards

We were proud to be selected as a finalist for the 2024 Victorian Training Awards' Large Training Provider of the Year category. This reflects our longstanding commitment to high-quality education and training that equips our students with the skills and knowledge they need to succeed in the workforce.

Air Conditioning Refrigeration & Building Services (ARBS) Awards

From 2022-2023, we delivered our 'Train the Trainer' program, empowering trainers from the Pacific Islands to become educators within their communities by providing them access to our industry-leading facilities and training.

In 2024, this program was selected as a finalist for the Outstanding Industry Education/Training Award at the 2024 ARBS Awards. This industry event recognises those who have set new benchmarks for excellence, sustainability and innovation within the heating, ventilation, air conditioning and refrigeration and building services industries.

Innovation for the Deaf

Drawing on the expertise of our Adult Migrant English Program teachers and a specialist deaf teacher, we designed, developed and trialled our new 'Innovation for the Deaf' program to help deaf migrants settle into life in Australia.

The program taught students to read and write functional English and sign in AUSLAN, to help them better navigate life in Australia and connect with the deaf and hearing communities.

The initial trial offered one class per week with beginner-level English and varying abilities in sign language. English and AUSLAN were given equal importance, with the class instructed in AUSLAN and supplemented by visual cues.

In recognition of the program, we were awarded the Outstanding Contribution Award for Innovation in Service Delivery by the Settlement Council of Australia.

LearnX Awards

Our Emerging Leaders Program won the 2024 LearnX Awards for the Best Learning and Talent Development initiative in the hybrid learning category.

In consultation with Mindspire and Adlerian Consulting, the program focused on enhancing the critical leadership capabilities of our future leaders. Various training was delivered to 25 employees including face-to-face sessions, online modules and on-the-job training. The overall participant satisfaction score was 93%.

This program is part of our progression and leadership initiatives, which emerged as a key focus area from our 2023 People Matter Survey. It aims to support employees with key training and resources that foster a high-performance culture.



Guests enjoying the celebration



BHI Centenary Gala celebration at the Plaza Ballroom



Former student, Joan Sweet, with her high school report from the 1950s

100 years of life changing learning

On 4 September 2024, we celebrated 100 years of connecting people with life changing learning. To prepare for the anniversary, we undertook a 12-month project to engage our students, graduates, employees, industry partners and stakeholders to thank them for their contributions to our legacy.

We engaged hundreds of graduates to document their experiences as BHI students over the decades, including one who studied in 1949. From these, 16 individuals across a wide demographic were selected to be interviewed on-camera, demonstrating the diversity of our student body. These text and video stories were made available to the general public through our website, YouTube and social media channels.

Additional research informed a competition for our employees and students to engage with by identifying 10 impactful moments in our history. These snapshots in time were built into augmented reality (AR) posters, which viewers could engage with using their smartphones. When scanned, each AR poster came to life, displaying videos, images and stories through a mobile web app. To encourage our students and employees to travel and learn more about our organisation, a new AR poster was publicised each week, relevant to the campus it was installed on.

These activities culminated in celebratory events held on our anniversary date. Across our Box Hill, Lilydale and City campuses, we invited employees to gather together and celebrate the special occasion, with a 'birthday' cake cutting ceremony and special commemorative pin for each attendee.

Later that evening, a gala dinner was held at the Plaza Ballroom in the Regent Theatre. Employees celebrated the occasion alongside key government officials, current students, graduates, industry partners and stakeholders, as a thank you for their contributions to our legacy.



Key initiatives and projects

Major projects

Outdoor leadership and education

In response to increasing demand for our Free TAFE course, Certificate IV in Outdoor Leadership, we introduced online delivery to improve accessibility for outdoor education professionals living in regional Victoria.

To build the online course, we created training and assessment resources in consultation with industry bodies, including the Outdoor Education Leadership Group.

Across all delivery modes, we enrolled 120 students into the program, successfully meeting our ambitious first-year target.

Additionally, we introduced a series of micro-credential courses in outdoor education, providing students with stepping stones towards obtaining a Certificate IV qualification. These short courses have proven very popular, particularly with industry groups seeking to upskill their employees.

Plumbing refurbishment

To better support our students and their professional goals, we undertook a comprehensive upgrade of the Plumbing teaching space at our Elgar campus, including the complete refurbishment of the workshop and sandpit area.

This upgrade has enhanced the functionality and usability of the space, ensuring our training environment aligns with industry best practices.

The improvements not only raised the quality of our plumbing programs but also expand our capacity to accommodate more apprentices, enabling us to help address the critical skills shortages in the construction industry and support the sector's ongoing growth and sustainability.

Information Communications Technology

Recognising the importance of ICT in our ability to achieve our strategic goals and support our daily operations for both employees and students, we continued strengthening our investment in this space through 2024.

Our primary focus was our Business Enablement Program, which aimed to address gaps in our core business system capabilities and mitigate risks associated with cyber security and the evolving impacts of artificial intelligence.

Key achievements and milestones delivered through this program included:

- › **Implementation of an Enterprise Asset Management system**, streamlining the management of assets across the organization.
- › **Upgrades to core enterprise systems**, ensuring our technology remains current and effective in supporting operations.
- › **Replacement of an outdated telephony system** with a modern, unified communications solution that integrates video, audio, messaging, and content sharing into a single interface.
- › **Establishment of a Security Operations Centre**, enhancing our ability to detect and respond to cyber security threats.
- › **Mobilisation of the Campus Network Upgrade project**, which will replace outdated network infrastructure. All preparatory activities were successfully completed, setting the stage for the deployment of new equipment in early 2025.

These initiatives have significantly advanced our ICT capabilities, positioning us for future growth and resilience in an increasingly digital world.



Our teachers pride themselves on delivering theory and practical, hands on skills

Lilydale Land Sciences and Outdoor Recreation project

Commonwealth funding through the TAFE Tech Fund was integral to the upgrade of facilities and technology at our Lilydale campus. The \$1.3m project included replacing two portable classrooms with new teaching spaces, creating new amenities and purchasing e-bikes equipped with smart technology.

These upgrades will help us address the strong demand for courses in Land Sciences and Outdoor Recreation, highlighting the need for these skills in the Victorian community. It is also part of our ongoing commitment to provide accessible, high-quality learning environments ensuring our students receive the best vocational education possible.

VDSS funding

Funding from the Victorian Government was used to enhance the delivery of a number of our VDSS courses. The most significant investment was the upgrade of equipment used in educational delivery across our Elgar, Lilydale and City campuses.

In addition to the equipment upgrades, we invested in teacher training in child safety and trauma-informed care to better equip teachers to support students.

48 new computers were also purchased for our cyber security teaching facilities, to support our ongoing delivery of industry-connected, high-quality education.

Nursing facilities upgrade

To support the Victorian Government's ongoing focus on recruiting more people into the nursing and health sectors, we undertook a significant upgrade to the healthcare training centre at our City campus.

The new fit-out simulates a hospital environment and includes two wards with nine patient beds, a medical procedure room, a contamination room and accessible bathroom facilities. We have also acquired essential clinical devices including ECG, IV pumps and patient lifting equipment.

Finally, we purchased mannequins representing patients from a range of cultural backgrounds and age groups. These mannequins simulate various medical conditions, allowing students to practise medical procedures in a safe yet realistic environment.



We were proud to launch the Hawthorn College of Sport



Our partners help us deliver industry-leading skills like 3D fashion design



Community engagement is important to help recruit new teachers

Industry partnerships

Hawthorn College of Sport

In line with our ongoing efforts to support Victoria's future workforce needs, we launched an exciting new partnership with the Hawthorn Football Club.

Commencing in February 2025, we will offer students a dual diploma in Sport and Leadership and Management to be delivered by our Sports educators under the new Hawthorn College of Sports brand. This classroom learning will be paired with industry experiences in the high-performance environment at the Hawthorn Football Club and the Melbourne Cricket Ground.

We have already seen strong demand for this program, and interest has been widespread, especially among secondary students aspiring to a career in sports.

3D fashion design

A new partnership with 3D fashion design technology company, Browzwear, allowed us to integrate 3D design into the curriculum as an emerging skill sought by employers in the fashion industry. This course update ensures our students stay ahead of the curve in the rapidly evolving fashion industry.

This change also supports Victoria's commitment towards emissions reductions. 3D design allows students and designers to produce photo-realistic designs for manufacturers, thereby reducing fibre and materials waste traditionally created through sampling processes.

Trades teacher recruitment

In September 2024, we participated in the bi-annual Bowens Building + Innovation Expo, a key event for the building and construction industry.

With over 10,000 tradespeople at the event, our booth allowed us to connect with many of those interested in changing careers. There was strong interest from booth visitors wanting to learn about pathways to become TAFE teachers, where they could use their experience on-site to train the next generation of skilled workers.

Following this, we held a 'Tradies to Teachers' information night in November where we invited tradespeople to learn more about a career transition into teaching. More than 70 tradespeople attended the event.

Yarra Ranges Tech School (YRTS)

Flipped robotics

Students from Upper Yarra College, Mount Lilydale Mercy College, Mount Evelyn College, and Edinburgh College participated in the YRTS Flipped Robotics program. Designed to foster skills in STEM, teamwork, creativity, and problem-solving, the program was delivered over three sessions for each school.

During the program, students designed and constructed VEX robots, competing against others over the three sessions. As a result of this immersive experience, all participating schools have advised they will incorporate robotics into their 2025 curriculum.

Early engagement in nursing

As part of our ongoing efforts to support the state's need for healthcare workers, STEM experts from YRTS collaborated with our Nursing department to develop a school program aligned with the Victorian Curriculum.

Over 450 students from Yarra Ranges schools participated in this program at our Lilydale campus. During the program, students explored human anatomy using virtual reality technology, how to measure vital signs and perform CPR, and simulated providing timely treatment to patients.

This hands-on training, combining real-world nursing practices with technology, offered students an excellent opportunity to experience what a career in nursing might be like.

The Flipped Robotics program was highly popular with all students



Centre for Adult Education (CAE)

In response to growing interest from employers such as ANZ, the Department of Families, Fairness and Housing and Glen Eira City Council, we expanded our workforce training programs.

This included courses such as Structural Editing and Copywriting, Film Editing with Adobe Premiere Pro and Microsoft Office.

Our CAE short course trainers, who are all experts in their field, work closely with clients before and during the training program to tailor their courses. This ensures the training is relevant and effective in building the necessary skills.

In addition to business training, our language, exercise and art courses remain popular with community learners.

Contracted training delivery

Our contracted training delivery team continued to strengthen our ongoing relationship with the Department of Defence through 2024.

Over 2,000 students completed training through a blend of accredited and short courses, including new business and technology courses developed in partnership with Microsoft and CompTIA. Student satisfaction with the learning experience remained consistently high throughout the year, tracking between 84 to 91%.

We also presented jointly with Australian Defence Force (ADF) Careers to VCE students during the Inspiring Futures Career Day at our Lilydale campus. Our goal was to promote ADF Gap Years, a 12-month paid program designed to teach skills and give students aged 17-24 a glimpse of life in the Army, Air Force or Navy.

Finally, we were proud to see our former employee, Barry Bignell, recognised by the Defence Force School of Music for his 40 years of service, with a room named in his honour.



Celebrating the longstanding relationship between BHI and Simpsons Barracks

Skills and Jobs Centre

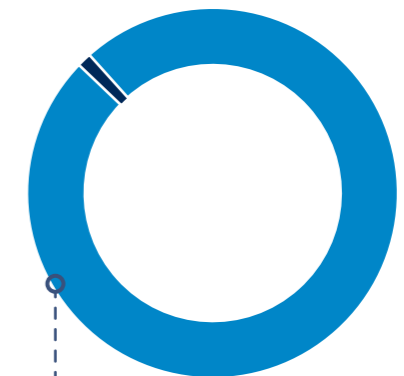
Our Skills and Jobs Centres are part of a vital government initiative that offers career, employment and training support services.

2024 saw strong demand for one-on-one support. Clients were highly satisfied with the advice they received, giving us a 99% customer satisfaction survey score.

The team also played a significant role in the Settlement Language Pathways to Employment and Training Program and Adult Migrant English Program providing students with workshops on resume writing, interview techniques, workplace communication and opportunities through Free TAFE.

This comprehensive support equipped students for their work placements, resulting in enhanced confidence, improved employability skills and successful transitions into the workforce or further education.

In addition, the team collaborated with our contracted training delivery team in May 2024 to discuss career pathways in Defence during the Simpson Barracks Open Day.



Clients were highly satisfied with the advice they received, giving us a **99%** customer satisfaction survey score.



Simpson Barracks Open Day



2024 student recruitment events were well attended, showing strong interest in TAFE

Student support & engagement

Student recruitment

We continued to support the Victorian Government's focus on connecting people with vocational education and training, through unique initiatives and events designed to raise awareness and interest in TAFE and Box Hill Institute.

On-campus recruitment events

Through our Talk and Tours and Winter Discovery Night events, we connected prospective students to educators across the Institute, promoting our range of education and training courses. From school leavers to career changers, our events attracted a diverse audience in 2024, with people changing careers showing the most interest (38%).

There was also strong attendance from secondary school students (26%), indicating that interest in vocational training and career-ready courses remains strong in our catchment areas. To encourage follow-up action, we added registration to target audiences with social media marketing.

Our annual Careers Expo welcomed over 1,200 visitors to Box Hill Town Hall, connecting attendees to career and education opportunities.

We collaborated with more than 20 employers, ranging from larger industry partners like the Hawthorn Football Club and the Suburban Rail Loop Authority, to community organisations like the RSPCA.

A number of visitors attended free career counselling sessions provided by our Skills and Jobs team, and as a result, the team saw a 53% increase in demand for their services in October.

Reflecting on the event, our exhibitors rated 78% of interactions as "excellent" or "good", and 100% expressed interest in participating in future expos with us.



Our Careers Expo helps the community explore new careers and connected courses

Bootcamps

Our bootcamps are designed to give people the opportunity to learn about prospective careers in community services, allied health, nursing, hospitality and other priority areas before committing to a course.

We recorded over 200 attendees throughout our 2024 bootcamps, including VCE students, young adults and mature learners. Nursing was one of the most popular bootcamps, attracting more than 60 attendees aged 16-18.



Students learn the basics of CPR at our nursing bootcamp

Schools Relationship Unit

To raise awareness about our programs with secondary students, our Schools Relationship Unit proactively builds and maintains relationships with schools.

Our team facilitated 23 campus visits and 69 expos, nearly doubling their output from the previous year. They also hosted our annual Career Practitioner Day to network with career experts at local schools. As a result of ongoing efforts in this space, we saw a 104% growth in attendees.



Career Practitioners spoke with teachers to learn why we are a leading educator



Student experience

Graduation and completion ceremonies

We welcomed more than 600 guests to Robert Blackwood Hall at our two main Graduation events in June 2024. Our first event celebrated students who had completed their Certificate III and IV and the second event recognised students completing their diploma, advanced diploma and higher education degrees.

These milestone events acknowledged the achievements of our students, highlighting their commitment to education and readiness to make meaningful contributions in their chosen fields.

Graduation and completion ceremonies are important to the student experience



Learning happens outside the classroom through student events like NAIDOC Week

Diversity and inclusion

We continued our commitment to providing students with a supportive and nurturing learning environment by running several diversity and inclusion events throughout the year.

As part of the Office of TAFE Coordination and Delivery (OTCD) campaigns for the sector, we supported **Respect and Equality at TAFE Week** through events to help students learn about the resources available to support their safety.

We also worked with headspace to host a **Wear It Purple Day** event at our Nelson campus in support of safe, empowering and inclusive environments for students in the LGBTQIA+ community.

Our annual **NAIDOC Week** celebrations are always an important event in our calendar, bringing students and employees together to acknowledge the rich history and culture of Aboriginal and Torres Strait Islander peoples. With the event attended by many students from diverse backgrounds such as those in our Adult Migrant English Program, it provided many of them with their first opportunity to engage with First Nations culture through food, music and art.



We are proud to support OTCD student wellbeing campaigns



All students deserve equal opportunities to learn

Student support

In 2024, our Student Life team continued to expand the support services available to our students.

Our Accessibility Liaison Service (ALS) and Applications and Enrolments team launched a course application referral process, linking prospective students living with a disability to a member of the ALS.

This allowed students to discuss additional support and course suitability while establishing a relationship with their course coordinator and teachers, prior to commencing. These changes saw a 44.7% increase in overall student engagement with the ALS compared to 2023.

As part of the state government's Victorian Skills Plan, we also welcomed aboard our Disability Transition Support Officer (DTSO). The DTSO facilitates wrap-around support for students moving from secondary school to TAFE, to help ensure the transition is as smooth and as well-supported as possible.

First Nations student support

The Aboriginal and Torres Strait Islander Unit (ATSIU) within our Student Life team continued to engage First Nations students

through the Pastoral Academic and Cultural Support (PACS) service. PACS provides students with proactive support, allowing for early intervention against academic, personal and career-related barriers.

As a result of this program, we saw an average 34% increase in First Nations student engagement with our ATSIU.

Student hardship support

Our 2024 Hardship Dinner raised \$17,500 to help disadvantaged students, enlisting the help of graduates and celebrity chefs Guy Grossi and Frank Camorra, alongside fellow Melbourne chefs Morgan Hipworth and Ian Curley.

They worked closely with our Commercial Cookery students to cater for over 100 attendees who gathered to bid for the donated prizes, including dining experiences at each chef's restaurant.

We also awarded 68 Access and Equity Scholarships to students across the Institute, valued at over \$87,000. These scholarships provide important financial support for students experiencing financial or other hardships, helping them stay connected to their learning.

Our 2024 Hardship Dinner raised \$17,500 for disadvantaged students



Adult, Community and Further Education (ACFE)

As the only TAFE awarded an ACFE pre-accredited training contract through the Centre for Adult Education (CAE), we continue to provide supplementary programs that enrich students' experiences and foster their success.

In 2024, we partnered with the Work Education team offering courses on Introduction to the Animal Care Industry, Introduction to Performing Arts, Digital Storytelling and Employable Me.

These highly successful programs enhanced learners' experiences with additional training days, resulting in a more robust and comprehensive Work Education course.

Literacy and Numeracy (LN) support

Our Literacy and Numeracy support team implemented a new support model, using the Skills First-funded program to help students with their studies.

LN specialists work alongside educators to support students in the classroom, which gives students relevance and context to the skills they are learning. There was strong demand for their services, with 1,400 students enrolled to receive study support throughout the year.

Reconnect

Our Skills First Reconnect Program is in the final stage of a two-year contract, during which we have supported 160 participants to overcome personal and educational barriers and return to study.

Our team built strong partnerships with organisations across the Eastern Region, linking participants to education and employment opportunities.

In the 2023/2024 period, the team achieved a 65% transition rate of participants connecting to education or employment, surpassing the required milestone of 40%, ensuring that participants build a solid foundation for sustainable success.



A Work Education student learning practical, hands-on skills for their future

Work Education

Our Work Education area provided training to 80 students across five different courses specifically designed for people living with an intellectual disability.

The team also worked with 25 organisations in the area, such as Whitehorse City Council, to connect students with prospective employers and complete practical work placements.

This approach empowered many students to find jobs, such as one student who completed their work placement with Menzies Facilities Services and subsequently secured ongoing employment.

Child safety

Ensuring we provide a welcoming and safe environment is an ongoing priority, so students are well-supported and set up to succeed.

As part of this ongoing commitment, 500 educators refreshed their skills through professional development focused on child safety and trauma-informed teaching. We also made any related policies and procedures more accessible by linking them via a central online hub.

Overseas partnerships and operations

We work with 10 global educational partners who deliver BHI-accredited Australian qualifications. In China, this includes Fuzhou Polytechnic, Guangdong Food and Drug Vocational College, Shanghai Pharmaceutical School, Sichuan Aerospace Vocational College and Zhejiang Institute of Mechanical and Electrical Engineering.

We also partner with Selangor Human Resource Development Centre in Malaysia and Box Hill College Kuwait, while in Vietnam we deliver education through the Australia Vietnam Teacher Training Centre of Excellence (AVCOE).

In addition, we are also part of the Global Education Network (GEN) and work closely with the Southern Alberta Institute of Technology (SAIT) in Canada, the Institute of Technical Education (ITE) in Singapore, and Kirkwood College in the United States of America. Through these connections, we share knowledge and opportunities to expand our students' learning and horizons.



South Korean students during their BHI study tour

Overseas partnerships

GEN update

We hosted several engagements with our GEN partners throughout the year.

A three-week visit from Kirkwood Community College allowed students to develop skills and build cultural awareness. During their stay, students attended classes such as specialist training in electric/hybrid vehicle technology, air conditioning systems and firefighting using virtual reality technology.

In July, students from across the GEN network, including BHI, gathered at the Southern Alberta Institute of Technology (SAIT) in Canada for a two-week immersive learning program as part of Calgary's world-renowned Stampede festival. With expert guidance from SAIT's instructors, students were introduced to project management fundamentals, applying these concepts in a dynamic, real-life setting.

South Korea study tour

As part of a new relationship with educators in South Korea, we welcomed students from Suwon Women's University, University of Geongnam Geochang, and Yeungjin University for an Australian study tour.

The tour catered to 42 students studying Hair and Beauty, ICT, Trades, and Nursing/Health, providing practical sessions simulating how students can use their skills on the job.

We look forward to welcoming more students in the future so we can help them foster an appreciation for Australian culture and a love of lifelong learning.



Students from GEN broadened their horizons at Calgary's Stampede festival

Overseas operations performance

Our 2024-28 Strategic Plan outlines our vision for creating seamless lifelong learning experiences for all students, domestic and international.

From an international perspective, we aim to establish ourselves as a leading education provider by focusing on the VET skills, hands-on experiences and industry partnerships that will secure jobs for students.

We continued delivery of our Transnational Educational (TNE) programs in 2024 through collaborative partnerships in China, Kuwait and Vietnam, with the ongoing monitoring and reviews supporting our focus on delivering an exceptional student experience.

We continue to explore future growth opportunities throughout our region.

Overseas operations outcomes

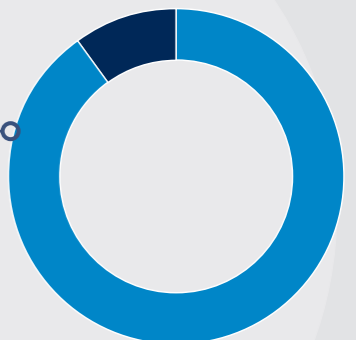
We are dedicated to excellence, collaboration, and strategic innovation, which enhances our international presence and ensures quality outcomes for both students and partners.

In 2024, 539 students graduated from our TNE partners in Vietnam and China.

With our offshore partners, there were 1,439 students enrolled in a curriculum that offered eight accredited and eight non-accredited subjects. Student satisfaction remained high, with an overall student satisfaction rating above 90%.

This is a strong indication that our TNE partners are delivering high-quality education.

Student satisfaction remained high, with an overall student satisfaction rating above **90%.**



Employee engagement and support

Employee engagement

People Matter Survey (PMS)

In 2024, we saw increased levels of engagement for our PMS, with the survey being completed by 89% of employees. This was a 5% increase from last year and is 27% higher than the TAFE average.

We were thrilled that our most improved areas directly correlated with our focus areas from last year's PMS, including 'progression and learning', 'bring your best self' and 'promoting productivity and wellbeing'. The survey results also showed new areas for improvement in 2025.

A new 'listening and taking action' plan stewarded by our Executive Leadership team was put in place, to focus on three key areas:



OUR BEHAVIOURS –
we live our values and hold one another to account.



OUR PEOPLE –
we demonstrate integrity in our people practices.



OUR WORK –
we value wellbeing and drive business efficiencies.

Our continued efforts to improve employee engagement were recognised by the Victorian Public Sector Commission, requesting that we document our work in a case study for their website.

Our values

To complete our 2024-2028 Strategic Plan, we developed new values with the help of our people. Over 40 employees from across the organisation became 'conversation starters', engaging hundreds of other employees to gather their thoughts and ideas.

We distilled the ideas from these engagements to develop new values that have been incorporated into our strategy and will help guide the organisation into the future. These are:



CURIOUS –
we are driven to learn, grow and evolve.



TRUSTWORTHY –
we build trust by being honest and accountable.



COMPASSIONATE –
we are kind and respectful.

Our values capture the essence of who we are and how we operate. They form part of our Strategic Plan and help us connect people to life changing learning, shaping our culture, our behaviour and our decision-making. They set the tone for how we interact with each other, our students and the broader community.

The new values were successfully launched and are being embedded across all aspects of our organisation.



Our employees were excited to begin work towards new organisational values

Employee Professional Development Day

Our 2023 PMS highlighted 'professional development' as a priority area, so in May 2024, we held our first all-employee 'Professional Development Day' to support our employees' growth, learning and development.

Hosted across the Elgar and Lilydale campuses, over 20 guest speakers facilitated sessions on topics including Artificial Intelligence, Customer Service Excellence and Environmental Sustainability.

Due to its success, this event will be incorporated into our employee engagement plan going forward.



We enjoyed the opportunity to connect and learn together



Over 800 employees participated in the professional development event



A wide range of sessions offered everyone new skills and insights

Employee support

Diversity and inclusion events

We promote diversity and inclusion by celebrating cultural, social and personal identities through meaningful events.

Our 2024 diversity and inclusion calendar celebrated several key events:

- › In February, our employees and students joined the rest of the TAFE Network to participate in the **Midsumma Pride March**, celebrating solidarity in gender and sexuality diversity.
- › In March, employees were invited to an afternoon tea to celebrate **International Women's Day**. Special guests, Darlene Neu and Mel Peach from The Money Collective, spoke about women's economic empowerment, in line with the year's theme.
- › In May, we recognised **National Reconciliation Week** and the theme **'Now More Than Ever.'** Uncle Shane Charles delivered a Welcome to Country, didgeridoo performance and a moving address about our role in reconciliation.
- › In July, **NAIDOC Week** brought together our students and employees to celebrate the rich history and culture of Aboriginal and Torres Strait Islander peoples. We were again joined by Uncle Shane, who delivered a Welcome to Country and a didgeridoo performance.
- › In September, we marked **'R U OK? Day'** with a series of events across all campuses for employees and students, encouraging check-in conversations and a mental health pledge.
- › In October, to mark **Mental Health Awareness Month**, our Health, Safety & Wellbeing team promoted our Employee Assistance Program and other programs to assist employee wellbeing.

One of our key diversity and inclusion milestones for 2024 was to commence the first phase of our Reconciliation Action Plan (RAP). To support this work, we developed a RAP Governance Committee and working group, who will work together to lead the development and implementation of our RAP through 2025.

Teacher Pathways Program

We are passionate about supporting our employees with high-quality training and development opportunities so they can fulfil their potential and achieve their goals.

This year was the first time we delivered multiple sessions of our Teacher Pathway Program for educators who want to take the next step in their careers to become supervisors or managers.

The program is delivered over two days and focuses on cultivating leadership skills. This year, 12 teachers were selected to participate in the program. In addition to the two-day workshop, participants have a private community where they post their reflections.

As a result of this program, we have seen over 20% of participants successfully move into coordinator or manager roles.



'R U OK?' Day activities gave people a chance to check in with each other



Teachers upskill through our pathways program



Image: Our NAIDOC Week celebrations help our people appreciate First Nations cultures

Management and structure

Governance

BHI is governed by a board established under the Constitution of the Box Hill Institute, made under the powers conferred by the Education Training and Reform Act 2006 (Vic). The Board is comprised of members who have diverse experience in government, industry and the community.

The Board’s role is to oversee and govern BHI and take all reasonable steps for the advancement of BHI objectives under the Act and the Constitution and operate in accordance with the economic and social objectives, and public sector management policy established from time to time by the Government of Victoria.

The Board is committed to ensuring that the community has access to vocational and further education programs that are responsive to its needs. The Board is also committed to ethical conduct in all areas of its responsibilities and authority. The Board is ultimately responsible to the Victorian Government for the governance and management of BHI. Membership of the Board and committees is for the full year unless otherwise specified.

Board members

Board members are either appointed by the Minister, co-opted by the Board or elected by employees.

2024 Board members

FULL NAME	TERM	CATEGORY
Tracey Cooper, Chairperson	Full year	Minister Appointed Director
Grant Radford, Chief Executive Officer and Managing Director	Until 6 October 2024*	Chief Executive Officer
Peter Quilligan, Chief Executive Officer and Managing Director	From 7 October 2024*	Chief Executive Officer
John Bennie	From 1 August 2024	Board Appointed Director
Amanda Brook	Full year	Board Appointed Director
Elizabeth Camilleri	Full year	Minister Appointed Director
Christina Chia	From 1 August 2024	Board Appointed Director
Wendy Cross	From 1 August 2024	Board Appointed Director
Jane Foley	Full year	Minister Appointed Director
Tony Nippard	Until 31 October 2024	Minister Appointed Director
Natasha Ritchie	Full year	Minister Appointed Director
Annabelle Roxon	Full year	Minister Appointed Director
Kyle Vander-Kuyp	From 1 November 2024	Minister Appointed Director
Carol Webb	Full year	Staff Elected Director
Phillip Davies	Until 31 May 2024	Board Appointed Director
Allan Moore	Until 31 May 2024	Board Appointed Director

*Grant Radford was seconded to the Office of TAFE Coordination and Delivery as Acting Chief Executive Officer for the period 7 October 2024 to 19 January 2025. Peter Quilligan was acting Chief Executive Officer and Managing Director during this period.



Committees

As of 31 December 2024, the following Board Committees assisted the Board in fulfilling its duties:

- › Audit and Risk Committee
- › Infrastructure Committee
- › Education Quality Committee
- › Remuneration and Nomination Committee.

The role of each committee is defined by the individual committee Terms of Reference, which are reviewed and approved by the BHI Board.

Audit and Risk Committee

The role of the Audit and Risk Committee is to assist the Board in achieving the Institute’s strategic objectives by ensuring that appropriate governance is implemented across the organisation. This includes ensuring the control, compliance and risk frameworks operating across the organisation are operating effectively and that its external accountability responsibilities are met.

Committee membership during 2024:

- › Elizabeth Camilleri (Committee Chair from 1 June 2024)
- › Jane Foley
- › Annabelle Roxon
- › Christina Chia (from 1 September 2024)
- › John Bennie (from 1 September 2024)
- › Allan Moore (Committee Chair to 31 May 2024)

Infrastructure Committee

The objective of the Infrastructure Committee is to assist the Board to achieve its strategic objectives in relation to asset management planning, development and implementation, capital works and information and communications technology.

Committee Membership during 2024:

- › John Bennie (from 1 September 2024, Committee Chair from 1 November 2024)
- › Amanda Brook (from 1 May 2024)
- › Elizabeth Camilleri (from 21 February 2024)
- › Carol Webb (from 1 May 2024)
- › Natasha Ritchie (from 1 June 2024)
- › Peter Quilligan (from 7 October 2024)
- › Grant Radford (to 6 October 2024)
- › Tony Nippard (Committee Chair to 31 October 2024)
- › Allan Moore (to 31 May 2024)
- › Phillip Davies (to 31 May 2024)

Education Quality Committee

The Education Quality Committee assists the Board in fulfilling its responsibilities to oversee the maintenance of educational quality and relevance to market and industry needs, together with the development and transformation of training delivery and services in line with the Strategic Plan.

Committee Membership during 2024:

- › Jane Foley (Committee Chair)
- › Annabelle Roxon
- › Carol Webb (from 21 February 2024)
- › Natasha Ritchie (from 1 September 2024)
- › Wendy Cross (from 1 September 2024)
- › Grant Radford (to 6 October 2024)
- › Peter Quilligan (from 7 October 2024)
- › Amanda Brook (to 1 May 2024)

Remuneration and Nomination Committee

The Remuneration and Nomination Committee assists the Board in fulfilling its responsibilities in relation to the evaluation and maintenance of appropriate skills and diversity required by the Board, the competency, selection, and nomination for the appointment of Co-opted Directors.

In addition, the Committee assists the Board in ensuring that Remuneration practices for the CEO and Executive Officers are in accordance with government policy relating to public sector employment, administered by the Victorian Public Sector Commission and Ministerial directions to TAFE Institutes, and that practices are consistent with all relevant policies.

Committee membership during 2024:

- › Tracey Cooper (Committee Chair)
- › Jane Foley
- › Annabelle Roxon
- › Amanda Brook
- › Elizabeth Camilleri
- › Natasha Ritchie
- › John Bennie (from 1 August 2024)
- › Christina Chia (from 1 August 2024)
- › Wendy Cross (from 1 August 2024)
- › Kyle Vander-Kuyp (from 1 November 2024)
- › Phillip Davies (to 31 May 2024)
- › Allan Moore (to 31 May 2024)
- › Tony Nippard (to 31 October 2024)

Executive Management Structure

As of 31 December 2024



Manner of establishment

BHI is established under the Education and Training Reform Act 2006 (the Act). Its functions, powers and duties are detailed in the Act and the Box Hill Institute Constitution.

Under the Act, the Minister and the governing body of each Institute exercise specific powers in relation to the institution's operation. The Minister is responsible to Parliament for the exercise of these powers. BHI is a registered training organisation with the Australian Skills Quality Authority (ASQA) and the Tertiary Education Quality and Standards Agency (TEQSA). BHI's Minister in 2024 was The Hon. Gayle Tierney MP, Minister for Skills and TAFE.

Locations

Located in Victoria, BHI has campuses in Box Hill, Lilydale and Melbourne's Central Business District. BHI continues to deliver education services in offshore locations including:

- > China
- > Kuwait
- > Vietnam.

BHI also provides training and education services through commercial contracts, including with the Department of Defence.

Workplace training facilities

In 2024, BHI offered multiple authenticated training workplaces which provide industry experience in a working environment for students.

- > Flowers on Elgar
- > Fountains Restaurant at Elgar
- > Hair and Beauty Salon at Elgar
- > Barber Shop at Elgar
- > Lilydale Lakeside Children's Centre
- > Pets on Elgar
- > An in-house recording studio and record label.

Skills and Jobs

Skills and Jobs Centres (SJC) are a key initiative of the Victorian Government and have been operating since 2016. It is designed to connect current and prospective students including job seekers to employers and further educational pathways.

Box Hill Institute's Skills and Jobs Centre saw a strong year of growth and collaboration from the community and industry stakeholders in our Local Government Authority catchments. This is evident in the end of year results and the various high-profile events delivered in 2024, such as the Formula One Grand Prix Educational Expo, the Department of Education's Trades Fit and Tech Career Expo and BHI's Careers Expo. Some highlights included our one-on-one career service delivered to 100 level 3 students from the Adult Migrant English Program cohort and our partnership with the Department of Defence providing career guidance for members transitioning into or out of the service.

The Skills and Job Centre was also successful in securing a new State Government's Career Advice Service, supporting school leavers to access vocational pathways in 2025.

Compliance

Financial Management Compliance
Attestation Statement

I, Tracey Cooper, on behalf of the Responsible Body, certify that for the period 1 January 2024 to 31 December 2024, Box Hill Institute has no Material Compliance Deficiency with respect to the applicable Standing Directions made under the Financial Management Act 1994 and Instructions.

Tracey Cooper
Board Chair

Freedom of Information

BHI operates under a policy and procedures that, subject to privacy, confidentiality and applicable exemptions under the Freedom of Information Act 1982 (Vic) (the FOI Act), facilitate all reasonable requests for information from students, employees and the public under the provisions in the FOI Act.

BHI may levy a charge for information provided, that is the subject of a freedom of information request, in accordance with the relevant legislative requirements.

BHI received eight formal requests for information under the FOI Act during the 2024 reporting period.

BHI's Privacy and Freedom of Information Policy and Procedure can be viewed online at: <https://www.bboxhill.edu.au/about-us/policies-and-procedures/>

Requests under the FOI Act should be directed to the Freedom of Information Officer:

Email: foi@boxhill.edu.au

Post: Directorate Office, Box Hill Institute,
465 Elgar Road, Box Hill, VIC, 3128

Students may request access to their personal records including replacement result transcripts and certificates by applying in writing to:

Email: studentadmin@boxhill.edu.au

Post: Student Administration - Registrar's Department, Box Hill Institute, 465 Elgar Road, Box Hill, VIC, 3128

A fee applies for replacement documents.

Employees do not have to file an FOI application to access their personal file. An employee may access their personnel file by contacting:

Email: HRAssist@boxhill.edu.au

Post: Human Resources, Box Hill Institute,
465 Elgar Road, Box Hill, VIC, 3128

Building and maintenance provisions

BHI confirms that it is fully compliant with the building and maintenance provisions of the Building Act 1993 across all campuses and facilities.

National Competition Policy

BHI has policies and procedures to ensure compliance with the National Competition Policy which take account of the Victorian Government's Competitive Neutrality Policy and related legislation.

Financial Reporting Directions

This report is prepared in accordance with the requirements of the Financial Reporting Directions. For further details, please refer to the Financial Statements.

Compulsory student services and amenities fee

BHI levies a compulsory student services and amenities fee to provide services of direct benefit to students. The fee helps to pay for important student services such as libraries, counselling, welfare services, recreational services, and printing.

The processes for the collection and disbursement of the services and amenities fees are managed by BHI and are not paid to any student organisations. Total student services and amenities fees collected for BHI for the year ending 31 December 2024 was \$1.73M.

Public Interest Disclosures Act

The purpose of the Public Interest Disclosures Act 2012 (Vic) is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies. The Act provides protection to persons who make disclosures in accordance with the Act.

The Institute has a policy and procedure to promote the protection of persons who make a protected disclosure under the Act. The Institute's Protected Disclosure Policy and Procedure can be viewed online at <https://www.bboxhill.edu.au/about-us/policies-and-procedures/>

Access can also be requested in writing to the Institute's Public Interest Disclosure Coordinator at protecteddisclosure@boxhill.edu.au.

Officers, members, employees and contractors of the Institute, as well as members of the public, may make a disclosure of improper conduct or detrimental action under the Act to the Independent Broad-based Anti-corruption Commission (IBAC) online at <https://www.ibac.vic.gov.au/report>

The Institute cannot receive disclosures and will advise disclosers to send their disclosures directly to IBAC.

The Institute manages the welfare of persons connected with public interest disclosure matters in accordance with its obligations under the Public Interest Disclosure Act 2012, IBAC's guidelines and the Institute's Public Interest Disclosure Policy and Procedure.

Carers Recognition Act

BHI meets obligations under the Carers Recognition Act 2012 (Vic). Carer recognition principles are included in the relevant policies covering flexible working arrangements, diversity and inclusion, part-time work opportunities and a supportive workplace environment.

Gender Equality Act 2020

During 2024, the Institute submitted the Gender Equality Progress Report. This report provides insights and updates on the commitment and activities undertaken to embrace and embed gender equality. Activities throughout the year included training (cultural awareness, unconscious bias, custodian of culture and active bystander), awareness (family violence and cultural) and engagement events which have had a positive impact on employee wellbeing and feelings of connection to the Institute. Employee feedback via the People Matter Survey highlighted the value of the activities, with 88% reporting they feel culturally safe at work.

Local Jobs First Act

The Local Jobs First Act 2003 (Vic) requires departments and public sector bodies to apply the Local Jobs First policy to all projects over \$3M in metropolitan Melbourne or statewide, and \$1M in regional Victoria. During 2024, we had no new Local Jobs First – Local Industry Development Plan (LIDP) applicable procurement contracts. We continued to have two ongoing contracts totalling an estimated \$18,565,000 (excluding GST) over the life of the contracts.

These contracts are metropolitan based and include commitments for standard Victorian created hours and specific local content.

Data from completed LIDP applicable contracts will be reported in the relevant future annual report.

Compliance Statement - Infringements Act 2006 and Public Records Act 1973

BHI functions as an enforcement agency under the Infringements Act 2006 (Vic) and is empowered to issue and enforce parking infringement notices. BHI complies with the Infringements Act 2006 (Vic) and Public Records Act 1973 (Vic) and maintains proper internal review records that meet the requirements of the Public Records Act 1973 (Vic).

Employment and conduct principles

All employees are required to comply with the requirements in BHI's Code of Conduct and the Code of Conduct for Victorian Public Sector Employees.

BHI recruits and promotes the most suitably qualified, experienced and capable employees through an open, transparent, and merit-based selection process that complies with relevant legislative requirements. All employees are expected to conduct themselves in accordance with relevant regulation and legislation, including but not limited to the Public Administration Act 2004 (Vic), the Occupational Health and Safety Act 1992 (Vic), the Victorian Child Safe Standards, the Victorian Public Sector and BHI Codes of Conduct, and within BHI policy and procedure. All employees have been correctly classified in workforce data collections.

Victorian Public Service Travel Policy

BHI has in place policies and procedures in relation to domestic and international travel and accommodation. These apply to all employees of BHI and align to the Victorian Public Service Travel Policy as issued by the Department of Treasury and Finance.

Occupational health and safety

Health, safety, and wellbeing were a continued focus during 2024, with initiatives and programs focused on providing a safe working and learning environment. This focus was a guiding principle, steering the development of targeted programs and initiatives, designed to enhance engagement, fortify connections, and raise awareness.

Key milestones throughout 2024 aimed at preventing injury and illness and supporting employee wellbeing and connection included:

- › Enhanced the utilisation of an online incident reporting system including the ability for mobile reporting by employees, students, and members of the public.
- › Implemented proactive leader activities to increase leader participation and visibility in relation to health and safety.
- › Delivered a dedicated wellbeing strategy, including targeted initiatives, resources, on three key themes of physical, emotional, and financial wellbeing. Key initiatives included financial awareness sessions, health and skin checks, flu vaccinations, walking challenges and mental health/resilience training.
- › Grew engagement through a dedicated Inclusion and Connection calendar of events which encouraged employees to acknowledge, celebrate and reflect on activities throughout the year, strengthening the feeling of belonging. Hero events included Midsumma Pride March, International Women's Day, Respect and Equality in TAFE, IDAHOBIT Day, NAIDOC Week and R U OK? Day.

- › Promoted, engaged and trained employees to understand the benefits of strong mental health and wellbeing. Expanded the Mental Health First aid network and created awareness, resources and support, including promotion and growth of Employee Assistance utilisation to support employees and people leaders.

Employees provided positive insights via the completion of the 2024 People Matter Survey for safety and wellbeing performance. The survey achieved a completion rate of 89%, the third year in a row where there has been an increase in participation rates. Inclusion response rates also increased reaching 83%. The results show progress and commitment to the work being delivered to continue growth in our safety culture and providing a safe and connected workplace.

Key highlights include:

- › 86% of respondents reported BHI provides a physically safe work environment.
- › 88% of respondents reported feeling culturally safe in the workplace.
- › 66% of respondents reported their manager is committed to increasing workplace safety.
- › 75% of respondents reported a positive response to 'I feel as if I belong to this organisation'.
- › BHI received an employee engagement index of 69, three above the comparator group.

During 2024, there were positive improvements within the reporting of safety metrics, highlighting alignment with our safety culture, commitments and activities.

CRITERIA	2024	2023	2022
The number of reported hazards for the year per 100 full-time equivalent staff members	23.17	12.57	23.05
The number of reported incidents for the year per 100 full-time equivalent staff members	180.2	144.14	97.25
The number of Lost Time Standard Claims for the year per 100 full-time equivalent staff members	0.77	0.94	1.35
The number of Lost Time Standard Claims	7	9	12
The average cost per claim for the year (including payments to date and an estimate of outstanding claim costs as advised by WorkSafe)	\$13,457	\$19,245	\$21,960

There was an increase in the number of incidents (per 100 full-time equivalent staff members) reported during 2024. The overall increase of reports is attributed to the introduction of an online reporting system, lead indicator activities and a continuation of growth in our reporting and safety culture.

There was a reduction in the number of Lost Time Standard Claims as well as a decrease in the average cost per claim. Psychological claims continue to be the highest driver of claims, with extended periods of lost time/days away from the workplace being the strongest influencer of claim costs.

Programs are underway to explore and understand operational risk profiles, including psychological risks, to ensure appropriate strategies and resources are in place to support our people.

Child safety

During 2024, BHI has made significant steps in our approach to child safety. We have continued to embed a culture of child safety across BHI and provide a safe, welcoming and respectful environment where all children and young people thrive, feel safe and included.

Early in the year BHI engaged a full-time Child Safety Officer. This has allowed us to develop an approach to meet compliance with all 11 Child Safety Standards and continue to enhance our child safety processes and practice.

Key activities to embed a culture of child safety across BHI throughout 2024 included; the release of our public commitment to child safety, enhancing our Child Safe Code of Conduct, significant enhancement of child safety policies and procedures including recruitment and onboarding processes, reporting processes and supporting resources, the re-development and launch of a range of child safe online platforms for both employees and students including the external website, and the delivery of tailored and targeted child safety training across a range of teams.

Workforce data

Table 1. Performance and Accountability Framework FTE – for years ending 31 December 2023 and 2024

FTE of all employees during the reporting year.

YEAR ENDING 31 DECEMBER 2024							
	Full-time		Part-time		Casual		Total
	Ongoing	Fixed Term	Ongoing	Fixed Term	Teacher	Other	
PACCT Staff	243.4	83.6	39.0	18.2	NA	17.1	401.3
Executive	0.0	8.0	0.0	0.0	NA	0.0	8.0
Other	23.0	11.3	14.5	7.7	NA	9.3	65.8
Teacher	151.3	88.9	51.7	73.5	65.2	NA	430.6
Total	417.7	191.8	105.2	99.4	65.2	26.4	905.7

YEAR ENDING 31 DECEMBER 2023							
	Full-time		Part-time		Casual		Total
	Ongoing	Fixed Term	Ongoing	Fixed Term	Teacher	Other	
PACCT Staff	233.8	111.3	38.8	30.3	NA	27.0	441.2
Executive	0.0	8.7	0.0	0.0	NA	0.0	8.7
Other	9.3	3.6	3.0	26.5	NA	13.5	55.9
Teacher	158.6	99.7	60.8	74.8	62.4	NA	456.3
Total	401.7	223.3	102.6	131.6	62.4	40.5	962.2

Staff employed under Common Law contract are reported against “Other” in the above table and is consistent with 2023 reporting.

Table 2. Workforce Disclosures (December 2023 – December 2024)

The ongoing and fixed term/casual employees to be counted are those who are active and employed in the last full pay period of the reporting year.

An active employee is a person who attends work and is paid, or who is on paid leave.

DEMOGRAPHIC DATA	DECEMBER 2024							
		All employees		Ongoing			Fixed term and casual	
		Number (Headcount)	FTE	Full-time (Headcount)	Part-time (Headcount)	FTE	Number (Headcount)	FTE
	Gender							
	Women Executives	3	3	0	0	0	3	3
	Women (total staff)	649	496	286	183	392	180	104
	Men Executives	5	5	0	0	0	5	5
	Men (total staff)	419	344	215	66	244	138	99
	Self-described Executives	0	0	0	0	0	0	0
	Self-described (total staff)	1	1	0	0	0	1	1
	Age							
	15-24	46	34	16	15	26	15	7
	25-34	162	126	76	21	85	65	40
35-44	236	200	117	48	146	71	54	
45-54	257	202	118	66	155	73	48	
55-64	255	201	126	59	154	70	47	
Over 64	121	86	48	40	70	33	16	
Total employees	1077	849	501	249	636	327	212	

There was a continuing shift from casual employment to full/part time employment under the 2018 Multi Enterprise Agreement. There was a reduction in teaching and PACCT employees due to the conclusion of one of BHI's commercial contracts and cafeteria outsourcing.

DEMOGRAPHIC DATA	DECEMBER 2023							
		All employees		Ongoing			Fixed term and casual	
		Number (Headcount)	FTE	Full-time (Headcount)	Part-time (Headcount)	FTE	Number (Headcount)	FTE
	Gender							
	Women Executives	4	4	0	0	0	4	4
	Women (total staff)	697	508	208	120	273	369	235
	Men Executives	5	5	0	0	0	5	5
	Men (total staff)	468	379	203	48	228	217	151
	Self-described Executives	0	0	0	0	0	0	0
	Self-described (total staff)	0	0	0	0	0	0	0
	Age							
	15-24	68	41	10	6	14	52	27
	25-34	158	124	69	15	75	74	49
	35-44	263	208	91	30	104	142	104
45-54	277	211	99	41	120	137	91	
55-64	296	229	107	49	138	140	91	
Over 64	112	82	35	27	50	50	31	
Total employees	1,174	896	411	168	501	595	395	

Environmental performance

In 2024, BHI has remained dedicated to reducing its impact on the environment through strategy, operational practices and future planning.

This year, the organisation continued to develop infrastructure design and construction guidelines with a comprehensive ESD checklist and Net Zero Built Environment Strategy and Net Zero operational documents. These are aimed at embedding Net Zero principles in the way BHI operates in the built environment across training and education, master planning and facilities management.

The Greener Government Buildings program began in 2021 and included upgrades in lighting, solar photovoltaics, water efficiency, tenancy submetering, building management system upgrades and timetabling integration. Capital works included the replacement of three atmospheric boilers with high efficiency condensing boilers and design for two heating system electrification projects aimed to commence in 2025.

ELECTRICITY USAGE	2024	2023
EL1 Total electricity consumption segmented by source (megawatt hours)		
Purchased electricity	6,374 ^a	6,503
Not directly purchased (tenancy)	290	287
Self-generated	434 ^b	413
Total	7,096	7,203
EL2 On site-electricity generated (megawatt hours)		
Consumption behind the meter	434 ^c	413
Exports	48 ^d	0
Total	482	413
EL3 On-site installed generation capacity (megawatts)		
Solar PV	0.4	0.4
Total	0.4	0.4
EL4 Total electricity offsets segmented by offset type (percentage)		
GreenPower	0%	0%

Notes

Data has been collected from utility providers and an energy management platform.

a Electricity used in an area leased to a telecommunications provider is now monitored and deducted from total purchased electricity. 405MWh.

b 381kW of 437kW installed Solar PV is monitored.

c 56kW of installed solar PV is not currently metered. Future projects related to B1 and B8 solar PV installations will include installation of metering capability.

d First year reporting solar export data.

STATIONARY FUELS	2024	2023
F1 Total fuels used in buildings and machinery segmented by fuel type (megajoules)		
Buildings		
Natural gas	17,989,454 ^a	24,291,607
Machinery		
Diesel	19,300 ^b	38,600
Petrol	68,400 ^b	0
Total	18,077,154	24,330,207
F2 Greenhouse gas emissions from stationary fuel consumption segmented by fuel type (tonnes CO2-e)		
Natural gas	927	1,252
Diesel	1	3
Petrol	4.6	0
Total	933	1,255

Notes

Data has been collected from utility providers.

a Weighted average used where billing cycle includes 2023 data.

b Estimated use for standby generators and re-fuelling of machinery based on invoices, container size and frequency of equipment testing.

TRANSPORTATION		2024	2023		
T1 Total energy used in transportation within the entity segmented by fuel type and vehicle category (megajoules)					
Road vehicles					
Petrol (Unleaded/Premium)		589,439	459,777		
Petrol (E10)		0	7,373		
Diesel		226,867	221,307		
Total		816,307	688,457		
T2 Number and proportion of vehicles in the organisational boundary segmented by engine/fuel type and vehicle category		2024	%	2023	%
Passenger vehicles					
Petrol		19	44	15	38
Diesel		5	12	10	26
Range-extended electric vehicle		13	30	10	26
Plug-in Hybrid Electric Vehicle (PHEV)		2	5	0	0
Goods Vehicles					
Petrol		1	2	0	0
Diesel		3	7	4	10
Total		43	100	39	100

T3 Greenhouse gas emissions from vehicle fleet segmented by fuel type and vehicle category (tonnes CO2-e)	2024	2023
Passenger vehicles		
Petrol (Unleaded/Premium)	39.9	31.1
Petrol (E10)	0	0.4
Diesel	16	15.6
Total	55.8	47.1
T4 Total distanced travelled by commercial air travel (kilometres)		
Total	667,502	399,471

Notes and comments
Data collected from a fuel card management system and travel services provider.

TOTAL ENERGY USE	2024	2023
E1 Total fuels used in buildings and machinery segmented by fuel type (megajoules)		
Total energy usage from stationary fuels (F1)	18,077,154	24,330,207
Total energy usage from transport (T1)	816,307	688,457
Total	18,893,461	25,018,663
E2 Total energy usage from electricity (megajoules)		
Total energy usage from electricity (EL1)	25,544,381	25,932,296
E3 Total energy usage segmented by renewable and non-renewable sources (megajoules)		
Renewable	6,110,500	6,042,898
Non-Renewable	38,327,342	44,908,062
Total	44,437,342	50,950,960
E4 Units of energy used normalised by FTE (906) (megajoules per FTE)		
Total	49,067	52,950

SUSTAINABLE BUILDINGS AND INFRASTRUCTURE

B1 Discuss how environmentally sustainable design (ESD) is incorporated into newly completed entity-owned buildings.

In 2024 BHI has completed Design & Construction Guidelines to set the minimum and preferred quality and design criteria for current and future works. The guidelines include an ESD checklist with 68 separate design considerations or requirements to be included at the design stage for any new building, or major fit out works.

WATER USE	2024	2023
W1 Total units of metered water consumed by water source (kilolitres)		
Potable water consumption (from town water supply) ^a	23,273 ^b	23,926
W2 Units of metered water consumed normalised by FTE (962) (kilolitre per FTE)		
Total	26	25

Notes
Data has been collected from utility providers.
a Rain water collection is not currently metered. Future installation of metering will be explored during future upgrades.
b Weighted average used where billing cycle includes 2023 data.

WASTE AND RECYCLING	2024	2023
WR1 Units of waste disposed by waste stream and disposal method (kilogram)		
Landfill	322,630	309,449
Recycling	127,620 ^{ab}	60,186
e-Waste	0 ^c	9,240
Total ^{a b}	450,250	378,875
WR2 Percentage of office sites covered by dedicated collection services for each waste stream (percentage)		
Printer cartridges	100%	100%
Batteries	100%	0%
e-waste	100%	100%
Soft plastics	0%	0%
WR3 Total units of waste disposed normalised by FTE (906) (kilogram per FTE)		
Total	497	394
WR4 Recycling Rate (percentage)		
Total	28.34%	15.83%
WR5 Greenhouse gas emissions associated with waste disposal (tonnes CO2-e)		
Total	419.42	404.47

Notes
Data has been provided by BHI's waste management contractor.
a Some metal and organic waste data was unavailable, this data has been averaged based on collection frequency and known data. Included in recycling data.
b 2024 is the first time BHI has included grease trap waste, contributing 51,000 kg to recycling.
c Included in recycling data. BHI has dedicated and on-call collection services for paper, cardboard, commingle, confidential, metal, organics, batteries, eWaste, timber, green waste, grease traps, liquids and printer cartridges.

GREENHOUSE GAS EMISSIONS	2024	2023
G1 Total scope one (direct) greenhouse gas emissions (tonnes CO2e)		
F2 GHG emissions from stationary fuel	933.0	1,254.5
T3 GHG emissions from vehicle fleet	55.8	47.1
Total	988.8	1301.6
G2 Total scope two (indirect electricity) greenhouse gas emissions - excluding non-voluntary LGCs (tonnes CO2e)		
Market-based calculation	4,372.6	5,276.2
G3 Total scope three (other indirect) greenhouse gas emissions associated with commercial air travel and waste disposal (tonnes CO2e)		
Commercial Air Travel	158.0	93.3
Waste emissions	419.4	402.2
Total	577.4	495.5
Notes and comments		
Compared to 2023, 2024 saw:		
<ul style="list-style-type: none">Decreases in scope one (direct) emissions, largely due to the reduction in natural gas usage.Decreases in scope two (indirect) emissions, due to lower purchase electricity consumption, metering and removal of leased area electricity usage, and variations in the emissions factors for scope two emissions due to changes in the electricity supply.Increases in scope three (other indirect) emissions, due to increased commercial air travel kilometres, an increase in reported waste streams and an increase in overall waste disposal.		
The 2023 V1.02 Environmental Reporting Tool and its associated emissions factors and other calculations were used for this report.		
Figures were rounded to the nearest decimal place or whole number		

Consultancies summary for 2024

In 2024, there were 31 consultancies where the total fees payable to each was \$10,000 or greater. The total expenditure incurred during 2024 in relation to these consultancies was \$1,362,792 (ex GST). Details of individual consultancies can be viewed at www.boxhill.edu.au/about-us/publications

In 2024, there were 14 consultancies where the total fees payable to each was less than \$10,000. The total expenditure incurred during 2024 in relation to these consultancies was \$71,620 (ex GST).

ICT expenditure (\$'000,000)

BAU ICT expenditure	Non-BAU ICT expenditure	Operational expenditure	Capital expenditure
Total	Total = A+ B	A	B
7.36	7.11	3.01	4.10

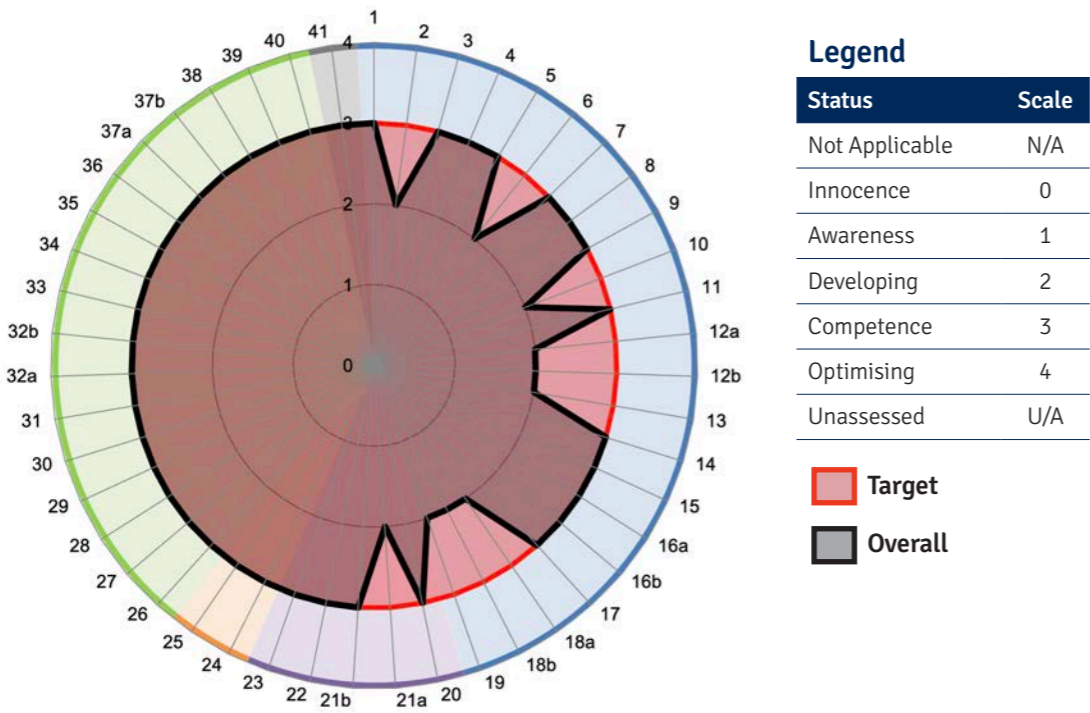
Government advertising expenditure

Campaign Name	Summary	Start/end date	Advertising - Media (excl. GST) (\$)	Creative Campaign Development (excl. GST) (\$)	Post-campaign evaluation (excl. GST) (\$)	Print & Collateral Expenditure (excl. GST) (\$)	Research & Evaluation Expenditure (excl. GST) (\$)	Other Campaign Expenditure (excl. GST) (\$)	Total (excl. GST)
2024 Semester 1 Student Enrolment Campaign (Phase 2)	VTAC & Direct Entry	Jan 24 – Mar 24	345,305	0	0	0	0	0	345,305
2024 Semester 2 Student Enrolment Campaign (Mid-Year)	Direct Entry Mid Year student enrolment campaign	Apr 24 – Jul 24	262,217	0	0	0	0	0	262,217
2025 Semester 1 Student Enrolment Campaign (Phase 1)	VTAC & Direct Entry	Oct 24 – Dec 24	390,000	0	0	0	0	0	390,000
Total			997,522	0	0	0	0	0	997,522

Asset Management Accountability Framework (AMAF) maturity assessment

The AMAF is a non-prescriptive, accountability model of asset management that provides guidance to public sector agencies in managing their assets. There are currently 41 mandatory requirements under the AMAF. BHI’s target maturity rating is ‘Competence’, which is the first stage of compliance. In order to achieve this rating, systems and processes need to be in place, consistently applied and meet the AMAF requirements, including a continuous improvement process to expand asset performance above the stated minimum requirements.

BHI has made continued improvements to systems and processes including the implementation of an Enterprise Asset Management System (EAMS) in 2024. The combination of these improvements has raised BHI’s overall maturity rating to competent against the majority of requirements. This is demonstrated in the diagram below:



The following sections summarise BHI’s assessment of maturity against the compliance assurance categories and the 41 mandatory requirements of the AMAF.

Leadership and Accountability (requirements 1-19)

BHI has assessed its maturity level as Competent overall. It fully complies with 11 of the 19 requirements. Governance improvements have been undertaken with the production of improved policy and procedure documentation and systems introduction such as EAMS. The items still noted as ‘Developing’ in this category will be improved upon throughout 2025 with the introduction of an Asset Manager Resource, completion of services tenders, completion of Asset Management Plans and meaningful reporting from the EAMS.

Planning (requirements 20-23)

BHI is ‘Competent’ in a majority of these requirements with the production of a Strategic Asset Management Plan. Work will be completed on Asset Class Plans in 2025, which will improve the maturity of Developing requirements and raise the overall rating for this area to full Competence.

Acquisition (requirements 24 and 25)

BHI has met the target maturity level in this category.

Operation (requirements 26-40)

BHI has met the target maturity level in this category.

Disposal (requirement 41)

BHI has met the target maturity level in this category.

Compliance with other legislation

BHI complies with the requirements of relevant legislation and subordinate instruments, including, but not limited to, the following:

- › Education and Training Reform Act 2006 (ETRA)
- › Directions of the Minister for Skills and TAFE (or predecessors)
- › The Constitution of Box Hill Institute
- › TAFE Institute Commercial Guidelines
- › TAFE Institute Strategic Planning Guidelines
- › Public Administration Act 2004
- › Financial Management Act 1994
- › Building Act 1993 (Vic)
- › Freedom of Information Act 1982
- › Equal Opportunity Act 2010
- › Gender Equality Act 2020
- › Local Jobs First Act 2003
- › Occupational Health & Safety Act 2004
- › Privacy and Data Protection Act 2014
- › Public Interest Disclosures Act 2012
- › Carers Recognition Act 2012
- › Fair Work Act 2009
- › Child Wellbeing and Safety Act 2005
- › Child Safe Standards (2022)
- › Disability Act 2006
- › Modern Slavery Act 2018
- › Infringements Act 2006
- › Public Records Act 1973

Additional information available on request

BHI has also prepared the following material, details of which are available on request and in accordance with the organisation’s Freedom of Information policies:

- a) a statement that declarations of pecuniary interests have been duly completed by all relevant officers
- b) details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- c) details of publications produced by the entity about itself, and how these can be obtained
- d) details of changes in prices, fees, charges, rates, and levies charged by the entity
- e) details of any major external reviews carried out on the entity
- f) details of major research and development activities undertaken by the entity
- g) details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit
- h) details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services
- i) details of assessments and measures undertaken to improve the occupational health and safety of employees
- j) a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes
- k) a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved

- l) details of all consultancies and contractors including:
 - i. consultants/contractors engaged
 - ii. services provided
 - iii. expenditure committed to for each engagement

Freedom of Information Requests should be directed to the Freedom of Information Officer:

Email: foi@boxhill.edu.au

Post: Directorate Office, Box Hill Institute, 465 Elgar Road, Box Hill, Vic, 3128

Financial overview

Box Hill Institute five year consolidated financial summary

YEAR ENDED 31 DECEMBER	2024 \$'000	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
Summary of Financial Performance					
Total income from transactions	149,323	155,740	152,473	141,726	132,445
Total expenses from transactions	(167,022)	(174,671)	(161,911)	(147,772)	(137,077)
Net operating result	(17,699)	(18,931)	(9,437)	(6,046)	(4,632)
Other economic flows included in net result	(620)	4,656	9,025	8,984	6,431
Net result	(18,319)	(14,275)	(413)	2,938	1,799

Comprehensive operating statement

The reduction in the 2024 net result is most notably due to the \$5.5m year-on-year reduction in income received from investments - reported as another economic flow.

The reduction in operating income is due to the mid-2024 conclusion of a multi-year fee for service delivery contract (\$3.8m), reduction in year-on-year grant funding of \$13.5m offset by an increase in the delivery of Government funded training of \$10.9m.

The year-on-year reduction in operating expenses is driven by the mid-year removal of the costs associated with the conclusion of the aforementioned fee for service contract. The other expenditure reductions are a product of the expenditure directly linked to the reduction in grant funding.

Balance sheet

YEAR ENDED 31 DECEMBER	2024 \$'000	2023 \$'000	2022 \$'000	2021 \$'000	2020 \$'000
Summary of balance sheet performance					
Assets	558,789	576,260	597,953	596,094	517,297
Liabilities	(62,191)	(58,163)	(65,561)	(71,198)	(69,749)
NET ASSETS	496,598	518,097	532,391	524,896	447,548
Accumulated surplus	79,430	97,667	111,942	112,355	109,832
Reserves	390,044	393,306	393,325	385,417	310,592
Contributed capital	27,124	27,124	27,124	27,124	27,124
NET WORTH	496,598	518,097	532,391	524,896	447,548

Balance Sheet

Box Hill Institute’s overall net worth reduced by \$21.5 million throughout 2024.

Reduction in assets is driven by a reduction in the net carrying amount of physical assets and a reduction to the value of property held for sale in the 2024 financial statements.

The increase in liabilities is driven by increases in accounts payable with a high volume of infrastructure and ICT project activity in-flight as at December 2024 and increases in employee leave provision liabilities reflective of salary increases consistent with industrial agreements.

Financial statements

For the year ended 31 December 2024


Independent Auditor's Report

To the Board of Box Hill Institute

Opinion	<p>I have audited the financial report of Box Hill Institute (the Institute) which comprises the:</p> <ul style="list-style-type: none">balance sheet as at 31 December 2024comprehensive operating statement for the year then endedstatement of changes in equity for the year then endedcash flow statement for the year then endednotes to the financial statements, including material accounting policy informationdeclaration by Board Chair, Chief Executive Officer and Managing Director, and Chief Finance and Accounting Officer. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the Institute as at 31 December 2024 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the Institute in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Board's responsibilities for the financial report	<p>The Board of the Institute is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board is responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none">identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal controlevaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Boardconclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. f <p>I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE
14 March 2025



Charlotte Jeffries
as delegate for the Auditor-General of Victoria

Declaration by Board Chair, Chief Executive Officer and Managing Director, and Chief Finance and Accounting Officer.

The attached financial statements for Box Hill Institute and the consolidated entity have been prepared in accordance with Standing Direction 5.2 of the Standing Directions of the Assistant Treasurer issued under the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards including interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes to and forming part of the financial report, presents fairly the financial transactions during the year ended 31 December 2024 and financial position of the Institute and the consolidated entity as of 31 December 2024.

At the date of signing this financial report, we are not aware of any circumstances that would render any particulars included in the financial report to be misleading or inaccurate.

The Board Chair, Chief Executive Officer and Managing Director, and Chief Finance and Accounting Officer sign this declaration as delegates of, and in accordance with a resolution of the Board of Box Hill Institute.

Signatories

Tracey Cooper
Board Chair

Date:
Place: Box Hill, Victoria

Grant Radford
Chief Executive Officer

Date:
Place: Box Hill, Victoria

Jenneth Garcia
Acting Chief Financial Officer

Date:
Place: Box Hill, Victoria

BOX HILL INSTITUTE

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Box Hill Institute has presented its audited general-purpose financial statements for the financial year ended 31 December 2024 in the following structure to provide users with the information about the Institute's stewardship of resources entrusted to it.

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	Cash Flow Statement

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Comprehensive Operating Statement

For the year ended 31 December 2024

	Note	2024 \$'000	2023 \$'000
CONTINUING OPERATIONS			
<u>Revenue and income from transactions</u>			
Government grants			
Operating grants - revenue	2.1.1	53,431	42,512
Operating grants - income	2.1.1	33,550	47,231
Revenue from fees, charges and sales	2.2	53,960	57,498
Other revenue	2.3	4,772	4,297
Other income	2.3	3,610	4,202
Total revenue and income from transactions		149,323	155,740
<u>Expenses from transactions</u>			
Employee benefits	3.1.1	111,055	112,774
Depreciation and amortisation	3.6	18,448	18,652
Supplies and services	3.3	26,341	31,542
Finance costs	3.5	680	755
Other operating expenses	3.4	10,498	10,947
Total expenses from transactions		167,022	174,669
Net result from transactions		(17,699)	(18,930)
<u>Other economic flows included in net result</u>			
Net gain/(loss) on financial instruments	9.1a	(233)	(63)
Net gain/(loss) on non-financial assets	9.1b	106	18
Other gains/(losses) from other economic flows	9.1c	(493)	4,700
Total other economic flows included in net result		(620)	4,655
Net result		(18,319)	(14,275)
<u>Other economic flows - other comprehensive income</u>			
Items that will not be reclassified to net result			
Gain/loss on revaluation of physical assets		-	(19)
Comprehensive result		(18,319)	(14,294)

The accompanying notes form part of these financial statements.

Balance Sheet

As at 31 December 2024

	Note	2024 \$'000	2023 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	6.1	13,384	13,536
Receivables	5.1	6,517	8,798
Investments and other financial assets	4.4	5,856	11,073
Contract assets	5.2	1,268	3,369
Total financial assets		27,025	36,776
Non-financial assets			
Property, plant and equipment	4.1	494,477	498,550
Right of use assets	6.4	17,938	20,593
Intangible assets	4.2	-	58
Other non-financial assets	5.3	5,849	3,605
Non-financial physical assets classified as held for sale	9.6	13,500	16,679
Total non-financial assets		531,764	539,485
Total assets		558,789	576,261
LIABILITIES			
Payables	5.4	12,481	8,546
Contract liabilities	5.5	7,883	6,433
Employee provisions	5.6	17,117	15,703
Other provisions	5.7	2,351	2,318
Borrowings	6.2	2,500	3,125
Lease liabilities	6.4	19,859	22,037
Total liabilities		62,191	58,164
Net assets		496,598	518,097
EQUITY			
Accumulated surplus / (deficit)		79,430	97,667
Contributed capital	6.3	27,124	27,124
Reserves	9.2	390,044	393,306
Net worth		496,598	518,097

The accompanying notes form part of these financial statements.

Statement of Changes in Equity

For the year ended 31 December 2024

	Physical assets revaluation reserves \$'000	Restricted funds \$'000	Accumulated surplus \$'000	Contributions by owner \$'000	Total \$'000
As at 1 January 2023	392,179	1,146	111,942	27,124	532,391
Net result for the year	-	-	(14,275)	-	(14,275)
Other economic flows - other comprehensive income	(19)	-	-	-	(19)
Year ended 31 December 2023	392,160	1,146	97,667	27,124	518,097
Net result for the year	-	-	(18,319)	-	(18,319)
Transfer to accumulated surplus	-	(82)	82	-	-
Changes in Reserves	(3,180)	-	-	-	(3,180)
Year ended 31 December 2024	388,980	1,064	79,430	27,124	496,598

The accompanying notes form part of these financial statements.

Cash Flow Statement

For the year ended 31 December 2024

	Note	2024 \$'000	2023 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Government contributions		87,321	80,253
Receipts from customers - fees, charges and sales		66,970	64,554
Interest received		673	981
Total receipts from operating activities		154,964	145,788
<u>Payments</u>			
Payments to employees		(109,831)	(115,652)
Payments to suppliers		(33,659)	(36,938)
Goods and services tax paid to the ATO		(1,330)	(503)
Short-term, low value and variable lease payments		(1,196)	(1,136)
Interest paid – lease liability		(680)	(706)
Total payments from operating activities		(146,696)	(154,935)
Net cash flows from / (used in) operating activities	6.1.1	8,268	(9,147)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from investment in associate		5,217	3,958
Payments for property, plant and equipment		(10,375)	(7,691)
Proceeds from sales of non-financial assets		-	18
Net cash flows from / (used in) investing activities		(5,158)	(3,715)
CASH FLOWS FROM FINANCING ACTIVITIES			
Payment of lease liabilities		(2,637)	(1,896)
Repayment of borrowings		(625)	-
Net cash flows from / (used in) financing activities		(3,262)	(1,896)
Net increase / (decrease) in cash and cash equivalents		(152)	(14,758)
Cash and cash equivalents at beginning of year		13,536	28,294
Effect of foreign currency transactions			
Cash and cash equivalents at end of year	6.1	13,384	13,536

The accompanying notes form part of these financial statements.

1. ABOUT THIS REPORT

Box Hill Institute (BHI) is a statutory body corporate, established pursuant to an Act made by the Victorian Government under the *Education and Training Reform Act 2006* Section 3.1.12 4(a).

BHI is a Technical and Further Education (TAFE) provider, based predominantly in Box Hill of Victoria.

Its registered office and principal address is:

Box Hill Institute
465 Elgar Road
Box Hill, Victoria 3128
Australia

1.1 Basis of preparation

These financial statements are presented in Australian dollars, the functional and presentation currency of BHI. These financial statements have been prepared in accordance with the historical cost convention, unless a different measurement basis is specifically disclosed in the notes associated with the item measured on a different basis. Amounts in the financial report have been rounded to the nearest thousand dollars, unless otherwise stated.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the financial information being presented. The estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Judgements made by management in the application of Australian Accounting Standards (AAS) that have significant effects on the financial statements relate to:

- determining whether government contributions received should be recognised as revenue under AASB 15 or income under AASB 1058 depending on whether the performance obligations within the contract are assessed as sufficiently specific and measuring BHI's satisfaction of a performance obligation (refer to Note 2.2);
- AASB 16 *Leases* and the requirements to determine the lease term to the extent that extension options are certain (refer to Note 6.4).

Estimates and assumptions made by management in the application of Australian Accounting Standards (AAS) that have significant effects on the financial statements relate to:

- actuarial assumptions for employee benefit provisions based on likely tenure of existing staff, patterns of leave claims, future salary movements and future discount rates (refer to Note 5.6);
- the loss rate used in calculating the allowance for expected credit losses (refer to Note 7.1.2);
- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 7.3); and
- the fair value of assets measured at current replacement cost as a result of rising costs of construction and inflation.

These estimates and associated assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision.

These financial statements cover BHI as an individual reporting entity and include all the controlled activities of BHI.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance

1. ABOUT THIS REPORT

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

BHI has substantial economic dependency on Government operating and capital contributions in particular, the Department of Jobs, Skills, Industry and Regions.

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

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

1.2 Compliance information

These general purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA), and applicable AAS, which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of AASB 1049 *Whole of Government and General Government Sector Financial Reporting* .

For the purposes of preparing financial statements, BHI is classed as a not-for-profit entity. Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

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. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

2. HOW WE EARNED OUR FUNDS

This section presents the sources and amounts of revenue raised by BHI. Grants are received from both State and Commonwealth Government, and from other fees and charges.

2.1 Government grants

2.1.1 Revenue and income from government grants

	2024 \$'000	2023 \$'000
Grants and other transfers		
Government grants – operating revenue		
Government – contestable		
Department of Jobs, Skills, Industry and Regions	53,431	42,512
Total government grants - operating revenue	53,431	42,512
Government grants – operating income		
Government – other grants		
Department of Jobs, Skills, Industry and Regions	31,973	38,436
Other Vic. Government Departments	1,505	8,513
Commonwealth	72	282
Total government grants - operating income	33,550	47,231
Total government grants – operating	86,981	89,742

Revenue and income from government grants

BHI is first required to determine whether the government grants received should be accounted for as Revenue per AASB 15 or Income per AASB 1058.

Significant judgement is applied to assess if a government grant or contract contains sufficiently specific performance obligations.

Revenue from government grants

BHI's revenue streams are predominately for transactions relating to the delivery of courses to students and education services to clients. In all cases, the total transaction price for these services is allocated amongst the various performance obligations based on the consideration specified in the contract with the customer. The transaction price for a contract excludes any amounts collected on behalf of third parties. Revenue is recognised either at a point in time or over time as BHI satisfies the performance obligations by transferring the promised goods or services to its customers. Where government grants have been received for services to be delivered in the following year, these amounts are deferred as a contract liability (Note 5.5).

Revenue is measured at the amount of consideration to which BHI expects to be entitled in exchange for transferring promised goods or services to a customer.

2. HOW WE EARNED OUR FUNDS

Income from government grants

Income from government grants without any sufficiently specific performance obligations, or that are not enforceable, is recognised when BHI has an unconditional right to receive cash which usually coincides with receipt of cash. On initial recognition of the asset, BHI recognises any related grants by owners, increases in liabilities and decreases in assets ('related amounts') in accordance with other Australian Accounting Standards. Related amounts may take the form of:

- contributions by owners, in accordance with AASB 1004
- a lease liability in accordance with AASB 16
- a financial instrument, in accordance with AASB 9
- a provision, in accordance with AASB 137.

Specific criteria in relation to determining whether government grants are accounted for as revenue per AASB 15 or income per AASB 1058 are set out below.

Source of Funding	Nature	Performance obligation	Timing of satisfaction
State government – contestable	Refers to Victorian state government funding for which the Institute must compete with other registered training providers. Funding is allocated primarily through a combination of a 'User Choice' system for all providers and a competitive tendering process for private	The funding agreement for these grants outlines the performance obligations to provide education services to eligible students. These grants are recognised as revenue from contracts with customers in line with the requirements of AASB15.	Revenue is recognised over time, on the basis of the number of units of training delivered to eligible students over the life of the agreement.
State government – other grants	Refers to funding that is not recognised as contestable and includes specific purpose grants.	In general, funding agreements for these grants do not contain sufficiently specific performance obligations and are therefore recognised as income under AASB 1058. BHI recognises income immediately in the comprehensive operating statement when control is achieved over the funds which occurs on execution of the relevant contract.	
		Where performance obligations are sufficiently specific in accordance with AASB15.	Revenue is recognised over time in the comprehensive operating statement as the performance obligations are delivered.

2. HOW WE EARNED OUR FUNDS

Transaction price allocated to remaining performance obligations

Revenue is recognised on a quantitative basis using the time bands that are most appropriate for the duration of the remaining performance obligations.

The following table includes revenue expected to be recognised in the future related to performance obligations that are unsatisfied (or partially satisfied) at the reporting date:

	2025 \$'000	2026 \$'000	2027 \$'000
Revenue expected to be recognised	7,861	-	-

Note: These are estimates only, based on professional judgement and past experience.

2.2 Revenue from fees, charges and sales

	2024 \$'000	2023 \$'000
Student fees and charges	8,529	7,767
Fee for service – government	29,215	34,340
Fee for service – international operations – onshore	4,339	3,275
Fee for service – international operations – offshore	1,890	1,380
Fee for service – other	5,839	6,641
Other non-course fees and charges		
Student amenities and services	4,148	4,095
Total revenue from fees, charges and sales	53,960	57,498

The following table provides a breakdown of contractual sales with customers based on campus location:

	2024 \$'000	2023 \$'000
Box Hill campus	26,430	24,833
City campus	7,948	7,901
Lilydale campus	4,528	4,301
Off-site delivery	13,166	19,084
Overseas delivery	1,888	1,379
Total revenue from fees, charges and sales	53,960	57,498

The timing of satisfaction of a sufficiently specific performance obligation and the amount of revenue to be allocated to each performance obligation involves significant judgement. The accounting policy below outlines the material performance obligations and, how and when these are satisfied.

Revenue for student fees and charges is recognised as the course is delivered to the student and is measured as the amount BHI expects to be entitled to. Any fee waivers are recognised as a reduction in the amount of revenue recognised. Where revenue has been received for programs or services to be delivered in the following year, these amounts are deferred as a contract liability.

Other non-course fees and charges are recognised as the service is delivered to the student. For example, student amenities and services revenue is recognised as BHI provides the service to the student.

BHI uses actual student contact hours and performance obligations to recognise revenue over time in line with AASB 15.

2. HOW WE EARNED OUR FUNDS

Revenue Type	Nature	Performance obligation	Timing of satisfaction
Student fees and charges	BHI provides educational services to eligible domestic students. Student fees and charges revenue includes student tuition fees and course materials received or to be received from eligible students for the provision of these services.	Provision of education services	Student fees and charges are recognised in accordance with the relevant enrolment terms and conditions and over the period that the education and training services are provided. Any fee waivers are recognised as a reduction in the amount of revenue recognised. Where revenue has been received for programs or services to be delivered in the following year, these amounts are deferred as a contract liability.
Fee for service – government	Relates to course fees funded by State government departments (excluding revenue/income recognised in note 2.1.1).	Provision of services	Revenue is recognised over time 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 has been clearly received in respect of programs or services to be delivered in the following year, such amounts are disclosed as a contract liability.
Fee for service – International onshore/offshore	Relates to international student course fees and other revenue for onshore and offshore training operations.		
Fee for service – other	Relates to revenue from training programs to domestic students (who are not eligible for a government funded subsidy) and private organisations (industry).		
Student amenities and services	Relates to revenue from amenities and service fees.	Delivery of goods (eg. Course material).	Revenue is recognised at a point in time when the goods are delivered and have been accepted by customers. Sales are recognised based on the contractual price, net of any discounts (if applicable). Payment of transaction price is due immediately.

2. HOW WE EARNED OUR FUNDS

Revenue recognised in relation to contract liabilities

The following table shows how much of the revenue recognised in the current reporting period relates to carried-forward contract liabilities and how much relates to performance obligations that were satisfied in a prior year:

	2024 \$'000	2023 \$'000
Opening balance - Contract liabilities	6,433	12,409
Fees and charges	59,745	64,413
Less revenue recognised in the period	(58,295)	(70,389)
	7,883	6,433

Payment terms

The payment terms for student fees are as follows:

- up-front payment via EFTPOS or credit card prior to course commencement;
- payment plan via a third party (Debit success);
- federal government assistance (VET Student Loan); and/or
- invoice to a third party (e.g. a student's employer or workers' compensation provider), where a credit check has been performed on the party being invoiced (payment terms are 30 days).

Students are generally entitled to a refund (less administration fee) if they withdraw from a course prior to census date. Students who withdraw after this time are generally not entitled to a refund.

2.3 Other Revenue and Income

	2024 \$'000	2023 \$'000
Childcare revenue	3,799	3,496
Car park revenue	973	801
Total other revenue	4,772	4,297
Interest income	673	981
Rental income	1,018	1,086
Rental income from sub-leasing right-of-use assets	1,028	967
Other income	891	1,168
Total other income	3,610	4,202
Total revenue and other income	8,382	8,499

2. HOW WE EARNED OUR FUNDS

Other Revenue Type	Nature	Performance obligation	Timing of satisfaction
Childcare revenue	Childcare services	Provision of childcare services	Recognised evenly over the period of providing care to the child given the inputs are expended evenly throughout the period. The child receives the care as the care is provided.
Car park revenue	Car parking for students and staff	Provision of car parking for students and staff	Recognised as services are rendered.

Other Income Type	Nature	Performance obligation	Timing of satisfaction
Interest	Interest income includes interest received on bank term deposits and other investments and the unwinding over time of the discount on financial assets.	None	Recognised taking into account the effective interest rates applicable to the financial assets.
Rental income	BHI receives rental income for certain land and buildings leased out to the general public during the semester break period and when the buildings are excess to the current requirement. BHI also receives rental income from long term lease arrangements with third parties. Refer to Note 2.3.1 for BHI's lessor accounting policy.	None	Rental income is recognised on a time proportional basis and is brought to account when BHI's right to receive the rental is established.
Other income	Other income generating activities	Other income is recognised when BHI's right to receive payment is established.	

2.3.1 Leases receivable

	2024 \$'000	2023 \$'000
Receivable:		
Within one year	1,724	1,676
Later than one year but not later than five years	703	1,990
Later than five years	330	349
Total leases receivable	2,757	4,015
GST payable on the above	(251)	(365)
Net operating leases receivable	2,506	3,650

When BHI is a lessor, a lease is classified as an operating lease when it does not transfer substantially all of the risks and rewards incidental to ownership of the underlying asset. Indicators such as whether the lease is for the major part of the economic life of the asset are considered as part of this assessment. Payments received under operating leases are recognised as income on a straight-line basis over the lease term and are included under the line item - rental income.

3. HOW WE EXPENDED OUR FUNDS

3.1 Employee benefits

3.1.1 Employee benefits in the comprehensive operating statement

	2024 \$'000	2023 \$'000
Salaries, wages, overtime and allowances	82,541	84,895
Superannuation	10,102	10,061
Payroll tax	5,315	5,416
Mental health levy	461	492
Workers compensation	1,402	1,160
Annual leave	7,204	7,743
Long service leave	2,626	1,915
Termination benefits	1,267	1,070
Other	137	23
Total employee benefits	111,055	112,774

The present value of employee benefit obligations including annual leave, long service leave and on-costs are determined using various assumptions that may differ from actual developments in the future. These include future salary growth rate, future discount rates, tenure of existing staff, and patterns of leave claims.

All assumptions are reviewed at each reporting date.

Employee expenses include all costs related to employment, including wages and salaries, fringe benefits tax, leave entitlements, termination payments and WorkCover premiums. Superannuation expenses / benefits disclosed above are employer contributions that are paid or payable during the reporting period.

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. BHI recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits which are expected to be wholly-settled more than 12 months after balance sheet date are discounted to present value.

3.2 Superannuation

BHI employees are entitled to receive superannuation benefits and BHI contributes to both defined benefit and defined contribution plans. The defined benefit plan provide benefits based on years of service and final average salary.

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

However, superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive income statement.

3. HOW WE EXPENDED OUR FUNDS

The name and details of the major employee superannuation funds and contributions made by BHI are as follows:

	2024 \$'000	2023 \$'000
Paid contribution for the year		
Defined benefit plans:		
State Superannuation Fund – revised and new	88	96
Total defined benefit plans	88	96
Accumulation contribution plans:		
VicSuper	3,584	4,080
Other	5,463	5,476
Total accumulation contribution plans	9,047	9,556
Total paid contribution for the year	9,135	9,652
Contribution outstanding at year end		
Defined benefit plans:		
State Superannuation Fund – revised and new	7	3
Total defined benefit plans	7	3
Accumulation contribution plans:		
VicSuper	346	155
Other	614	251
Total accumulation contribution plans	960	406
Total contribution outstanding at year end	967	409

Accumulation contribution plans

Contributions are expensed when they become payable.

The bases for contributions are determined by the various schemes.

The above amounts were measured as at 31 December of each year; or in the case of employer contributions, they relate to the years ended 31 December.

3.3 Supplies and services

	2024 \$'000	2023 \$'000
Building repairs and maintenance	3,850	4,825
General consultancy	4,244	5,529
Payment to contractors	12,395	12,450
Purchase of Services Non-Public Sector- 3rd party training providers	797	2,074
Communication expenses	143	363
Cost of goods sold / distributed (ancillary trading)	924	1,315
Legal expenses	1,271	1,187
Purchase of supplies and consumables	2,717	3,798
Total supplies and services	26,341	31,542

Prior year figures have been regrouped/reclassified wherever necessary to align to the current year's classification.

Supplies and services are recognised as expenses in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when the inventories are distributed.

3. HOW WE EXPENDED OUR FUNDS

3.4 Other operating expenses

	2024 \$'000	2023 \$'000
Audit fees and services	477	373
Insurance	824	660
Marketing and promotional expenses	1,903	2,039
Staff development	1,014	1,340
Travel and motor vehicle expenses	827	620
Utilities	1,860	1,699
Variable lease payments not included in the measurement of lease liability	1,046	1,010
Expenses relating to short-term leases	67	61
Expenses relating to low-value leases	83	65
Other	2,397	3,081
Total other operating expenses	10,498	10,947

Prior year figures have been regrouped/reclassified wherever necessary to align to the current year's classification.

Other operating expenses generally represent the day-to-day running costs incurred in normal operations and are recognised when they are incurred and reported in the financial year to which they relate.

Audit fees and services relate to costs associated with internal audit services, as well as remuneration to the Victorian Auditor-General's Office for the audit of the financial statements. Refer to note 8.4 for further details.

3.5 Finance costs

	2024 \$'000	2023 \$'000
Interest on debt	-	4
Interest on lease liabilities	680	751
Total finance costs	680	755

3.6 Depreciation and amortisation

	2024 \$'000	2023 \$'000
Buildings	11,188	10,823
Plant and equipment	3,737	4,287
Motor vehicles	-	9
Leasehold improvements	351	449
Right of use assets	3,114	2,986
Amortisation of intangible assets	58	99
Total depreciation and amortisation	18,448	18,652

4. THE ASSETS WE INVESTED IN

4.1 Property, plant and equipment

Fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 7.3 in connection with how those fair values were determined.

In accordance with government purpose classifications (used by the Australian Bureau of Statistics to classify expenses and acquisitions of non-financial assets of the public sector and general government sector), BHI's property, plant and equipment are assets used for the purpose of education. Property, plant and equipment includes all operational assets.

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2024 \$'000	2023 \$'000	2024 \$'000	2023 \$'000	2024 \$'000	2023 \$'000
Land	269,136	269,136	-	-	269,136	269,136
Buildings	220,244	216,171	(22,332)	(10,610)	197,912	205,561
Construction in progress	3,845	3,801	-	-	3,845	3,801
Plant and equipment	57,319	52,343	(38,484)	(35,789)	18,835	16,554
Motor vehicles	248	312	(169)	(193)	79	120
Leasehold improvements	18,011	16,369	(13,880)	(13,530)	4,131	2,839
Cultural assets	539	539	-	-	539	539
Total carrying amount	569,342	558,672	(74,865)	(60,122)	494,477	498,550

Refer to 4.1.1 for reconciliation of movements in carrying amount of property, plant and equipment.

Initial recognition

Immediately upon acquisition, items of property, plant and equipment are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is received for no or nominal consideration, the cost is the asset's fair value at the date of acquisition.

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

The cost of leasehold improvements is capitalised and depreciated over the shorter of the remaining term of the lease or their estimated useful lives.

4. THE ASSETS WE INVESTED IN

Subsequent measurement

Where there is an indication that the value of property, plant and equipment has changed, these assets are subsequently measured at fair value less accumulated depreciation and impairment. Fair value is determined with regard to the asset's highest and best use (considering legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset) and is summarised by asset category.

Non-specialised land, non-specialised buildings and artworks are valued using the market approach, whereby assets are compared to recent comparable sales or sales of comparable assets that are considered to have nominal value.

Specialised land and specialised buildings: The market approach is also used for specialised land, although it is adjusted for the community service obligation (CSO) to reflect the specialised nature of the land being valued.

The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants.

For the majority of BHI's specialised buildings, the current replacement cost method is used, adjusting for the associated depreciation.

The fair value of plant, equipment and vehicles is normally determined by reference to the asset's current replacement cost.

The last formal revaluation of land and building assets (including land improvements) were conducted for the year ended 31 December 2022. For the year ended 31 December 2024, an assessment was conducted using indices provided by the Office of the Victorian Valuer-General. No revaluation was required as a result of this assessment.

Revaluations of non-financial physical assets

Non-current physical assets measured at fair value are revalued in accordance with Financial Reporting Directions (FRDs) issued by the Assistant Treasurer.

Refer to Note 7.3 for additional information on fair value determination of property, plant and equipment.

4. THE ASSETS WE INVESTED IN

4.1.1 Reconciliation of movements in carrying amount of property, plant and equipment

	Land \$'000	Buildings \$'000	Construction in progress \$'000	Plant and equipment \$'000	Motor vehicles \$'000	Leasehold improvements \$'000	Cultural assets \$'000	Total \$'000
2024								
Opening net book amount	269,136	205,561	3,801	16,554	118	2,839	539	498,548
Additions	-	6	6,144	5,125	-	-	-	11,275
Disposals	-	(575)	-	(17)	-	-	-	(592)
Transfers	-	4,108	(6,100)	910	(39)	1,643	-	522
Depreciation	-	(11,188)	-	(3,737)	-	(351)	-	(15,276)
Net carrying amount	269,136	197,912	3,845	18,835	79	4,131	539	494,477
2023								
Opening net book amount	285,236	211,731	3,856	19,120	141	3,288	539	523,912
Additions	-	-	5,585	2,019	-	-	-	7,604
Disposals	-	-	-	(3)	(14)	-	-	(17)
Transfers	(16,100)	5,019	(5,640)	42	-	-	-	(16,679)
Impairment	-	(366)	-	(337)	-	-	-	(703)
Depreciation	-	(10,823)	-	(4,287)	(9)	(449)	-	(15,568)
Net carrying amount	269,136	205,561	3,801	16,554	118	2,839	539	498,549

4. THE ASSETS WE INVESTED IN

4.1.2 Capital commitments

These capital commitments are recorded below at their nominal value and inclusive of GST.

	2024 \$'000	2023 \$'000
Payable		
Within one year	2,155	6,595
Total capital expenditure commitments	2,155	6,595
GST payable on the above	(196)	(659)
Net capital expenditure commitments	1,959	5,936

4.1.3 Gain /(loss) on non-financial assets

	2024 \$'000	2023 \$'000
Net gain/(loss) on disposal of property plant and equipment	106	18
Net gain/(loss) on non-financial assets	106	18

Net gain/(loss) on non-financial assets includes realised and unrealised gains and losses from revaluations, impairments, and disposals of all physical and intangible assets.

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

4.2 Intangible assets

	2024 \$'000	2023 \$'000
Software		
Gross carrying amount		
Opening balance	1,258	1,258
Additions	-	-
Closing balance	1,258	1,258
Accumulated amortisation and impairment		
Opening balance	(1,200)	(1,101)
Amortisation charge	(58)	(99)
Closing balance	(1,258)	(1,200)
Net carrying amount at end of the year	-	58

4. THE ASSETS WE INVESTED IN

Initial recognition

Configuration and customisation costs incurred related to a Software as a Service (SaaS) arrangement

SaaS arrangements are service contracts providing BHI with the right to access the software provider's application software over the contract period. Where costs incurred to configure or customise SaaS arrangements result in the creation of a resource which is identifiable, and where BHI has the power to obtain the future economic benefits flowing from the underlying resource and to restrict the access of others to those benefits, such costs are recognised as a separate intangible software asset. Where costs incurred to configure or customise do not result in the recognition of an intangible software asset, then those costs that provide BHI with a distinct service (in addition to the SaaS access) are recognised as expenses when the supplier provides the services. When such costs incurred do not provide a distinct service, the costs capitalised as a prepayment are recognised as expenses over the duration of the SaaS contract.

Judgement is required in determining whether:

- costs incurred result in the creation of an intangible asset that meets the recognition criteria in AASB 138;
- the configuration and customisation costs provide a distinct service where such costs do not give rise to the recognition of an intangible asset.

Subsequent measurement

Intangible assets are amortised as an 'expense from transactions' on a straight-line basis over their useful lives. Intangible assets have useful lives of 3 to 5 years.

Intangible assets recognised in accordance with AASB 1059 are subsequently measured under the revaluation model.

Impairment of intangible assets

Intangible assets with indefinite useful lives (and intangible assets not yet available for use) are tested annually for impairment and whenever there is an indication that the asset may be impaired. Intangible assets with finite useful lives are tested for impairment whenever an indication of impairment is identified.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their possible recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off by a charge to the Comprehensive Operating Statement. Impairment of goodwill is not reversed.

4.3 Depreciation and amortisation

Depreciation and amortisation is provided on software, property, plant and equipment, freehold buildings and right-of-use assets.

Depreciation and amortisation is generally calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Right-of-use assets and leasehold improvements are depreciated over the period of the lease or estimated useful life, whichever is shorter, using the straight-line method. The only exception is where BHI expects to obtain ownership of the leased asset at the end of the lease term, where in such instances, the right-of-use assets and leasehold improvements will be depreciated over their expected useful lives.

4. THE ASSETS WE INVESTED IN

Depreciation and amortisation methods and useful life used for each class of depreciable assets are:

Class of assets	Useful life	Method
Buildings	5 – 60 years	Straight Line
Plant and equipment	3 – 30 years	Straight Line
Motor vehicles	3 – 6 years, residual 44-60%	Straight Line
Leasehold improvements	8 – 20 years	Straight Line
Right of use assets	Lease term	Straight Line
Intangible assets	3 – 5 years	Straight Line
Software	5 – 10 years	Straight Line

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

4.4 Investments and other financial assets

	2024 \$'000	2023 \$'000
Current investments and other financial assets		
Unit holding receivable	-	7,927
Provision for share of earnings	496	1,686
Non-current investments and other financial assets		
Unit holding	5,360	1,460
Total investments and other financial assets	5,856	11,073

BHI's investment relates to the unitholding and distribution receivable from Cambridge Boxhill Language Assessment Unit Trust. Income is recognised from BHI's investments each reporting year based on the unitholding portion of the profit distribution. This is accounted for under AASB 128. The investment is carried at Fair Value to profit and loss and the yearly profit distribution is accounted for in the other economic flows.

5. BALANCES FROM OPERATIONS

5.1 Receivables

	2024 \$'000	2023 \$'000
Current		
Trade receivables	4,003	7,284
Loss allowance on trade receivables	(829)	(821)
Amount receivable from government	3,244	2,278
Other receivables	56	57
Total receivables from contracts with customers	6,474	8,798
Statutory		
GST input tax credit recoverable	43	-
Total current receivables	6,517	8,798

Receivables consist of:

- statutory receivables, which include predominantly GST input tax credits recoverable; and
- contractual receivables, which include mainly debtors in relation to goods and services, loans to third parties, accrued investment income, and finance lease receivables.

Receivables other than sale of goods and services are stated exclusive of the amount of GST receivable. Receivables that are contractual are classified as financial instruments. Statutory receivables are recognised and measured similarly to contractual receivables, but are not classified as financial instruments and are not included in the category of financial assets at amortised cost, because they do not arise from a contract.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest method, less an allowance for any required impairments.

Trade receivables are recognised initially at the amount of consideration that is unconditional unless they contain significant financing components, when they are recognised at fair value. BHI holds the trade receivables with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest method.

Due to the short-term nature of current receivables, their carrying amount approximates the fair value.

Impairment

BHI measures loss allowances at an amount equal to lifetime Expected Credit Losses (ECLs). Lifetime ECLs are the ECLs that result from all possible default events over the expected life of a financial instrument. ECLs are a probability-weighted estimate of credit-losses. Credit losses are measured as the present value of all cash shortfalls.

The movement in the allowance for impairment in respect of trade receivables during the year is shown in the following table.

	2024 \$'000	2023 \$'000
Balance at the beginning of the year	822	2,156
Amounts written off	(226)	(1,493)
Reversal of unused loss allowance recognised in net result	-	3
Increase in loss allowance recognised in net result	233	156
Balance at the end of the year	829	822

5. BALANCES FROM OPERATIONS

In respect of trade and other receivables, BHI is not exposed to any significant credit risk exposure to any single counterparty or any group of counterparties having similar characteristics. Trade receivables consist of a large number of customers in various industries and geographical areas. Based on historical information about customer default rates, management considers the credit quality of trade receivables that are not past due or impaired to be good.

Ageing analysis of contractual receivables

	Carrying amount \$'000	Not past due and not \$'000	Less than 1 month \$'000	1-3 months \$'000	3 months to 1 year \$'000	1-5 years \$'000
2024						
Trade receivables	4,003	2,495	254	285	558	411
Loss allowance on trade receivables	(829)	-	-	(5)	(470)	(354)
Amount receivable from government	3,244	3,244	-	-	-	-
Other receivables	56	56	-	-	-	-
Total	6,474	5,795	254	280	88	57
2023						
Trade receivables	7,261	4,482	1,802	180	192	605
Loss allowance on trade receivables	(821)	-	-	(24)	(192)	(605)
Amount receivable from government	2,336	57	2,279	-	-	-
Other receivables	22	22	-	-	-	-
Total	8,798	4,561	4,081	156	-	-

Note: The disclosures above exclude statutory receivables (e.g. GST credits).

The average credit period on receivables is 30 days.

There are no financial assets that have their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated.

5.2 Contract assets

	2024 \$'000	2023 \$'000
Current		
Contract assets	1,268	3,369
Total contract assets	1,268	3,369

Contract assets are recognised when BHI has transferred goods or services to the customer but where the Institute is yet to establish an unconditional right to consideration. Contract assets are treated as financial assets for impairment purposes.

5. BALANCES FROM OPERATIONS

5.3 Other non-financial assets

	2024 \$'000	2023 \$'000
Current		
Prepayments	5,667	3,366
Inventories	182	239
Total current other non-financial assets	5,849	3,605
Total other non-financial assets	5,849	3,605

Prepayments represent payments in advance of receipt of goods and services, or that part of expenditure made in one accounting period covering a term extending beyond that period.

Inventories include goods and other items held either for sale or for distribution at a zero or nominal cost, or for consumption in the ordinary course of business operations.

Inventories held-for-distribution are measured at cost, adjusted for any loss of service potential. All other inventories are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

Cost, includes an appropriate portion of fixed and variable overhead expenses. Cost is assigned to other high value, low volume inventory items on a specific identification of cost basis. Cost for all other inventory is measured on the basis of weighted average cost.

5.4 Payables

	2024 \$'000	2023 \$'000
Contractual		
Supplies and services	6,761	4,637
Refund liability	54	39
Other payables	5,174	2,943
Total contractual payables	11,989	7,619
Statutory		
GST payable	-	260
FBT payable	77	13
Other taxes payable	415	654
Total statutory payables	492	927
Total payables	12,481	8,546
<i>Represented by:</i>		
Current payables	10,521	8,546
Non-current payables	1,960	-

Payables consist of:

- contractual payables, such as accounts payable and refund liabilities. Accounts payable represent liabilities for goods and services provided to BHI prior to the end of the financial year that are unpaid, and arise when BHI becomes obliged to make future payments in respect of the purchase of those goods and services; and
- statutory payables, such as goods and services tax and fringe benefits tax payable.

Contractual payables are classified as financial instruments and categorised as financial liabilities at amortised cost.

Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and are not included in the category of financial liabilities at amortised cost, because they do not arise from a contract.

5. BALANCES FROM OPERATIONS

Ageing analysis of contractual payables

The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

	Carrying amount \$'000	Nominal amount \$'000	Less than 1 month \$'000	1-3 months \$'000	3 months to 1 year \$'000	1-5 years \$'000
2024						
Supplies and services	6,761	6,761	6,761	-	-	-
Refund liability	54	54	54	-	-	-
Other payables	5,174	5,174	3,214	-	-	1,960
Total	11,989	11,989	10,029	-	-	1,960

2023

Supplies and services	4,637	4,637	4,637	-	-	-
Refund liability	39	39	39	-	-	-
Other payables	2,943	2,943	2,572	16	42	313
Total	7,619	7,619	7,248	16	42	313

Note: The disclosures above exclude statutory payables (e.g. GST payable).

The average credit period is 30 days. No interest is charged on the other payables.

Terms and conditions of amounts payable to other government agencies vary according to a particular agreement with that agency.

Due to their short-term nature, the carrying amounts of trade and other payables are not considered to be materially different to their fair values.

5.5 Contract and other liabilities

Refer to 2.2 for further information around revenue recognised in relation to contract liabilities.

	2024 \$'000	2023 \$'000
Contract liabilities		
Student fees	5,977	4,864
Fee for service	86	99
Other	22	12
Government contributions - other contributions	1,798	1,458
Total contract liabilities	7,883	6,433

Contract liabilities

Any fees received by BHI during the current financial year in respect of performance obligations that have not been satisfied are classified as a liability and recognised as a contract liability.

5. BALANCES FROM OPERATIONS

5.6 Employee benefits in the balance sheet

	2024 \$'000	2023 \$'000
Current Provisions		
Employee benefits		
Annual leave		
Unconditional and expected to settle within 12 months	3,827	3,815
Unconditional and expected to settle after 12 months	614	541
Long service leave		
Unconditional and expected to settle within 12 months	1,855	979
Unconditional and expected to settle after 12 months	5,895	6,174
On costs		
Annual leave		
Unconditional and expected to settle within 12 months	757	738
Unconditional and expected to settle after 12 months	121	105
Long service leave		
Unconditional and expected to settle within 12 months	367	189
Unconditional and expected to settle after 12 months	1,166	1,195
Total current provisions	14,602	13,736
Non-Current Provisions		
Long service leave		
Conditional and expected to settle after 12 months	2,100	1,648
Long service leave - on costs		
Conditional and expected to settle after 12 months	415	319
Total non-current provisions	2,515	1,967
Total employee provisions	17,117	15,703

5. BALANCES FROM OPERATIONS

The leave obligations cover BHI's liabilities for long service leave and annual leave, which are classified as either other long-term benefits or short-term benefits.

The current portion of this liability includes all of the accrued annual leave, the unconditional entitlements to long service leave where employees have completed the required period of service and also for those employees that are entitled to pro rata payments in certain circumstances. The entire amount of the provision of \$4.41 million (2023: \$4.36 million) is presented as current, since BHI does not have an unconditional right to defer settlement for any of these obligations. However, based on past experience, BHI does not expect all employees to take the full amount of accrued leave or require payment within the next 12 months.

The following amounts reflect leave that is not expected to be taken or paid within the next 12 months:

	2024 \$'000	2023 \$'000
Unconditional and expected to settle within 12 months	6,806	5,721
Unconditional and expected to settle after 12 months	7,796	8,015
Total current employee provisions	14,602	13,736

5.7 Other provisions

	2024 \$'000	2023 \$'000
Make good provision	2,351	2,318
Total other provisions	2,351	2,318

Make good provision

Provisions are recognised when BHI has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

6. HOW WE FINANCED OUR OPERATIONS

6.1 Cash and cash equivalents

	2024 \$'000	2023 \$'000
Cash at bank and on hand	10,108	3,596
Deposits at call	3,276	9,940
Total cash and deposits	13,384	13,536

Cash and cash equivalents comprise cash at bank and deposits at call.

6.1.1 Reconciliation of operating result to net cash flows from operating activities

	2024 \$'000	2023 \$'000
Net result for the year	(18,319)	(14,275)
Non-cash movements		
Depreciation / amortisation of non-financial assets	18,448	18,652
Net (gain) / loss on sale of non-financial assets	(106)	(19)
Impairment and forgiveness of loans and receivables	233	63
Impairment of non-financial assets	190	690
Share of profits of associates	303	(5,241)
Movements in assets and liabilities		
Decrease / (increase) in receivables, including contract assets	4,382	(3,038)
Decrease / (increase) in other assets	(2,244)	(479)
(Decrease) / increase in payables	3,935	(90)
(Decrease) / increase in provisions	1,414	566
(Decrease) / increase in other liabilities	32	(5,976)
Net cash flows from / (used in) operating activities	8,268	(9,147)
Per cash flow statement	8,268	(9,147)

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 are presented as operating cash flows.

6.2 Borrowings

	2024 \$'000	2023 \$'000
Current		
Advances from Government	625	625
Non-current		
Advances from Government	1,875	2,500
Total borrowings	2,500	3,125

6. HOW WE FINANCED OUR OPERATIONS

Advances from Government

Advances from Government are initially measured at fair value, being the cost of the interest bearing liabilities, and where applicable, adjusted for transaction costs unless BHI designated a financial liability at fair value through profit or loss.

The measurement basis subsequent to initial recognition depends on whether BHI has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost.

For advances at amortised cost, any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

For advances at fair value through profit or loss, any changes in its fair value and if applicable, any interest related charges are reported in profit or loss.

Changes in liabilities arising from financing activities

Advances from Government

	\$'000
Balance at 1 January 2024	3,125
Net cash used in financing activities (per Cash Flow Statement)	(625)
Balance as at 31 December 2024	2,500
Balance at 1 January 2023	3,125
Net cash used in financing activities (per Cash Flow Statement)	-
Balance as at 31 December 2023	3,125

Maturity analysis of borrowings

	Carrying amount \$'000	Nominal amount \$'000	Less than 1 month \$'000	1-3 months \$'000	3 months to 1 year \$'000	1-5 years \$'000
2024						
Advances from Government	2,500	2,500	-	-	625	1,875
Total	2,500	2,500	-	-	625	1,875
2023						
Advances from Government	3,125	3,125	-	-	625	2,500
Total	3,125	3,125	-	-	625	2,500

The fair values are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short-term nature.

6. HOW WE FINANCED OUR OPERATIONS

6.3 Contributed capital

	2024 \$'000	2023 \$'000
Balance at 1 January	27,124	27,124
Balance at 31 December	27,124	27,124

Funding that is in the nature of contributions by the Victorian State Government are treated as contributed capital in accordance with the requirements of AASB 1004 *Contributions*. Capital funds provided by the Commonwealth Government are treated as income.

6.4 Leases

Policy

At inception of a contract, BHI will assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset;
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- the customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 January 2019.

As a lessee

BHI recognises a right of use asset and a lease liability at the lease commencement date. The right of use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located, less any lease incentive received.

The right of use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right of use asset or the end of the lease term. The estimated useful lives of right of use assets are determined on the same basis as those of property, plant and equipment. In addition, the right of use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate as provided by Treasury Corporation of Victoria (TCV). Generally, BHI uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments;
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that BHI is reasonably certain to exercise, lease payments in an optional renewal period if BHI is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless BHI is reasonably certain not to terminate early.

The lease liability is measured at amortised cost using the effective interest method. It is remeasured:

- when there is a change in future lease payments arising from a change in an index or rate;
- if there is a change in BHI's estimate of the amount expected to be payable under a residual value guarantee; or
- if BHI changes its assessment of whether it will exercise a purchase, extension or termination option.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right of use asset, or is recorded in profit or loss if the carrying amount of the right of use asset has been reduced to zero.

6. HOW WE FINANCED OUR OPERATIONS

Peppercorn leases

Right-of-use assets that arise from below market (including peppercorn) leases which are to be measured at cost in accordance with FRD 104.

Right of use assets	Property \$'000	Vehicles \$'000	Other \$'000	Total \$'000
2024				
Balance as at 1 January 2024	19,043	464	1,086	20,593
Additions	56	485	-	541
Modifications	-	(82)	-	(82)
Depreciation	(2,622)	(157)	(335)	(3,114)
Balance as at 31 December 2024	16,477	710	751	17,938

2023

Balance as at 1 January 2023	21,038	382	1,421	22,841
Additions	571	204	-	775
Modifications	-	(37)	-	(37)
Depreciation	(2,566)	(86)	(334)	(2,986)
Balance as at 31 December 2023	19,043	464	1,086	20,593

Lease liabilities

	2024 \$'000	2023 \$'000
Maturity analysis – contractual undiscounted cash flows		
Within one year	3,213	2,979
Later than one year but not later than five years	13,185	12,348
Later than five years	3,461	6,710
Total discounted lease liabilities as at 31 December	19,859	22,037
Current	3,213	2,979
Non-current	16,646	19,058
Total lease liabilities	19,859	22,037

7. MANAGING RISKS AND UNCERTAINTIES

7.1 Financial instruments

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Categories of financial instruments

	2024 \$'000	2023 \$'000
Contractual financial assets		
Financial assets measured at amortised cost		
Cash and cash equivalents	13,384	13,536
Trade receivables	3,174	6,463
Amount receivable from Government	3,244	2,278
Other receivables	56	57
Financial assets measured at fair value through profit or loss		
Investment and other financial assets	5,856	11,073
Total contractual financial assets	25,714	33,407
Contractual financial liabilities		
Loans and payables		
Supplies and services	6,761	4,637
Other payables	5,174	2,943
Refund liability	54	39
At amortised cost		
Borrowings (Advances from Government)	2,500	3,125
Total contractual financial liabilities	14,489	10,745

Note: The total amounts disclosed here exclude statutory amounts (e.g. GST input tax credit recoverable and taxes payable).

Categories of financial instruments

BHI classifies its financial assets at amortised cost only if both of the following criteria met:

- the asset is held within a business model whose objective is to collect the contractual cash flows; and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets measured at amortised cost are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial measurement, receivables are measured at amortised cost using the effective interest method (and for assets, less any necessary impairment).

BHI recognises the following assets in this category:

- cash and deposits; and
- receivables (excluding statutory receivables).

Financial liabilities at amortised cost are initially recognised on the date they originate. They are initially measured at fair value minus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest-bearing liability, using the effective interest rate method. BHI recognises the following liabilities in this category:

- payables (excluding statutory payables);
- borrowings (including lease liabilities); and
- advances from government.

7. MANAGING RISKS AND UNCERTAINTIES

7.1.1 Financial risk management objectives and policies

BHI is exposed to a variety of financial risks, market risk (including foreign currency risk, interest rate risk and equity price risk), credit risk and liquidity risk.

BHI's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of BHI. BHI uses different methods to measure different types of risk to which it is exposed. These methods include sensitivity analysis in the case of interest rate, foreign exchange and other price risks and ageing analysis for credit risk.

Primary responsibility for the identification and management of financial risks rests with BHI's finance function, overseen by the Audit and Risk Committee of BHI on behalf of the Board.

7.1.2 Credit risk

Credit risk refers to the possibility that a customer will default on its financial obligations as and when they fall due. Credit risk arises from the contractual financial assets of BHI, which comprise cash and deposits and non-statutory receivables. BHI's exposure to credit risk arises from the potential default of a counterparty on their contractual obligations resulting in financial loss to BHI.

The trade receivables balances at 31 December 2024 and 31 December 2023 largely relate to student debtors, sponsor debtors, other debtors who engage BHI to provide training services or short courses as well as government agencies. These balances do not include any counterparties with external credit ratings.

BHI does not hold any security on the trade receivables balance. In addition, BHI does not hold collateral relating to other financial assets.

In addition, BHI does not engage in hedging for its contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash assets, which are mainly cash at bank. BHI's policy is to only deal with banks with high credit ratings.

The carrying amount of contractual financial assets recorded in the financial statements, net of any allowances for losses, represents BHI's maximum exposure to credit risk without taking account of the value of any collateral obtained.

There are no material financial assets which are individually determined to be impaired.

Credit quality of contractual financial assets that are neither past due nor impaired

	Financial institutions (AA-rating) \$'000	Government agencies (AAA-rating) \$'000	Other counterparty \$'000	Total \$'000
2024				
Cash and cash equivalents	13,384	-	-	13,384
Receivables	-	4,523	1,951	6,474
Investments and other financial assets	-	-	5,856	5,856
Total contractual financial assets	13,384	4,523	7,807	25,714
2023				
Cash and deposits	13,536	-	-	13,536
Receivables	-	7,793	1,005	8,798
Investments and other financial assets	-	-	11,073	11,073
Total contractual financial assets	13,536	7,793	12,078	33,407

Note: The total amounts disclosed here exclude statutory amounts (e.g. GST input tax credit recoverable and taxes payable).

7. MANAGING RISKS AND UNCERTAINTIES

AASB 9 uses an 'expected credit loss' (ECL) model. Under this model, loss allowances are measured on either of the following bases:

- 12-month ECLs: these are ECLs that result from possible default events within the 12 months after the reporting date; or
- lifetime ECLs: these are ECLs that result from all possible default events over the expected life of a financial instrument.

In measuring expected credit losses, trade receivables have been assessed on a collective basis as they possess shared credit risk characteristics. They have been grouped based on the days past due.

The expected loss rates are based on the payment profile for sales over the past 60 months before 31 December 2024 and the past 48 months before 31 December 2023, as well as the corresponding historical credit losses during that period. The historical rates are adjusted to reflect current and forward-looking macroeconomic factors affecting the customer's ability to settle the amount outstanding. BHI has identified gross domestic product (GDP) and unemployment rates of the countries in which the customers are domiciled to be the most relevant factors and accordingly adjusts historical loss rates for expected changes in these factors. However given the short period exposed to credit risk, the impact of these macroeconomic factors has not been considered significant within the reporting period.

The following table provides information about the estimated exposure to credit risk and ECLs for trade and other receivables as at 31 December 2024:

	Estimated gross carrying amount \$'000	Weighted average loss rate %	Estimated loss allowance \$'000	Credit impaired (yes / no)
2024				
Current (not past due)	5,795	-	-	No
31 – 60 days past due	254	-	-	No
61 – 90 days past due	285	2	(5)	No
More than 90 days past due	969	85	(824)	No
	7,303		(829)	
2023				
Current (not past due)	4,561	-	-	No
31 – 60 days past due	7,448	-	-	No
61 – 90 days past due	180	13	(24)	No
More than 90 days past due	797	90	(718)	No
	12,986		(742)	

Loss rates are based on actual credit loss experience. These rates are multiplied by scale factors to reflect differences between economic conditions during the period over which the historical data has been collected, current conditions and BHI's view of economic conditions over the expected lives of the receivables.

Trade receivables and contract assets are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with BHI, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

7. MANAGING RISKS AND UNCERTAINTIES

7.1.3 Liquidity risk

Liquidity risk is the risk that BHI would be unable to meet its financial obligations as and when they fall due.

BHI operates under a payments policy of settling financial obligations within 30 days, and in the event of a dispute, making payments within 30 days from the date of resolution.

BHI's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in note 7.1.

BHI manages liquidity risk by:

- maintaining adequate short term reserves and banking facilities that can be drawn at short notice to meet its short-term obligations;
- holding investments and other contractual financial assets that are readily tradeable in the financial market; and
- careful maturity planning of its financial obligations based on forecasts of future cash flows.

BHI's exposure to liquidity risk is deemed to be not material based on prior periods' data and current assessment of risk.

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

7.1.4 Market risk

In its daily operations, BHI, is exposed to a number of market risks. Market risks relate to the risk that market rates and prices will change and that this will have an adverse effect on the operating result and /or net worth of BHI.

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

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

Foreign currency risk

Foreign currency risk is the risk that BHI's operating result, cash flow or capital are negatively impacted by a change in foreign exchange rates. BHI has minimal exposure to foreign currency risk.

Interest rate risk

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

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

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

The organisation's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities are set out in the financial instrument composition and maturity analysis table.

7. MANAGING RISKS AND UNCERTAINTIES

Interest rate exposure of financial instruments

	Weighted average interest rate	Carrying amount at 31 December \$'000	Interest rate exposure		
			Floating interest rate \$'000	Fixed interest rate \$'000	Non-interest bearing \$'000
2024					
Financial assets					
Cash and cash equivalents	4.52%	13,384	13,384	-	-
Trade receivables	0%	4,003	-	-	4,003
Other receivables	0%	3,300	-	-	3,300
Total financial assets		20,687	13,384	-	7,303
Financial liabilities					
Trade and other payables	0%	11,989	-	-	11,989
Borrowings	0%	2,500	-	-	2,500
Total financial liabilities		14,489	-	-	14,489

	Weighted average interest rate	Carrying amount at 31 December \$'000	Interest rate exposure		
			Floating interest rate \$'000	Fixed interest rate \$'000	Non-interest bearing \$'000
2023					
Financial assets					
Cash and cash equivalents	4.27%	13,536	13,536	-	-
Trade receivables	0%	7,284	-	-	7,284
Other receivables	0%	2,335	-	-	2,335
Total financial assets		23,155	13,536	-	9,619
Financial liabilities					
Trade and other payables	0%	8,546	-	-	8,546
Borrowings	0%	3,125	-	-	3,125
Total financial liabilities		11,671	-	-	11,671

Sensitivity analysis and assumptions

		Interest rate risk			
		-1% (100 basis points)		+1% (100 basis points)	
		Carrying amount at 31 December	Result \$'000	Equity \$'000	Result \$'000
2024					
Financial assets					
Cash and cash equivalents	13,384	(134)	-	134	-
Total impact		(134)	-	134	

	Carrying amount at 31 December	Interest rate risk			
		-1% (100 basis points)		+1% (100 basis points)	
		Result \$'000	Equity \$'000	Result \$'000	Equity \$'000
2023					
Financial assets					
Cash and cash equivalents	13,536	(241)	-	241	-
Total impact		(241)	-	241	-

7. MANAGING RISKS AND UNCERTAINTIES

7.2 Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet but are disclosed and, if quantifiable, are measured at nominal value.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Contingent assets of \$172k for 2024 (2023: \$114k).

BHI are aware of some legal matters that could have a material impact. There is a lack of certainty around the likely timing or amount of cash inflow or outflow that could be required in respect of these matters.

7.3 Fair value determination

Significant judgement: Fair value measurements of assets and liabilities

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of BHI.

This section sets out information on how BHI determined fair value for financial reporting purposes. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The following assets and liabilities are carried at fair value:

- land, buildings, plant and equipment, vehicles, and leasehold improvements.

In addition, the fair values of other assets and liabilities that are carried at amortised cost also need to be determined for disclosure purposes.

BHI determines the policies and procedures for determining fair values for both financial and non-financial assets and liabilities as required.

Fair value estimation

A number of inputs are used in determining fair values. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – quoted (unadjusted) market prices in active markets for identical assets or liabilities;
- Level 2 – valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 – valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

BHI determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

A summary of changes between levels can be found in Note 7.3(a).

The Valuer-General Victoria (VGV) is BHI's independent valuation agency.

Fair value determination of financial assets and liabilities

BHI currently holds a range of financial instruments that are recorded in the financial statements where the carrying amounts are a reasonable approximation of fair value, either due to their short-term nature or with the expectation that they will be paid in full.

There is no reportable difference between the carrying amount and fair value for the year ended 31 December 2024.

(a) Fair value determination of non-financial assets including right of use assets

BHI holds property, plant and equipment for which fair values are determined.

BHI, in conjunction with the Valuer-General Victoria (VGV), monitors changes in the fair value of each asset through relevant data sources to determine whether revaluations are required. The recurring fair value measurements of non-financial physical assets, such as land and buildings, are based on Level 2 observable inputs and Level 3 unobservable inputs due to the nature and characteristics of BHI's campus assets. There is little or no observable market evidence of the market selling price of campus assets as they are specialised assets with a Community Service Obligation (CSO) applied.

Right of use assets that arose from below market value leases (including peppercorn), were measured at cost in accordance with FRD 104 Transitional requirements on the application of AASB 16 Leases.

7. MANAGING RISKS AND UNCERTAINTIES

The table below shows the relevant fair value information relating to those assets.

	Carrying amount at 31 December \$'000	Fair value hierarchy		
		Level 1 Quoted prices \$'000	Level 2 Observable price inputs \$'000	Level 3 Unobserva ble inputs \$'000
2024				
Non-specialised land	69,561	-	69,561	-
Specialised land	199,575	-	-	199,575
Total land at fair value	269,136	-	69,561	199,575
Buildings	197,912	-	-	197,912
Total buildings at fair value	197,912	-	-	197,912
Plant and equipment	18,835	-	-	18,835
Vehicles	79	-	-	79
Leasehold improvements	4,131	-	-	4,131
Artworks	539	-	539	-
Right of use assets	17,938	-	-	17,938
Total other assets at fair value	41,522	-	539	40,983
2023				
Non-specialised land	69,561	-	69,561	-
Specialised land	199,575	-	-	199,575
Total land at fair value	269,136	-	69,561	199,575
Buildings	205,561	-	-	205,561
Total buildings at fair value	205,561	-	-	205,561
Plant and equipment	16,554	-	-	16,554
Vehicles	119	-	-	119
Leasehold improvements	2,839	-	-	2,839
Artworks	539	-	539	-
Right of use assets	20,593	-	-	20,593
Total other assets at fair value	40,644	-	539	40,105

Impairment

Non-financial assets, including items of software, property, plant and equipment, are tested for impairment whenever there is an indication that the asset may be impaired.

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 as an 'other economic flow', except to the extent that it can be debited to an asset revaluation surplus applicable to that class of asset.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However this reversal should not increase the asset's carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

The recoverable amount for most assets is measured at the higher of current replacement cost and fair value less costs to sell. Recoverable amount for assets held primarily to generate net cash inflows is measured at the higher of the present value of future cash flows expected to be obtained from the asset and fair value less costs to sell.

7. MANAGING RISKS AND UNCERTAINTIES

(b) Valuations of property, plant and equipment

Non-financial physical assets are measured at fair value on a cyclical basis, in accordance with Financial Reporting Direction (FRD) 103 Non-financial Physical Assets issued by the Assistant Treasurer. A full revaluation of education assets normally occurs every five years, but may occur more frequently if fair value assessments indicate material changes in values. Independent valuers are generally used to conduct these scheduled revaluations with interim revaluations determined in accordance with the requirements of the FRD. Revaluation increases and decreases arise from differences between an asset's carrying value and the fair value. Consistent with all government education assets, an independent valuation of all land and buildings was performed by the Valuer-General Victoria with an effective date of 31 December 2022.

For the year ending 31 December 2024, BHI conducted a managerial revaluation. As part of the managerial revaluation, the following inputs and assumptions were included:

- (a) assumptions made about the future
- (b) source of estimation uncertainty
- (c) the nature or class of assets impacted
- (d) the carrying amount of the assets subject to the significant uncertainty
- (e) sensitivity of the carrying amounts to methods, assumptions and estimates including the reasons for their sensitivity; and
- (f) expected resolution of the uncertainty and the range of reasonably possible outcomes within the next financial

In the current year, the RBA has continued to maintain and manage interest rates in response to the current actual inflation rates as well unemployment rates which has seen the cash rate being set at 4.35% at balance date. The RBA have taken these measures in response to higher than target inflation rates currently being experienced in the Australian economy. The cash rate target has had a consequential impact on the risk free and capitalisation rates used in determining the fair value of non-financial assets.

Further, rising costs of construction and inflation creates estimation uncertainty for assets measured at current replacement cost.

Non-specialised land and non-specialised buildings are valued using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets which are considered to have nominal or no added improvement value.

For non-specialised land and non-specialised buildings, an independent valuation was performed by the Valuer General Victoria with an effective date of 31 December 2022. Valuation of the assets was determined by analysing comparable sales and allowing for share, size, topography, location and other relevant factors specific to the asset being valued. From the sales analysed, an appropriate rate per square metre has been applied to the subject asset.

To the extent that non-specialised land and non-specialised buildings do not contain significant, unobservable adjustments, these assets are classified as Level 2 under the market approach.

Specialised land and specialised buildings: the market approach is also used for specialised land, although is adjusted for the Community Service Obligation (CSO) to reflect the specialised nature of the land being valued.

The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants. This approach is in light of the highest and best use consideration required for fair value measurement, and takes into account the use of the asset that is physically possible, legally permissible, and financially feasible. As adjustments of CSO are considered as significant unobservable inputs, specialised land would be classified as a Level 3 asset.

For BHI's majority of specialised buildings, the current replacement cost method is used. The replacement cost of specialised buildings is based on comparing the existing building with a modern equivalent, then adjusting for associated depreciation. As depreciation adjustments are considered as significant, unobservable inputs in nature, specialised buildings are classified as Level 3 fair value measurements.

An independent valuation of BHI's specialised land and specialised buildings was performed by the Valuer-General Victoria. The valuation was performed using the market approach adjusted for CSO. The effective date of the valuation is 31 December 2022.

Construction in progress assets are held at cost. BHI transfers the assets out of construction in progress and into the relevant asset category when they are ready for use.

7. MANAGING RISKS AND UNCERTAINTIES

Motor vehicles are valued using the current replacement cost method. BHI acquires new vehicles and at times disposes of them before the end of their economic life. The process of acquisition, use and disposal in the market is managed by experienced fleet managers in BHI who set relevant depreciation rates during use to reflect the utilisation of the vehicles.

Plant and equipment is held at fair value. When plant and equipment is specialised in use, such that it is rarely sold other than as part of a going concern, fair value is determined using the current replacement cost method.

Leasehold improvements are held at fair value being current replacement cost. As there is no evidence of a reliable market-based fair value (or other relevant fair value indicators) for leasehold improvements, depreciated cost is the fair value for these types of assets. The valuation of leasehold improvements is based on significant unobservable inputs and accordingly is classified as a Level 3 asset.

Right-of-use assets are recognised initially at an amount equal to the lease liability according to AASB 16.C8 b(ii) and valued at current replacement costs over the life of the applicable leases. There is no evidence of a reliable market-based fair value (or other relevant fair value indicators) for right-of-use assets and depreciated cost is the fair value for these types of assets. These assets have been classified as level 3 under the fair value hierarchy for based on significant unobservable inputs. Using current rental and review of right-of-use assets fair value assessment, the movement is much lower than the 10% threshold hence no managerial revaluation is required and no impact on the fair value of right-of-use properties.

There were no changes in valuation techniques throughout the period to 31 December 2024.

For all assets measured at fair value, the current use is considered the highest and best use.

Reconciliation of level 3 items for the periods ended 31 December 2023 and 2024

	Leasehold improvements	Specialised land and buildings	Right-of-use assets	Other assets
	\$'000	\$'000	\$'000	\$'000
Level 3 Fair value measurements				
As at 1 January 2023	3,288	411,306	22,841	19,261
Additions	-	-	775	2,019
Disposals	-	-	(37)	(17)
Depreciation	(449)	(10,823)	(2,986)	(4,296)
Write-ups/transfers/(write-offs)	-	4,653	-	(294)
Balance as at 31 December 2023	2,839	405,136	20,593	16,673
As at 1 January 2024	2,839	405,136	20,593	16,673
Additions	-	6	541	5,125
Disposals	-	(575)	(82)	(17)
Depreciation	(351)	(11,188)	(3,114)	(3,737)
Write-ups/transfers/(write-offs)	1,643	4,108	-	871
Balance as at 31 December 2024	4,131	397,487	17,938	18,915

7. MANAGING RISKS AND UNCERTAINTIES

Description of significant unobservable inputs to Level 3 valuations

2024 and 2023	Valuation technique	Significant unobservable inputs	Estimated sensitivity
Specialised land	Market approach	Community service obligation (CSO) adjustment	A significant increase or decrease in the CSO adjustment would result in a significantly higher or lower fair value
Specialised buildings	Current replacement cost	Useful life of buildings and cost per square metre	A change in the useful life of the buildings and/or cost per square metre would result in a significantly higher or lower fair value
Motor vehicles	Current replacement cost	Useful life of vehicles	A change in the useful life may have an impact on the fair value (higher / lower)
Plant and equipment	Current replacement cost	Useful life of plant and equipment	A change in the useful life may have an impact on the fair value (higher / lower)
Leasehold improvements	Current replacement cost	Useful life of lease	A change in the useful life may have an impact on the fair value (higher / lower)
Right-of-use assets	Current replacement cost	Useful life of right-of-use asset lease term	A change in the useful life may have an impact on the fair value (higher / lower)

There were no significant inter-relationships between unobservable inputs that materially affect fair values.

8. GOVERNANCE DISCLOSURES

8.1 Responsible persons

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the Financial Management Act 1994, the following disclosures are made regarding responsible persons and executive officers for the reporting period.

The persons who held the positions of Ministers and Accountable Officers in BHI were as follows:

Position	Name	Relevant Period
Minister for Skills and TAFE	The Hon. Gayle Tierney MLC	1 January 2024 to 31 December 2024
Minister for Regional Development	The Hon. Gayle Tierney MLC	1 January 2024 to 18 December 2024
Minister for Water	The Hon. Gayle Tierney MLC	19 December 2024 to 31 December 2024
Board Chair	Ms Tracey Cooper	1 January 2024 to 31 December 2024
Chief Executive Officer / Managing Director	Mr Grant Radford	1 January 2024 to 6 October 2024
Acting Chief Executive Officer / Managing Director	Mr Peter Quilligan	7 October 2024 to 31 December 2024
Board Member	Mr Allan Moore	1 January 2024 to 31 May 2024
Board Member	Ms Amanda Brook	1 January 2024 to 31 December 2024
Board Member	Ms Annabelle Roxon	1 January 2024 to 31 December 2024
Board Member	Ms Jane Foley	1 January 2024 to 31 December 2024
Board Member	Mr Phillip Davies	1 January 2024 to 31 May 2024
Board Member	Mr Anthony Nippard	1 January 2024 to 31 October 2024
Board Member	Ms Carol Webb	1 January 2024 to 31 December 2024
Board Member	Ms Elizabeth Camilleri	1 January 2024 to 31 December 2024
Board Member	Ms Natasha Ritchie	1 January 2024 to 31 December 2024
Board Member	Ms Christina Chia	1 August 2024 to 31 December 2024
Board Member	Mr John Bennie	1 August 2024 to 31 December 2024
Board Member	Ms Wendy Cross	1 August 2024 to 31 December 2024
Board Member	Mr Kyle Vander-Kuyp	1 November 2024 to 31 December 2024

Remuneration

Remuneration received or receivable by the Accountable Officer in connection with the management of BHI during the reporting period was in the range: \$430,000 – \$439,999 (2023: \$430,000 – \$439,999).

Remuneration received or receivable by the Responsible Persons, excluding the Accountable Officer, during the reporting period was in the range:

Income range	2024	2023
Less than \$10,000	1	3
\$10,000 – \$19,999	3	4
\$20,000 – \$29,999	2	-
\$40,000 – \$49,999	7	5
\$80,000 – \$89,999	1	1
Total number	14	13
Total remuneration (\$'000)	519	393

Remuneration of the Responsible Minister is included in the financial statements of the State's Annual Financial Report. Other relevant interests are declared in the Register of Members interests which is completed by each member of Parliament.

8. GOVERNANCE DISCLOSURES

8.2 Remuneration of executives

The number of executive officers, other than the Accountable Officer, and their total remuneration during the reporting period is shown in the table below. Total annualised employee equivalents provides a measure of full time equivalent executive officers over the reporting period.

Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Post-employment benefits include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Other long-term benefits include long service leave, other long service benefits or deferred compensation.

Termination benefits include termination of employment payments, such as severance packages.

	2024 \$'000	2023 \$'000
Remuneration		
Short-term employee benefits	1,868	1,816
Post-employment benefits	193	174
Other long-term benefits	14	6
Termination benefits	94	82
Total remuneration	2,169	2,078
Total number of executives	8	8
Total annualised employee equivalents (i)	7	7

(i) Annualised employee equivalent is based on paid working hours of 38 ordinary hours per week over the 52 weeks for a reporting period.

8.3 Related parties

Related parties of BHI include:

- all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they have significant influence over);
- all departments and public sector entities that are controlled and consolidated into the whole-of-state consolidated financial statements.

BHI has had material government related party transactions for the period ended 31 December 2024, further information can be found in Note 2.1 and outstanding balances with a government related party at Note 5.1 and Note 5.4. BHI had no related party transactions with other entities for the period ended 31 December 2024.

Key management personnel of BHI include the Minister for Skills and TAFE, the members of the BHI Board, the Chief Executive Officer/Managing Director and members of the Executive Leadership Team, which at 31 December 2024 comprised:

Executive Director People and Culture	Ms Aggie Kost
Executive Director Student Experience	Mr Hermant Kokularupan
Executive Director Academic Governance	Ms Susan Spozetta
Executive Director Strategic Engagement	Mr Paul Newnham
Executive Director Educational Delivery	Ms Michelle Mason-Woods
Acting Chief Operating Officer	Mr Peter Quilligan
Chief Financial Officer	Mr Matthew Graver

8. GOVERNANCE DISCLOSURES

Compensation of key management personnel

	2024 \$'000	2023 \$'000
Remuneration		
Short-term employee benefits	2,738	2,579
Post-employment benefits	275	240
Other long-term benefits	14	6
Termination benefits	93	82
Total remuneration	3,120	2,907

Transactions and balances with key management personnel and other related parties

BHI had no related party transactions with key management personnel for the period ended 31 December 2024.

8.4 Remuneration of auditors

	2024 \$'000	2023 \$'000
Remuneration of the Victorian Auditor-General's Office		
Audit of the financial statements	145	126
Total remuneration of the Victorian Auditor-General's Office	145	126
Remuneration of other auditors		
Internal audit services	257	208
Other audit services	74	39
Total remuneration of other auditors	331	247
Total	476	373

The Victorian Auditor-General's Office is not allowed to provide non-audit services.

9. OTHER DISCLOSURES

9.1 Other economic flows included in net result

	2024 \$'000	2023 \$'000
(a) Net gain/(loss) on financial instruments		
Impairment of loans and receivables	(233)	(63)
Total net gain/(loss) on financial instruments	(233)	(63)
(b) Net gain/(loss) on non-financial assets		
Net gain/(loss) on disposal of assets	106	18
Total net gain/(loss) on non-financial assets	106	18
(c) Other gains/(losses) from other economic flows		
Net gain/(loss) arising from revaluation of long service leave liability	(149)	131
Net gain/(loss) arising from revaluation of annual leave liability	(41)	19
Gain/(loss) on revaluation of non-financial assets through other comprehensive income	-	(690)
Share of profit of associates	(303)	5,241
Total other gains/(losses) from other economic flows	(493)	4,700
Total other economic flows included in net result	(620)	4,655

Net gain/(loss) from revaluation of long service leave liability and annual leave liability are changes arising due to changes in bond rates.

'Other economic flows' are changes arising from market remeasurements. They include:

- gains and losses from disposals of non-financial assets (refer to Note 4.1);
- revaluations and impairments of non-financial physical and intangible assets (refer to Note 4.1 and Note 4.2);
- remeasurement arising from employee benefits (refer to Note 3.1); and
- fair value changes of financial instruments (refer to Note 7.3).

This classification is consistent with the whole of government reporting format and is allowed under AASB 101 *Presentation of Financial Statements*.

9.2 Equity reserves

	2024 \$'000	2023 \$'000
Physical asset revaluation surplus		
Balance at 1 January	392,160	392,179
Revaluation increment/(decrement) on non-current assets	(3,179)	(19)
Disposals or transferred out	(1)	-
Balance at 31 December	388,980	392,160
<i>Note: The physical asset revaluation surplus arises on the revaluation of land and buildings. Refer to Note 9.6 for details of the 2024</i>		
Restricted funds reserve		
Balance at 1 January	1,146	1,146
Movements	(82)	-
Balance at 31 December	1,064	1,146

Funds held in the restricted reserve are quarantined and can only be used for the specific purposes in which it was intended.

9.3 Events after reporting date

No matters or circumstances have occurred subsequent to period end that have significantly affected, or may significantly affect, the operations of BHI, the results of those operations or the state of affairs of BHI in subsequent financial years.

9. OTHER DISCLOSURES

9.4 Application of standards issued but not yet effective

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 31 December 2024 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises BHI of their applicability and early adoption where applicable.

AASB 18 Presentation and Disclosure in Financial Statements will replace AASB 101 Presentation of Financial Statements. The standard aims to improve how entities communicate in their financial statements, with a focus on information about financial performance in the statement of profit or loss. The key presentation and disclosure requirements established by AASB 18 are:

- the presentation of newly defined subtotals in the statement of profit or loss;
- the disclosure of management-defined performance measures; and
- enhanced requirements for grouping information (i.e. aggregation and disaggregation).

The amendment is not expected to impact BHI and BHI will not early adopt the standard.

AASB 2022-10 - Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial assets of Not-for-Profit Public Sector Entities amends AASB 13 Fair Value Measurement, including adding authoritative implementation guidance and providing related illustrative examples, for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows. BHI currently uses the current replacement cost ("CRC") to determine the fair value of some property plant and equipment. The amendment and Financial Reporting Direction 103 Non-financial physical assets provides further guidance on the types of costs that should be included in estimating the CRC which has not had a material impact on the fair value of property, plant and equipment.

9.5 New or amended Accounting Standards and Interpretations adopted

The following Australian Accounting Standards and interpretations are mandatory for the 31 December 2024 reporting period.

In March 2020, the AASB issued AASB 2020-1 - Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-Current, which makes amendments to AASB 101 Presentation of Financial Statements to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current.

In December 2022, the AASB issued AASB 2022-6 - Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants, which amends AASB 101 to improve the information an entity provides in its financial statements about liabilities arising from loan arrangements for which the entity's right to defer settlement of those liabilities for at least twelve months after the reporting period is subject to the entity complying with conditions specified in the loan arrangement. It also amends an example in Practice Statement 2 regarding assessing whether information about covenants is material for disclosure.

The amendment did not have an impact on BHI's financial statements.

AASB 2022-5 - Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback amends AASB 16 Leases to add subsequent requirements for sale and leaseback transactions that satisfy the requirements in AASB 15 Revenue from Contracts with Customers to be accounted for as a sale. The amendment did not have an impact on BHI's financial statements.

AASB 2023-1 - Amendments to Australian Accounting Standards - Supplier Finance Arrangements amends AASB 107 and AASB 7 to require an entity to provide additional disclosures about its supplier finance arrangements. The amendment did not have an impact on BHI's financial statements.

9. OTHER DISCLOSURES

9.6 Non-financial physical assets classified as held for sale

	2024 \$'000	2023 \$'000
Land held for sale	13,031	16,100
Buildings held for sale	469	579
Non-financial physical assets classified as held for sale	13,500	16,679

Non-financial physical assets held for sale at reporting date comprised a property in Mont Albert. The sale of the property is expected to occur in 2025.

Measurement of non-financial physical assets

Non-financial physical assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use.

This condition is regarded as met only when:

- the asset is available for immediate use in the current condition
 - the sale is highly probable and the asset's sale is expected to be completed within 12 months from the date of classification
- These non-financial physical assets (buildings), are measured at the lower of carrying amount and fair value less costs to sell and are not subject to depreciation or amortisation.

Independent Auditor’s Report

To the Board of Box Hill Institute


Opinion	<p>I have audited the accompanying Performance Statement of Box Hill Institute (the Institute) which comprises the:</p> <ul style="list-style-type: none"> Performance Statement for the year ended 31 December 2024 declaration by Board Chair, Chief Executive Officer and Managing Director, and Chief Finance and Accounting Officer. <p>In my opinion, the Performance Statement of Box Hill Institute in respect of the year ended 31 December 2024 presents fairly, in all material respects, in line with the reporting requirements outlined by the Minister in the Statement of Priorities.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the institute in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the Performance Statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Board's responsibilities for the Performance Statement	<p>The Board of the Institute is responsible for the preparation and fair presentation of the Performance Statement, and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of the Performance Statement that is free from material misstatement, whether due to fraud or error.</p>
Auditor’s responsibilities for the audit of the Performance Statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the Performance Statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the Performance Statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this Performance Statement.</p>

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of Performance Statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute’s internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether the Performance Statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
14 March 2025



Charlotte Jeffries
as delegate for the Auditor-General of Victoria

Box Hill Institute
Performance Statement for the year ended
31 December 2024

Declaration by Board Chair, Chief Executive Officer
and Managing Director, and Chief Finance and
Accounting Officer

In our opinion, the accompanying Statement of Performance of Box Hill Institute, in respect of the year ended 31 December 2024, is presented fairly.

The Statement includes the performance indicators as determined by the responsible Minister, predetermined targets where applicable, 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 which would render any particulars in the Statement to be misleading or inaccurate.



Tracey Cooper
Board Chair

Date:
Place: Box Hill, Victoria



Grant Radford
Chief Executive Officer

Date:
Place: Box Hill, Victoria



Jenneth Garcia
Acting Chief Financial
Officer

Date:
Place: Box Hill, Victoria

Box Hill Institute
Performance Statement for the year ended
31 December 2024

INDICATOR	DESCRIPTION AND METHODOLOGY	MEASURE	2024 TARGET	2024 ACTUAL	EXPLANATION OF VARIANCES	PRIOR YEAR RESULT
Training revenue diversity	Breakdown of training revenue split by Government funded and Fee for Service	%			Total delivery volumes in Government Funded VET programs was largely as projected in 2024. Higher than expected delivery volumes in Free TAFE qualifications is the basis for the materially offsetting variances in Government Funded training revenue and Student fees and charges.	
	Training revenue split by:					
	• Government Funded		46%	52%		44%
	• Fee for Service (FFS)		41%	40%		48%
	• Student F&C	%	13%	8%	Delivery related employment costs were controlled relative to delivery volumes. Whilst the employment costs associated with broader institute activities (including grant funding and childcare operations) are included in the cost element of this metric, the income is not considered training revenue and is therefore excluded from this metric. Furthermore, employment costs related to self-funded non-recurring project activities in 2024 were materially offset by containment on non-salary operating expenses which are not included in this metric.	8%
	Employment and Third Party training delivery costs as a proportion of training revenue Government Funded and FFS		97.7%	106.7%		117.9%
	Employment costs + 3rd party training delivery costs / Training Revenue					
Training revenue per teaching FTE	Training Revenue (excl. revenue delivered by third parties) per Teaching FTE Training Revenue (excl. revenue delivered by 3rd parties) / Teaching FTE	\$'000s	\$249.3	\$236.6	The improvement in this metric relative to the prior year is a product of increases in both the delivery volumes (12% increase from 2023 levels) and increases in the training subsidy rates.	\$206.0
Operating margin percentage		%	(9.9%)	(11.9%)	Result from operating transactions before depreciation (EBITDA) were materially as projected - the deterioration against the 2024 target is a result of revised useful life estimates on key operating assets (buildings) obtained from the Victorian Valuer General's Office being reflected in the 2024 actual depreciation expense but not in the 2024 target.	(11.7%)

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BOX HILL INSTITUTE

Elgar campus
465 Elgar Road, Box Hill

Nelson campus
853 Whitehorse Road, Box Hill

Whitehorse campus
1000 Whitehorse Road, Box Hill

City campus
253 Flinders Lane, Melbourne

Lilydale campus
Jarlo Drive, Lilydale